



# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



**RFP No. 0448 | October 14, 2022**

## DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE CONSULTING SERVICES FOR JEFFERSON PARISH, LOUISIANA



### SUBMITTED BY

#### **ROSTAN SOLUTIONS, LLC**

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The data contained in Pages 53–69 of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, Jefferson Parish shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit Jefferson Parish's right to use or disclose data obtained from any source, including the Proposer, without restrictions.

*A redacted PDF copy of our proposal has been supplied to the Parish  
for use in Public Records requests.*

**ROSTAN**  
SOLUTIONS

## A. COVER LETTER



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October 14, 2022

Jefferson Parish  
Department of Purchasing  
Attn: Renny Simno, Director  
200 Derbigny Street, Suite 4400  
Gretna, Louisiana 70053

### Re: RFP No. 0448 — Consulting Services for Disaster Recovery and FEMA Public Assistance

Dear Mr. Simno and Selection Committee Members,

Rostan Solutions, LLC (Rostan) is pleased to submit to you for consideration our response to *RFP No. 0448 — Consulting Services for Disaster Recovery and FEMA Public Assistance* published by Jefferson Parish (Parish). Rostan is a Baton Rouge-based FEMA consulting firm that specializes in disaster recovery and program management services. Our primary focus is centered around our speed and accuracy in obtaining federal funding for Louisiana Parishes. **Our recent demonstrated success during DR-4611 (Hurricane Ida), specifically with Plaquemines and St. James Parish sets us apart from our competitors — as both parishes, received an obligated and funded Category A (Debris) Project Worksheet (PW) for debris removal and Category E PW for 1206 Assessments months into the disaster because our team understood the federal/state system in a way that sets the projects on a fast track to funding.** We recognized early on the countless moving parts of a recovery effort that a local government bears, and we take pride in helping our clients navigate and overcome the complex challenges of recovery to emerge with greater resilience, strengthened infrastructure, and broader economic stability.

Based on our demonstrated experience in St. James and Plaquemines Parishes and specifically in GOHSEP Region 3 and 1 since 2015, we understand that the Parish is seeking ‘cradle to grave’ disaster grant and program management consulting services for FEMA’s Programs. *This being recognized, and in an effort to showcase our true understanding of the Parish’s current and future needs, Rostan is bringing forth our team of professionals that is intimately familiar with local, Parish government, and more specifically with FEMA’s Public Assistance, Hazard Mitigation Grant Program, and Non-Disaster Funding Programs related to local parish government.* Our Team will **DELIVER** results and provide immediate **DIRECTION** for the Parish throughout its entire recovery process.

**Our recommended approach that is highlighted throughout this proposal is based on our extensive disaster recovery experience working with FEMA Applicant’s in Louisiana; our unrivaled intuitional knowledge of the Governor’s Office of Homeland Security and Emergency Preparedness’ (GOHSEP’s) Recovery Operation and Personnel; our working relationships with FEMA Region 6, and our comprehensive understanding of the requirements described in the RFP.** We believe, however, that this recommended approach, will yield the Parish greater results, and will bode well for a more efficient and effective recovery program.

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## PHILOSOPHY

Our philosophy for providing successful disaster recovery programs remains simple. Provide credentialed personnel that stay with our clients through closeout; Leverage our close relationships with GOHSEP and FEMA Region 6 to yield results; Lead and provide sound direction to navigate our clients' recovery efforts; and Deliver maximized funding results that align with the long-term vision of our clients. **We have teamed with Meyer Engineers to deliver Jefferson Parish a team with local experts who are familiar with your infrastructure.**

Specific to the Parish's requirements, Rostan possesses decades of quality experience providing disaster recovery services for program and grant administration to local governments. We understand the ultimate scope of services for financial recovery that are being requested by the Parish, and we are offering an approach that highlights our keen understanding of the Parish's true needs:

- Have Rostan serve as the primary Point of Contact for the Parish on FEMA and GOHSEP correspondence. Serve as the FEMA Consulting Team manage to manage all Program Management elements for an effective FEMA Public Assistance cost recovery program and have costs attributed to Program Management costs that will be needed as part of this project. This action will involve **CLOSE** and **TRANSPARENT** coordination with GOHSEP to showcase the cost savings of utilizing a firm familiar with the Parish's assets and damaged elements, and more importantly, a firm with a keen understanding of the Public Assistance Program.
- Have Rostan's Consulting Team manage the Grant Administration and FEMA Program technical elements (428, 406, 50/50, Consensus based codes) for costs incurred primarily under the Management Costs Policy and serve as the Parish's FEMA/GOHSEP Liaison and Technical Subject Matter Expert for all eligibility issues. This action will involve **CLOSE** and **TRANSPARENT** coordination with GOHSEP to showcase the cost savings of utilizing a firm familiar with the Parish's assets and damaged elements.

## DELIVERING RESULTS

Rostan has developed, implemented, and managed FEMA projects in 14 states and two US territories in Regions II, III, IV, VI, VII, VIII, & IX spanning more than 60 years and recovering more than \$5 billion since 2006.

*What we address in our proposal is critical—speed, solid process delivery, and a well-organized, efficient management team.* Beyond the specific requirements, and as displayed throughout our submission, the Rostan Team offers:

- **Demonstrated and Extensive FEMA Public Assistance (PA) and Infrastructure Project Experience**— We are recovery leaders with decades of PA expertise and eligibility experience with infrastructure projects at both the subgrantee and grantee levels, including specialized knowledge and capabilities surrounding municipalities. The Rostan Team is local and intimately familiar with the Parish. We are ready to mobilize as needed to provide quality consulting services upon notice to proceed.
- **Demonstrated and Trusted Advisors with a substantial footprint in the State of Louisiana**— Our dedicated Louisiana-based team offers the Parish exceptional FEMA PA technical expertise and proven performance through trusted key personnel. Our Team's unrivaled engineering experience with the Parish and the FEMA PA expertise will help the Parish achieve the best outcomes for their recovery effort.
- **Demonstrated and Professional Collaboration with All Stakeholders**— By working collaboratively with internal and external stakeholders, our objective is to avoid delays, maximize eligible funding,

and avoid appeals. Our staff has years of prior experience working directly with GOHSEP and FEMA. This key experience will prove invaluable to the Parish's recovery.

- **A Demonstrated Cadre of Subject Matter Experts** — In addition to our key staff, we have a cadre of additional subject matter experts available for remote consultation or deployment to the project within hours as needed. Our cadre previously supported recovery on dozens of disasters in nearly every role at the local, state, and federal level.

By selecting our team, we will continue to build upon the success that has been made and we will help lay the foundation for a successful recovery, ensuring that the Parish continues to maximize grant funding opportunities while achieving compliance through complex regulations. We are proud to submit this response and are looking forward to working with Parish and State leadership to have Jefferson Parish remain at the forefront of GOHSEP and FEMA Region 6's attention, similarly to how we have assisted all our clients.

I will serve as the primary liaison for the Parish regarding this project effort, including contractual requirements and technical clarifications. I can be reached through the points of contact below:

PRIMARY CLIENT CONTACT	
NAME	Kyle Jones
TITLE	Principal/Vice President
ADDRESS	8282 Goodwood Boulevard, Suite W6 Baton Rouge, LA 70806
PHONE	225-202-3637
FAX	813-333-7330
EMAIL	kjones@rostan.com

We look forward to your favorable response to our proposal and to continue working with the Parish towards an expedited and successful recovery. I am the duly authorized agent of Rostan and if you should have any questions, please contact me via cell at 225-202-3637 or by email at [kjones@rostan.com](mailto:kjones@rostan.com).

Very truly yours,



Kyle Jones, CEM  
Principal/Vice President  
Rostan Solutions, LLC



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# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



RFP No. 0448 | October 14, 2022

## DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE CONSULTING SERVICES FOR JEFFERSON PARISH, LOUISIANA



### SECTION C – TECHNICAL PROPOSAL

- C.1 Overview
- C.2 Customized Approach for Jefferson Parish
- C.3 Leverage Available Funding
- C.4 Protocols

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## C.1 OVERVIEW

Rostan will act as an extension of the Parish during all meetings and correspondence with GOHSEP/FEMA and will facilitate the grant management in accordance with FEMA policies. This includes but is not limited to, consulting and advising the Parish as subject matter expert for any grant modification requests. Rostan will represent all Parish information and intents to FEMA and the State of Louisiana in a manner which maximizes the outcome for the Parish to the fullest extent possible. Part of this approach includes the development of a strategy which meets the needs of the Parish and is appropriate per applicable guidance and regulation.

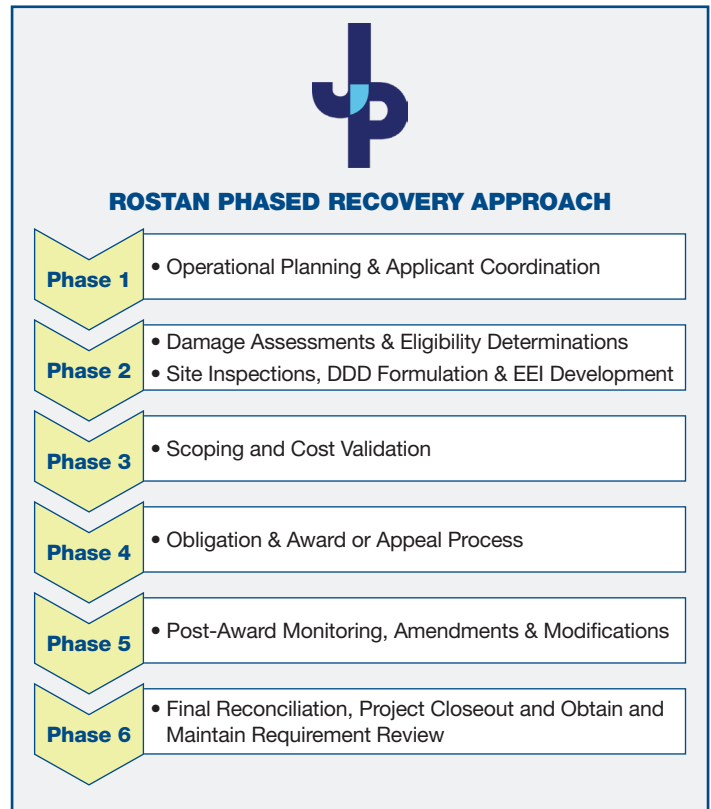
Rostan will provide personnel resources to the Parish with expertise and experience for identification of damage and costs, project worksheet development and oversight, and analysis of all available mitigation opportunities and subsequent proposal development. Our team will work directly with the Parish in applying for grant funding and developing components, which will capture, document, and organize information in an appropriate, eligible, and compliant manner for presentation to FEMA and the State.

Our team, as FEMA Program, Technical and Policy experts, are well-equipped to provide continued support to the Parish for FEMA Public Assistance and Hazard Mitigation Programs. The Public Assistance (PA) Grant Program (including 406 Mitigation) provides assistance to state entities maintaining and operating public infrastructure to respond, recover and mitigate impacts. Our experts will assist with project development, formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP). Our Team will work closely with each Parish Department and also with the Administration to validate projects immediately following an event through our customized local government Approach.



For *Public Assistance Programs*, the 'Rostan Phased Recovery Approach' illustration outlines the various phases of the Parish's recovery effort in alignment with the new FEMA Delivery Model, and truly showcases our expertise of how the FEMA P.A. Program is managed. Our approach is specifically customized and tailored to FEMA's newly implemented process and is designed for speed and fast track of project funding.

Our customized approach begins with sound understanding of the proposal requirements, but also captures additional recommendations in resource capacity and contract structure/ capacity to deliver aggressive results based on our collective team's credentialed experience in disaster recovery. The elements included within the organizational structure represent not only our understanding of the Request for Proposals, but more importantly illustrate how our comprehensive team intends to deliver results for the Parish.

Our approach focuses on our existing relationships with FEMA and the intimate knowledge that our team has of the solicitation with regard to the organizational type of the Parish. Our experience with the local government will allow us to expedite the delivery of the Key Service Areas for the Parish. Our Approach also involves the IMMEDIATE need of a standing meeting with FEMA and GOHSEP to keep all stakeholders engaged and to keep projects moving.



For *Hazard Mitigation Programs*, the Post Disaster Mitigation Program illustration outlines the various funding opportunities that are available to the Parish. It is the intent of Rostan, to aggressively pursue hazard mitigation funding to address Parish needs for all vulnerable facilities. Our demonstrated success with cities of Calcasieu Parish, highlights our capabilities in being able to apply for, secure, and manage HMGP funding on behalf of the Parish. Rostan staff will pave the way for the Parish to position for Hazard Mitigation Funding and will open to door for other opportunities to mitigate vulnerable critical infrastructure and insufficient drainage systems.

POST-DISASTER MITIGATION		
406 Hazard Mitigation (HM)	 Hazard Mitigation Grant Program (HMGP)	 Non-disaster (competitive HM grants on annual funding cycle)
Post-disaster	Post-disaster	Non-disaster
Funding through FEMA PA Program	Funding through FEMA HMGP Program <i>Funding is limited.</i>	Funding through Hazard Mitigation Assistance (HMA) Program
Incident-specific Grants	Multi-hazard/Area-wide Grants	Multi-hazard/Area-wide Grants
Funding available for Disaster-damaged Elements of Facilities Only	Funding available for Damaged + Non-damaged Facilities	Funding available for Non-damaged Facilities



## C.2 CUSTOMIZED APPROACH FOR JEFFERSON PARISH

Our approach to this project is centered around the fact that we understand how local government operates and functions better than our competitors. Our approach is customized to the needs of the Parish and focuses on speed, sound process delivery, and a well-organized, efficient management team who understand Parish processes, facilities, and infrastructure. Our intent to hit the ground running, which is why we are providing a screen shot of our FIRST meeting agenda to kick-off the project, should we be selected.

This agenda highlights our understanding of how to streamline processes and meet the satisfaction level of the Parish to fulfill our responsibility as your consultant. During this kick-off meeting with the Parish Administration, our Team will discuss our strategy in how we intend to provide coverage and effectively represent the needs of all Parish facilities. Rostan will focus the discussion for this meeting primarily around the immediate needs of the Parish relative to active projects. Because of our history with local governments, we recognize and understand that federal funding and reimbursements are critical, and these elements involve a close and coordinated effort with Parish Finance Staff as well as GOHSEP and the Louisiana Legislative Auditors (LLA) to ensure reporting mechanisms and accounting best practices are in place.

It is therefore our intent, based on our hands-on experience to date with local government, to designate and deploy our Teams to the Parish to begin project coordination after the initial Kick-Off meeting.

Our Teams will each consist of the following expert capability and will deliver our Key Services Areas to the Parish for all active Projects:

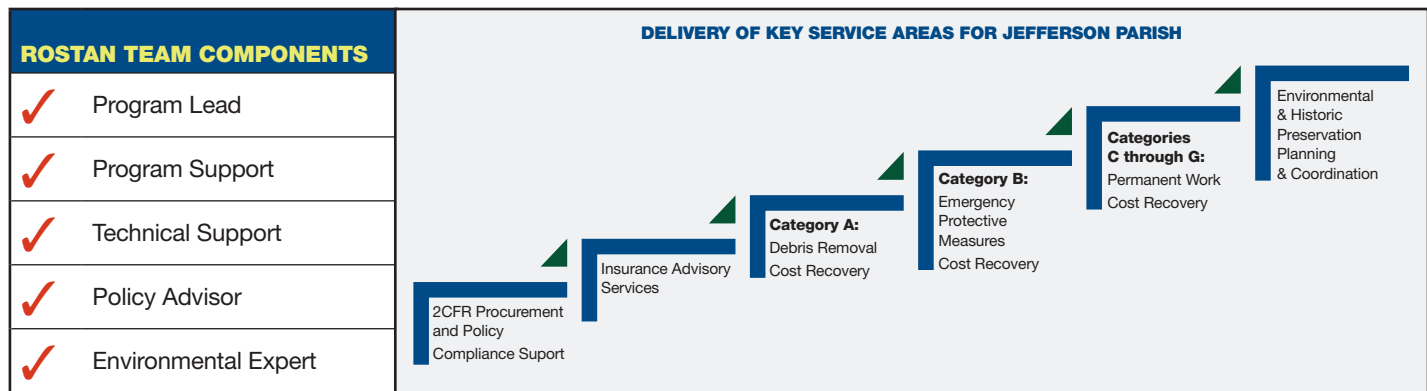



Jefferson Parish  
FEMA Recovery and Mitigation Programs

AGENDA

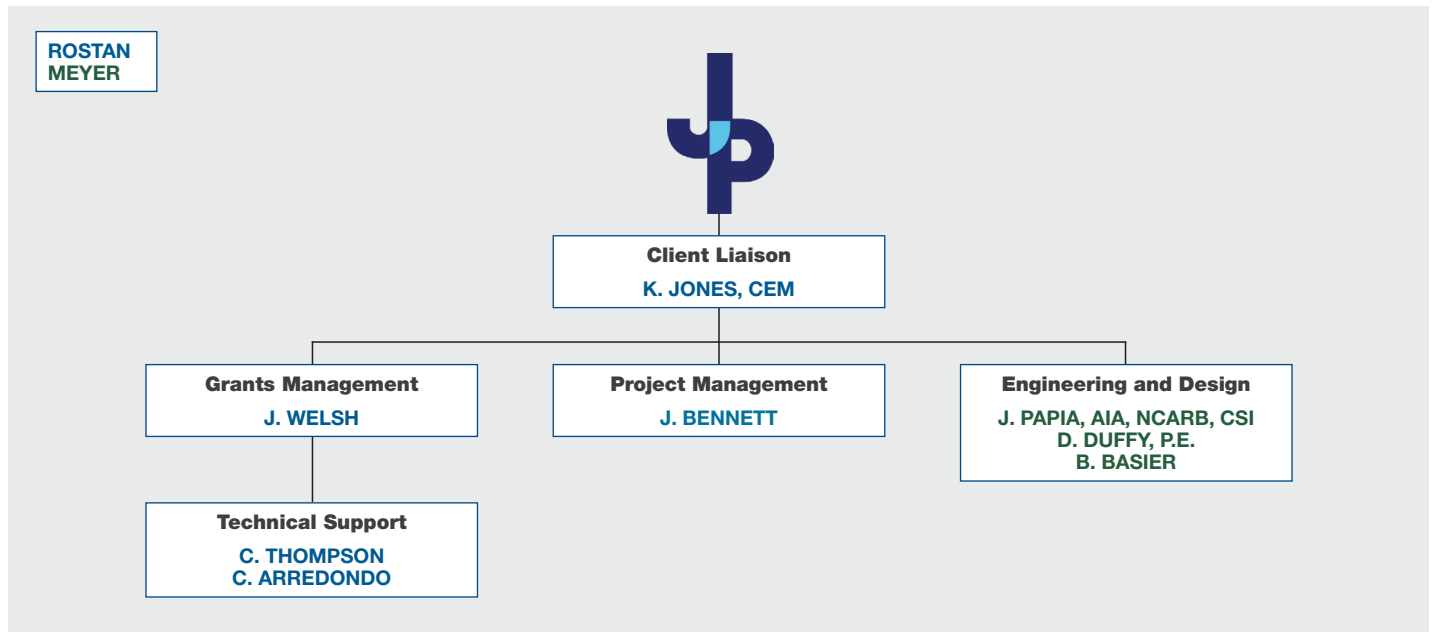
- I. Introductions / Project Roles and Assignments
- II. File/Account Access and Overview
  - a. Louisianaapa.com (Existing)
  - b. Louisianaahm.com (Existing)
  - c. FEMA Grants Portal (Existing)
  - d. Rostan SharePoint
- III. Active Project Needs
  - a. Project Overviews
  - b. Immediate Funding Needs
  - c. Cost Share and Match Responsibility / Solutions
  - d. Reimbursement Needs
- IV. Immediate To-Do's
  - a. Project File Reviews
  - b. Recent Storm Assessments (Laura, Delta, Ida) Technical Review
    - i. Consensus Based Codes
    - ii. 1206 Substantial Damage Assessments
  - iii. Hazard Mitigation Proposals (406) Discussion
  - iv. Hazard Mitigation Grant Program (404) Discussion
  - v. Non-Disaster Mitigation (FMA, PDM, BRIC) Discussion
- c. Insurance Review

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These Teams are fundamentally cross trained in both Public Assistance and Hazard Mitigation Programs. Additionally, each Team possesses the knowledge of CDBG-DR Non-Federal Matching requirements for the disasters that have been approved by GOHSEP. Based on our demonstrated history with local government, we understand and recognize that the most beneficial solution is to designate and devote our personnel to the Parish so that relationships can be formed, continuity/streamlining of processes can occur, and our team can understand each Parish facility on an intimate level. This approach is most notable with our intimate knowledge and familiarity with the City of Sulphur's infrastructure. Because our team was so involved, so integrated, and so familiar with this facility, we were able to single handedly walk FEMA through to obligating several projects for emergency work immediately following Hurricane Laura.



As presented above, our Teams will be strategically designated to the Parish in order to achieve exponential results from the Public Assistance Program, as well as Hazard Mitigation Program Funding. Our teams are organized in a manner in which each team can apply for, manage, implement, and deliver all FEMA Programs in their full, respective life cycles. Our Team will report directly to our designated Project Manager. We believe this process will enable our teams to be effective and allow for streamline communication and reporting process for the Parish. **Our primary objective through this Approach is to build continuity and relationships with the staff/administration at the Parish, and to become familiar with the infrastructure and assets at each Parish facility so that when a disaster occurs, our team can navigate through the FEMA process at an effective/efficient pace.**

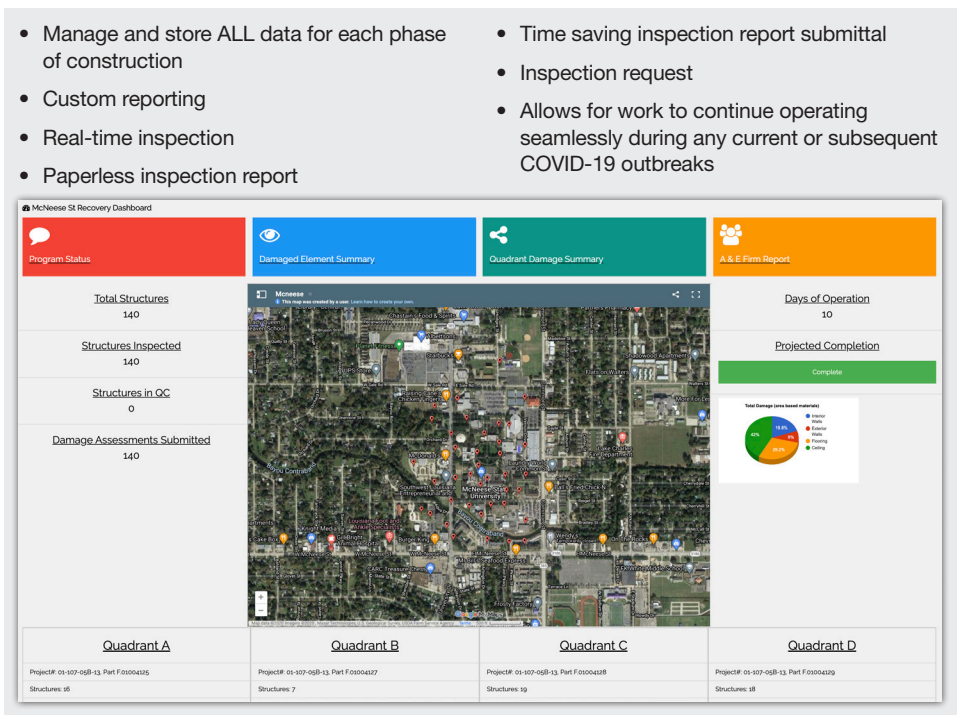
Our methodology for integrating our approach into the recovery and mitigation processes for the Parish is fundamentally simplistic. The flow chart illustrated on the following page depicts our Phases of Work Progress as it relates to a client's recovery efforts. In short, after an event, various timelines are set in place, and the urgency to collect data and damage documentation from the Applicant is hard pressed. Having a systematic process for collecting this information into a centralized point is vital for the success of the recovery program. Our Team will assist the Parish to implement measures and protocols with the latest technology platforms available to ensure damages are collected, captured and cataloged efficiently.

Our Team provides this and more to the Parish. The Parish benefits immediately from our learned experiences, familiarity with your assets, and from our relationships with GOHSEP and FEMA to streamline funding for Parish projects. The ability to utilize our expertise will continue to benefit the Parish and will speed up the recovery effort since we are familiar with your processes and facilities.



In order to effectively implement project schedules within various damaged Parish facilities, we will work closely with the Parish Administration, including the coordination for (a) a comprehensive comparative cost analysis for whether each site requires repair or replacement, (b) a recommended course of action for project timeline, (c) a plan for implementation for each recommended course of action, including associated projected costs and timelines in bringing each site to safety and environmental compliance (d) identification of any and all available funding options, including but not limited to FEMA reimbursement, insurance proceeds, CDBG-DR funds, including monitoring and compliance. Throughout this process, our Team will ensure all required FEMA and other federal funding source requirements are met. The differentiating factor for delivering this objective will be the systematic use of our technology platforms to standardize reporting mechanisms and allow the Parish to have real-time visibility and access.

Our Team encompasses the ability to streamline field damage assessments and required FEMA reporting. Working closely with Parish staff and regulatory agencies, GOHSEP and FEMA, our team will review the comprehensive field inspection reports, surveys and needs assessment of all facilities that were impacted by an event, whether previously identified or not. Through our team's proprietary software, the **Rostan Information Management System (Rostan-IMS)**, we are able to aggregate assessment data at a rapid and accurate pace and prioritize Parish assets, based on the FEMA Public Assistance Category of Work, including Category A – Debris, Category B – Emergency Protective Measures, Category C – Roads and Bridges, Category D – Water Control Facilities, Category E – Buildings and Equipment, Category F – Utilities, and Category G – Parks, Recreation, and Other. These data sets will allow the Parish to view, real-time, assessment progress for damages at each facility, where applicable.



Having nearly 2 decades of disaster recovery program experience, Rostan has a vast, complete knowledge of the disaster recovery program lifecycle. This experience has allowed us to pioneer a modified database that focuses on process and reporting efficiency, customization, and allow for mobility and ease of execution.

This team, designed to field technical inquiries regarding any area of the program, will be on call and available to Parish staff for preparation of position briefs and/or in-person reporting as requested. We will provide monthly written reports with real-time data representing current status of project scopes, delivery schedules and budget/cost comparisons. Special reports are provided as needed and requested by the Parish in order to foster effective communications with the oversight entities.

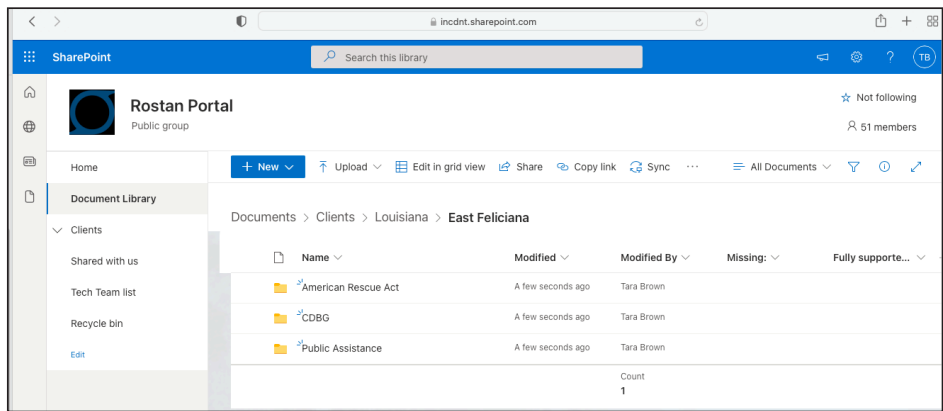
## MONITORING & QA/QC

As with the development of well thought out policies and procedures, monitoring plans are just as important. Our monthly status reports will include, but not be limited to an email report with current status of grant funds, reimbursements, minutes and sign-in sheets from meetings, issues that affect the project funding and outstanding information requests. In fact, the disaster regulations specifically spell out the need for the approval of Quality Control and Monitoring plans. We commit to continuing to provide the appropriate and most qualified staff to perform the full spectrum of services, from project kickoff to closeout/audit, and we will leverage our SharePoint to accomplish this.

We will convene with Parish Officials at the initial kick-off meeting to discuss the best option for the Parish and the appropriate access the Parish wishes to have to our SharePoint Site. Protocols for document upload will be discussed and agreed to and progress

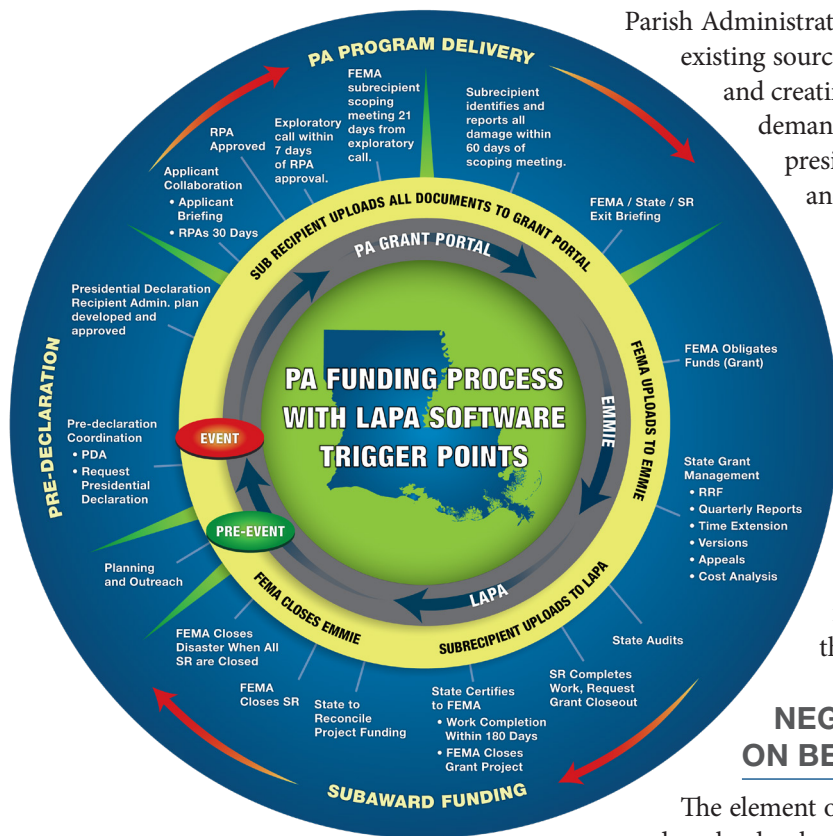
reports will be generated to offer insight to the Parish into progress toward project completion and obligation.

Our Team will customize and assist with a framework specific to the Parish to ensure that milestones are on target and financial elements are considered during the recovery process. Our QA/QC review procedures set management and quality processes into motion before project work begins. At the onset of the project, we determine data quality objectives, metrics, and the technical path to achieve these. We are accustomed to working across disciplines, business, and geographic lines to achieve successful project results for our clients.



### C.3 LEVERAGE AVAILABLE FUNDING

#### FINANCIAL, ACCOUNTING, REPORTING AND GRANT MANAGEMENT



Parish Administration and Finance staff are challenged with augmenting existing sources of funding, identifying and leveraging new sources, and creating cost-effective budgets while meeting existing Parish demands. Funding opportunities to meet such needs after a presidentially declared disaster is vital for the immediate and long-term recovery of the Parish.

As the Parish is aware, our team takes a proactive role to assist our clients in obtaining and maximizing project funding. Our success has been built upon developing specific knowledge about funding available in the various geographic regions, gaining expertise in the various sources, cultivating relationships with funding agencies, as well as developing funding strategies that maximize return on investment. Our methodology below depicts our exceptional resource capabilities and outlines our best practice approach for managing the financial and accounting aspects for the Parish’s recovery efforts.

#### NEGOTIATE AND WORK WITH FEMA ON BEHALF OF THE PARISH

The element of negotiating and working closely with FEMA is truly undervalued, when in reality, it is an art form. As demonstrated most recently with DR-4462, Rostan will negotiate with FEMA and State personnel, where necessary with Parish approval, throughout the development, approval and implementation process to ensure that the grant funding is adequate and maximizes the outcome for the Parish. Being an effective consultant and representative of the Parish means maximizing all available funding to the Parish, while reducing financial risk, liability and exposure. Our close coordination with FEMA is methodically planned and well calculated. We concede to smaller issues to achieve greater results that are part of a larger picture. Our Team will to provide qualified and professional staff to negotiate with FEMA and the State on behalf of the Parish. We have a deep respect for quality performance, and we value accurate reporting as a standardized tool in our collective project delivery, coordination, and communication approach. Our work product speaks for itself and is simply unmatched in our ability to negotiate



and work directly with FEMA Region 6 and FEMA Headquarters. We relish the opportunity to represent the Parish in their FEMA needs and are proud of our work performed to date. the Parish will not find a more trusted partner that can effectively negotiate FEMA claims and damages on its behalf, than Rostan.

**Simply put, our standard of work is respected, our personnel who will represent Jefferson Parish are respected, and we will ensure that Jefferson Parish is RESPECTED.**

## UNDERSTANDING THE FEMA PROCESS AND MANAGING GRANT AND PROGRAMMATIC REQUIREMENTS

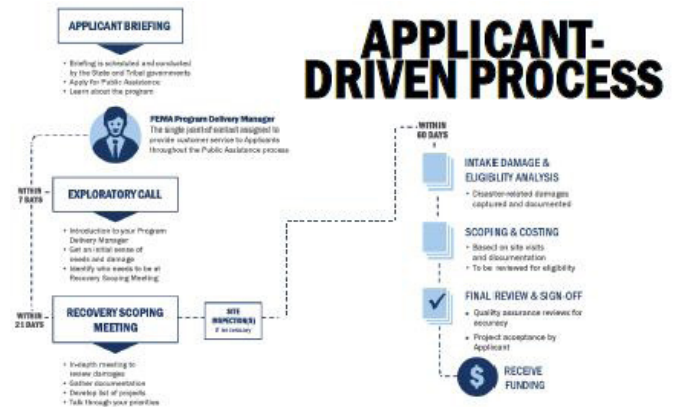
Our Team understands applicable Federal policies and regulations that govern FEMA and other federally funded programs. Our objective is to ensure that the Parish recovers all eligible costs that were incurred as a result of a disaster and to provide local dedicated staff and resources to ensure satisfaction from project inception through closeout as expeditiously as possible, working intimately with outside stakeholders, such as GOHSEP, HUD, and FEMA. Understanding the comprehensive, detailed policies, procedures, and compliance requirements can be daunting for clients receiving Disaster Recovery funding. We are comprised of the best and the brightest in FEMA PA, HM, and CDBG, and our experience outlined in this proposal supports the resourcefulness that we will deliver to the Parish.

Our performance will be measured through the below objectives:

Meeting with the Parish to discuss additional expenses and funding deficits
Preparation, presenting and managing all associated grant amendments to GOHSEP and FEMA as requested by the Parish
Performing all duties in compliance with GOHSEP and FEMA from the Parish guidance and regulation requirements 100% of the time
Reporting grant management progress to the Parish monthly
Providing and managing tracking of funds and budgetary changes to the Parish monthly
Assisting in responding to and submitting any request for information to FEMA prior to given deadline

Our team, as infrastructure experts, are well-equipped to provide support for the FEMA Public Assistance Grant Program and the process immediately following a declared incident. The Public Assistance Grant Program, including 406 Mitigation, provides assistance to eligible entities who maintain and operate public infrastructure to respond, recover and mitigate impacts. We will assist with and oversee project formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts on behalf of the Parish.

Our Team consists of experts that can do more than just administer and facilitate the grant process. Our experts will work directly with the Parish to implement and deliver the solutions that will rebuild Parish infrastructure better than it was before, to establish resiliency. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP), on top of any insurance proceeds. Our Team will assist with both implementations of these eligible projects as well as fulfillment of the reimbursement process.



**EVERY PROJECT PROCESSED THE SAME WAY, REGARDLESS OF ITS SIZE, TYPE OR COMPLEXITY, RESULTS IN A WIDE RANGE OF PROCESSING TIMES.**



Our performance will be measured through the below objectives:

### JEFFERSON PARISH NEEDS A TEAM WHO ENCOMPASSES THE FOLLOWING CHARACTERISTICS:

Can showcase demonstrated success that fund projects across FEMA Programs for the Parish

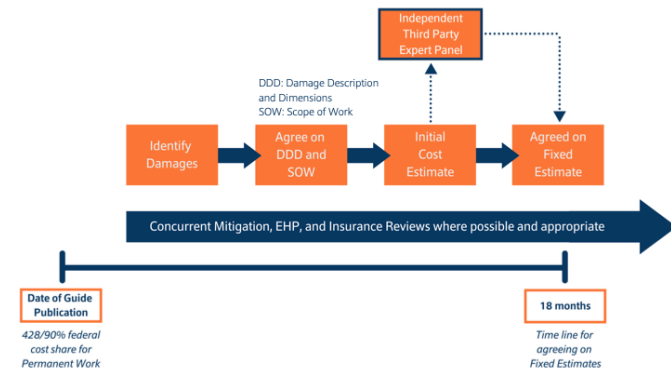
Able to Provide sound guidance and programmatic direction

Can help the Parish navigate the FEMA Program complexities and deliver a comprehensive Recovery and Mitigation Program



## THE SANDY RECOVERY IMPROVEMENT ACT OF 2013

### Section 428 Process



The Sandy Recovery Improvement Act of 2013 (SRIA) — Alternative Procedures Pilot Program: Participation in the new alternative procedures is voluntary but can be leveraged in certain cases. Rostan, has successfully implemented the Alternative Procedures Pilot Program for a number of clients including \$1.7B restoration and mitigation funding for NYC Health and Hospitals Corporation, \$12M in relocation and rebuilds on new sites for educational institutions in Port Arthur, TX and Lafayette, LA and \$3.2M restoration and mitigation funding for the Escambia Community Clinic. Our team of experts were instrumental elements (formerly) of the Louisiana Governor's Office of Homeland Security and Emergency Preparedness Technical Team who sought tens of millions in 428 funding across numerous Louisiana Applications as well. Every disaster is unique, and Rostan's Technical Team will work closely with the Parish to develop the most appropriate funding program that benefits the Parish.

**Jefferson Parish will have at its disposal a Project Team that can apply for and deliver the flexibility of the 428 Alternative Procedures Pilot Program to the benefit of the recovery process.**

## COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (CDBG-DR)

We are also comprised of CDBG-DR and Program Management experts plan to utilize their collective experience from lessons learned and coordinate with the Parish to implement programs that are most advantageous to the affected populace.

Collectively, we will ensure programmatic regulations are adhered to as it relates to Davis-Bacon and all required Labor Compliance reviews. Of significant importance is the matching non-federal share matching components that the CDBG-DR program affords to the Parish. Our team of policy experts can navigate the Parish through the complex matching requirements of this federal funding source and ensure that the non-federal match is met when this fund is available. Our Team has extensive experience in drafting Disaster Recovery Action Plans, amendments and developing disaster related policies, procedures, tracking systems, and monitoring plans.



## REGULATORY AND FINANCIAL COMPLIANCE

### REGULATORY

FEDERAL EMERGENCY MANAGEMENT AGENCY HISTORIC REVIEW ASSESSMENT FOR DETERMINATION OF EFFECT	
Project Number	XXXXXXXXXX
Latitude/Longitude	XXXXXX XXXXXX
Address of building	XXXXXXXXXX
Project Name and ID #	XXXXXXXXXX
Project Status	<input checked="" type="checkbox"/> FEMA <input type="checkbox"/> Other <input type="checkbox"/> FEMA eligible <input type="checkbox"/> State Program or other <input type="checkbox"/> Contributing to Federal District
1. Describe disaster damage, particularly as it relates to character-defining features:	
2. Any proposed scope of work with plans of that apply: <input type="checkbox"/> Repair or replace non-character-defining features <input type="checkbox"/> Repair or replace historic features/structures to return facility to pre-disaster condition <input type="checkbox"/> Alter or remove historic features/structures <input type="checkbox"/> Add new historic features/structures to historic facility, setting or landscape <input type="checkbox"/> Demolish, destroy or make archaeological resources inaccessible <input type="checkbox"/> Include religious, an alternate project or an improved project <input type="checkbox"/> Other proposed: _____	
3. Describe measures to prevent or minimize loss or impairment of character-defining features:	
4. Attachments: <input type="checkbox"/> Maps <input type="checkbox"/> Drawings <input type="checkbox"/> Specifications <input type="checkbox"/> Photographs <input type="checkbox"/> Project Worksheet <input type="checkbox"/> Scope of Work <input type="checkbox"/> Site Plan <input type="checkbox"/> National Register <input type="checkbox"/> List of Materials <input type="checkbox"/> Samples <input type="checkbox"/> Ecological Survey <input type="checkbox"/> Field Notes <input type="checkbox"/> Summary Views of Interrelated Parties <input type="checkbox"/> Narration Form <input type="checkbox"/> Response Material <input type="checkbox"/> Other _____	
5. Comments: <input type="checkbox"/> No character-defining features were affected <input type="checkbox"/> The above activity meets the conditions for a Programmatic Evaluation of the Programmatic Agreement governing historic review <input type="checkbox"/> The above activity substantially conforms with the applicable parts of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation <input type="checkbox"/> Further consultation with the DPM's is required with the Programmatic Agreement in question <input type="checkbox"/> Development of EIS/A or Memorandum of Agreement is required <input type="checkbox"/> Other comments: _____	
6. Assessment of Effect (check one): <input type="checkbox"/> No Effect <input type="checkbox"/> No Adverse Effect <input type="checkbox"/> Adverse Effect	
7. Signature: Your signature shows that you have reviewed this form and related material for conformity with requirements in FEMA's Programmatic Agreement for Historic Preservation and the National Historic Preservation Act, and applicable parts of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 16 U.S.C. 470, and the Secretary of the Interior's Standards for Archeological Resources Evaluation, or any other applicable Secretary of the Interior's Standards, at 29 CFR Part 208, and FEMA Manager's Policies, and have provided your best professional opinion.	
Name	Field of Expertise
Date	Date
8. Action Taken and Date	

FEMA Form 90-122, NOV 98

One of the most often overlooked elements of a recovery or mitigation project is complying with the applicable regulatory agencies. Our role with the Parish will be to ensure complete program compliance and comply with all Environmental, Historic, Labor Compliance, Davis-Bacon, Public Health & Safety Requirements/ Legal Requirements. Rostan has an impeccable history with state and federal government agencies and will serve as the lead in this endeavor due to their credentialed experience and relationships. Our experts have tremendous working relationships with all the regulatory agencies and will work closely (training, outreach, SOPs, site visits, and desk reviews) with the Parish to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health and safety requirements. Our team will use all opportunities to monitor project and grant activities, including checklists, database records, quarterly reports, site visits and conference calls to assure that all legal requirements of both programs are satisfied.

Our Team will implement the following steps to ensure compliance with federal regulations,

provide audit coordination and assist the Parish with responding to audit findings. Throughout the grant administration and formulation process, we intend to utilize the below QA/QC process to detect fraud, waste, and abuse. This includes:

<p><b>IMPLEMENTING A CONTROLLED ENVIRONMENT</b></p> <p>Based on program requirements and guidance, there will be a set of clear expectations. A complete review of program policies and procedures will be completed prior to ramp-up activities.</p>
<p><b>ESTABLISHMENT OF RESPONSIBILITY</b></p> <p>Training to identify suspected fraud, waste, and abuse will be conducted with appropriate staff and specific roles will be assigned.</p>
<p><b>REGULAR RISK ASSESSMENT</b></p> <p>Throughout the grant cycle, specific personnel will be tasked with identifying and analyzing various factors that create risk for the projects and develop methodologies and procedures to minimize this risk.</p>
<p><b>DOCUMENTATION STANDARDS</b></p> <p>Strict documentation standards will be required and will maximize the use of source documents that can be independently and objectively verified.</p>
<p><b>MONITORING</b></p> <p>All internal policies, procedures, and other control mechanisms will be regularly monitored to ensure effectiveness. Monitoring touch points includes desk monitoring, site visits, and performance tracking and reporting.</p>
<p><b>TRANSPARENCY</b></p> <p>Transparency will be encouraged throughout all program areas where possible. Findings of fraud, waste, and abuse will be anonymized and distributed to stakeholders to increase awareness and transparency of program operations.</p>

Rostan sets itself apart from other competitors in our strategy and unique approach to working with GOHSEP and delivering recovery, mitigation, and closeout services. We have longstanding relationships with both GOHSEP and FEMA personnel and will work directly with GOHSEP to facilitate all projects and recover eligible damages/costs. The Rostan Team is well-positioned to provide support for the process following declared incidents through project closeout. Rostan will lead and facilitate, as directed by the Parish, all applicant meetings, Requests for Information (RFIs), Requests for Reimbursements (RFRs), project formulation, review of documentation, cost estimating, project validation, Project Worksheet (PW) development, appeals, audits, and grant closeouts.

### FINANCIAL

Fiscal Management describes the policy and procedural development for fiscal control, including the processes for project cash request and disbursement, accounts receivable/payable, and the program income tracking. Our team will assist the Parish, with planning and strategy to not only manage cash flow, but also maximize the funding, offset any applicable non-federal matching requirements, and ensure compliance with federal regulations and State audit requirements. This includes sound fiscal/budget controls and a systematic approach for documentation and records storage. Currently, Rostan uses and interfaces with clients via its Microsoft Office SharePoint site. This link allows for clients to upload project specific data to a secure access point and enables our team to access files in

The screenshot displays the 'My Organization Profile' page in the Grants Portal. The header shows the user is logged in as 'Jones, Kyle'. The page is divided into a left sidebar with navigation options like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'My Organization Profile' and shows details for the 'Louisiana Department of Public Safety and Corrections (LA Dept Public Safety & Corrections) (000-UQW0Y-00)'. Under 'General Information', it lists the Organization Name, State/Territory, Type, IS STATEWIDE?, and Organization Status. It also includes fields for FEMA PA CODE, RECIPIENT REGION, EIN NUMBER, DUNS NUMBER, and HAS GRANTS PORTAL LOGIN ACCESS?. Below this, there are sections for Personnel, Locations, Subdivisions and Departments, and Insurance Profile, each with a 'MANAGE' button. At the bottom right, there are links for 'UPLOAD INSURANCE DOCUMENTS' and 'HELP'.

seconds. This process speeds up project reporting capabilities and allows our team to process reimbursements timelier and push the documentation through to GOHSEP and FEMA respectively.

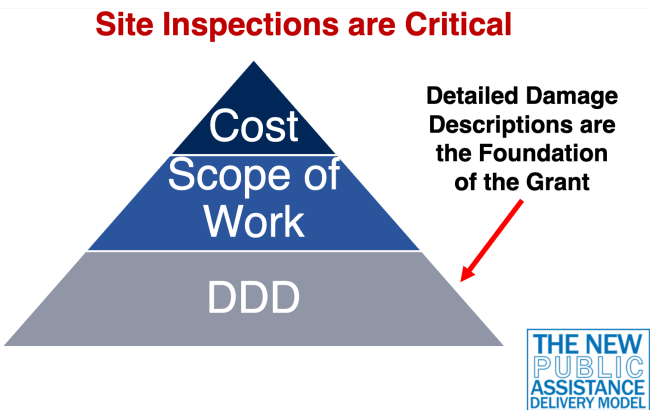
Our Team offers access to national networks, robust software suites; customized data systems and web-based tools and solutions. Our team has recent and extensive experience in operating within FEMA’s new Grants Portal system for the Public Assistance Program, a key qualification to successfully obtaining federal reimbursement, as well as working with State-Level Mb3 systems for reporting.

We will assist the Parish in accounting for all of these costs initially as estimates for grant development and funding, and finally as actual costs to be used for reimbursement of eligible grant funding. The actual costs will eventually have to be reconciled; and we will assist with the reconciliations of costs, reimbursement pursuits through FEMA, and will facilitate any future audits, appeals (if needed), programmatic/financial reporting, and lastly grant and financial closeouts.

**C.4 PROTOCOLS**

**SITE INSPECTION PHASE**

Assessing damages is a time-sensitive, essential element in the response and recovery process. We understand the financial implications to the Parish of a poorly performed site inspection operation. Our team can provide personnel experienced with training on how to identify and account for all potentially eligible damages, and how to ensure that the proper claims and estimates are submitted in a timely manner. Alongside local officials, we will assist with the development of metrics, milestones, and timetables appropriate for each project that will provide the most benefit to the Parish.



**SCOPE OF WORK DEVELOPMENT AND ELIGIBILITY**

We will assist the Parish with the completion of the applications. All necessary forms will be developed, such as the budget/cost summary form, supplemental information, program schedule, activity beneficiary form, target area and project maps, project description, cost estimates, other funds supplemental documentation, proofs of publication, statement of assurances, etc.

Federal grant applications submitted, must be program eligible, cost effective, environmentally sound, and technically feasible. Team reviewers include former PA, HM, and CDBG-DR project managers and experienced technical staff. Typical elements that must be satisfied:

✓	Compliance with all requirements of federal grant eligibility — Damage, impacts, at risk
✓	A beneficial impact upon the declared disaster area, and compliance with any applicable state directives in the state program administrative plan for the specific disaster
✓	Solution of a problem independently
✓	Cost-effectiveness and evidence of substantial reduction of the future losses
✓	Long-term and technically feasible
✓	Conformance with all applicable environmental, historic, or cultural preservation requirements
✓	Required non-federal match
✓	Leveraging issues for multiple grant sources
✓	Conformance with all applicable federal, state and local regulations (e.g., NFIP regulations or state/local building codes)
✓	High level technical feasibility

Once the application is determined to be complete and feasible, the team’s in-depth technical review begins to drill down into the

details of the proposed project to confirm the benefit-cost analysis; apply any pertinent regulations; review cost estimates, site plans and architectural drawings; affirm thoroughness of the application; check that all documentation required for environmental and/or historic preservation is included; and if warranted, provide assistance with Requests for Information (RFI).

## POLICY ADVISORY SERVICES

Rostan is unlike any traditional consulting firm. As the Parish is aware, Rostan has two (2) licensed attorneys who specialize in FEMA Recovery and Mitigation Policy. The Parish will benefit from our collective experience in FEMA Appeals and Arbitrations and in how we leverage FEMA’s own precedent cases against them. Our FEMA work in six (6) other FEMA regions across the county afford our team the advantage of having visibility on other FEMA Region’s eligibility determinations surrounding similar projects.

So that the Parish will know and understand the role of our Policy Advisory Services relative to federal programs on behalf of the Department, the Rostan Policy Team encompasses the following:

■■■■	Provide on-going research for project eligibility determinations to establish precedent case work
■■■■	Develop a multi-tiered QA/QC process to ensure that awards and contracts meet all federal regulations
■■■■	Use quarterly reporting mechanisms to document progress, including any procurement activity
■■■■	In coordination with GOHSEP, perform regular desk monitoring through the review of Requests for Reimbursement for front-end audits
■■■■	Provide checklists to be submitted with Requests for Reimbursement
■■■■	Review bid documents, advertisements, addendums if applicable, wage rates, attend bid openings, pre-construction conferences, etc. to ensure compliance with state and federal laws
■■■■	Perform labor compliance reviews, as applicable
■■■■	All costs will be reviewed for eligibility and cost reasonableness (If the project is competitively bid, there will be no need for this review)
■■■■	Assist the Parish/sub-grantee in developing RFP/RFQ materials for engineering, architectural or construction services to ensure all required items are included, such as proper wage rates, minority goals, etc
■■■■	If needed, attend and provide assistance at preconstruction conferences, bid opening, tabulation and minutes, bid award and contractor eligibility
■■■■	Assure that corrective action plans are developed, enforced, and implemented, as needed
■■■■	Ensure compliance with Single Audit Act requirements, review audit reports, as necessary

## REIMBURSEMENT REQUESTS

Our comprehensive portfolio includes the submission of Requests for Reimbursement for many federal programs, specifically for Public Assistance and Hazard Mitigation Programs. In fact, the Rostan Team is responsible for some of the largest reimbursement requests for local governments on record, both for Public Assistance and also for the sole Hazard Mitigation Grant Program Project. Our Team is designed and structured to effectively streamline and manage eligible costs and all force account expenses, provide appropriate and specific source documentation of expenses, and deliver direct allocation of costs to the appropriate funding source when match is required. **Our objective, to the fullest extent possible, is to make EVERY Disaster that impacts the Parish a budget neutral Disaster.** This is attainable through our Team correlating the implementation of the project scope with the grant funding scope to streamline the reimbursement process, identify potential matching elements, and decreasing confusion and delays with the FEMA Consolidated Resource Center. This also involves our Program Team having a trusted relationship with the local FEMA personnel, assigned Program Delivery Managers, and GOHSEP — *which we will demonstrate to the Parish.*

Our Team will work with the Parish to develop reporting protocols and schedules for activity logs, timesheets, and any other required or designed report.

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS REIMBURSEMENT REQUEST FORM (RRF) FOR PUBLIC ASSISTANCE FUNDS (Includes Attachments A - E)	
(1) Applicant:	(2) Disaster Number: FEMA - DR-LA
(3) Applicant I.D. Number:	(4) Project Worksheet (PW) Number:
(5) Attachment	(6) Total of Applicant Eligible Costs Documented on Attachment
A - Force Account Labor Summary Records	
B - Force Account Equipment Summary Records	
C - Material Summary Records	
D - Rented Equipment Summary Records	
E - Contract Work Summary Records	
(7) GRAND TOTAL OF REQUEST	
AUTHORIZED, PRIMARY, OR ALTERNATE AGENT'S SIGNATURE _____ Date _____	
BY SUBMITTING THIS FORM AND ATTACHED SUMMARY RECORDS (ATTACHMENTS A-E), I CERTIFY THAT ALL INFORMATION REPORTED IS COMPLETE AND ACCURATE. THIS CERTIFICATION INCLUDES THAT:	
• THE OVERTIME AS DETAILED ON ATTACHMENT A DOES NOT CONTAIN ANY OF THE FOLLOWING, AND OTHERWISE CONFORMS TO THE STIPULATIONS OF THE FEMA INFORMATION SHEET #3, VERSION 4 dated 10/24/05: (1) INELIGIBLE WORK; (2) REST TIME; (3) MEALS; (4) BREAKS; and (5) ON-CALL TIME.	
• THIS REQUEST INCLUDES ONLY ITEMS THAT WERE NOT REIMBURSED FROM OTHER SOURCES OF FUNDS (e.g., INSURANCE PROCEEDS, DONATIONS, AND OTHER FEDERAL FUNDS).	



Rostan has developed templates for project monitoring correspondence, application review, and contract development correspondence, and correspondence related to every phase of a project's life cycle. Correspondence or documents that are not template in nature can be quickly drafted upon request and sent to the Parish for review, approval, and use. Ensuring clear communication has been and will continue to be a pillar for success with federal programs. All templates will be provided to the Parish for review and acceptance, and we will work with the Parish in the development of a Comprehensive Building Assessment Report.

## **CLOSEOUT**



To minimize challenges with the project close-out process, we begin the accounting for closeout on day one of implementation, ensuring details are not forgotten or documents misplaced by the time critical audit preparation efforts begin. Our Team will begin preparing, internally, for a front-end audit in order to streamline projects through closeout. This process involves close coordinate with GOHSEP as the projects are being initially developed. Our approach is centered around GOHSEP

and LLA involvement from the onset of a project so we can avoid any unnecessary delays for missing documentation. As part of this process and best practice, our Team will conduct monthly project monitoring reviews of all associated will take place throughout the project life to reduce any corrective actions at the end of a project. An essential element of any project close-out is the development and maintenance of a Closeout Checklist. Our Team will be responsible for the maintenance of these checklists and the Parish will have real-time visibility with access to our SharePoint site, where these files will be stored. Prior to submitting reimbursement requests to GOHSEP, our teams will conduct a thorough file review and QA/QC check to ensure project files are complete. Once complete, both our Project Manager, as well as our Program Executive, will sign off on the checklist to finalize the file for submittal to GOHSEP and LLA.



# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



RFP No. 0448 | October 14, 2022

## DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE CONSULTING SERVICES FOR JEFFERSON PARISH, LOUISIANA



### SECTION D – PROPOSER QUALIFICATIONS AND EXPERIENCE

- D.1 Executive Summary
- D.2 Rostan Team Profile
- D.3 Relevant Past Projects
- D.4 References
- D.5 Key Personnel
- D.6 Rostan Team Resumes

#### SUBMITTED BY

##### **ROSTAN SOLUTIONS, LLC**

8282 Goodwood Boulevard  
Suite W6  
Baton Rouge, LA 70806  
Kyle Jones, Vice President  
Phone: 225.202.3637  
Fax: 813.333.7330  
Email: [kjones@rostan.com](mailto:kjones@rostan.com)  
Website: [www.rostan.com](http://www.rostan.com)



## D.1 ROSTAN TEAM PROFILE

### ROSTAN SOLUTIONS, LLC



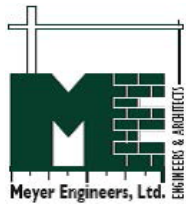
Rostan Solutions, LLC (Rostan) is a consulting firm that specializes in emergency preparedness, response, and recovery services and is a nationally recognized disaster recovery company with a thorough knowledge of both State and Federal regulations pertaining to disaster recovery management, Federal Emergency Management Agency (FEMA) Public Assistance, Federal Highway Administration (FHWA) recovery funding, and mitigation funding programs. Rostan also has proven success in managing recovery programs and meeting complex documentation and records requirements on behalf of local governments for FEMA reimbursement for all relevant public assistance categories for more than a decade. Rostan's key disaster management personnel harness more than 150 years of combined experience with disaster recovery programs resulting from natural and man-made disasters.

In response to increasing client interest, in 2004 Malcolm Pirnie developed an emergency planning and disaster recovery management practice to assist its clients in addressing their disaster management needs. In 2006, Malcolm Pirnie created Rostan as a wholly owned subsidiary. In 2009, Malcolm Pirnie merged with Arcadis-US, Inc. (Arcadis) and Malcolm Pirnie became a wholly owned subsidiary of Arcadis. In 2013, Arcadis divested Rostan, and Rostan became an independent, privately-owned small business whose principal partners led the original development of the company while with Malcolm Pirnie in 2004.

Rostan has extensive experience with short-term and long-term recovery and mitigation projects. Our team members have worked closely with numerous municipalities, and higher education facilities with an instrumental vision for successful obligation of FEMA and HUD funding, while representing the clients' interests in meetings with the State and FEMA, leading to millions in awarded projects. Our Team provides a cradle to grave approach to ensure that every eligible cost is captured and reimbursed by the federal programs. We have developed systematic processes for implementing program support for Federally funded programs. Rostan includes experts in long-term recovery and mitigation planning, infrastructure, federal assistance programs, environmental and historic preservation, and hazard analysis, in addition to unique and cutting-edge technical resources. Our team encompasses expertise and direct experience with clients and can help navigate the complexities of the grant processes.

FIRM NAME			
Rostan Solutions, LLC			
FEDERAL I.D.	DUNS	FAX	WEBSITE
20-5425053	964990340	813.333.7330	www.rostan.com
ROSTAN OFFICE LOCATIONS			
3433 Lithia Pinecrest Road, Suite 287, Valrico, FL 33596 — Corporate			
8282 Goodwood Boulevard, Baton Rouge, LA 70806 — Regional			
4600 Goer Drive, Suite 200A, North Charleston, SC 29406 — Regional			
ROSTAN PRINCIPALS [Authorized Negotiators]			
Darius Stankunas President 813.417.0106 dstankunas@rostan.com	Sam Rosania Executive Vice President 813.505.1313 srosania@rostan.com	Travis Mays Vice President 713.823.2002 tmays@rostan.com	Kyle Jones Vice President 225. 202.3637 kjones@rostan.com
YEAR ESTABLISHED	NO. OF EMPLOYEES	SYSTEM FOR AWARD MANAGEMENT [SAM] STATUS	
2006	50	Active	
KEYS OF SUCCESS			
1. A specialized disaster recovery consulting firm with former GOHSEP personnel that harnesses well over 150 years of collective team experience directly with FEMA and CDBG-DR federal funding programs.			
2. Louisiana-based recovery team with FEMA technical eligibility and policy experts.			
3. Rostan has tenured experience with the FEMA Public Assistance Program that enables our firm to lead the recovery effort on behalf of communities and help our clients navigate the complexities of the FEMA Public Assistance program.			

## MEYER ENGINEERS, LTD.



Established in 1965, Meyer Engineers, Ltd. (Meyer) is one of the most respected and successful engineering/architectural firms in South Louisiana. As a regional architectural and engineering firm we specialize in providing the kind of professional, quality civil engineering and architectural services that help communities, non-profits, and business thrive. Meyer has a diverse background

in providing architectural and engineering design services and construction management. Meyer is a Louisiana registered Engineering and Architectural firm with Richard C. Meyer as President and Chief Executive Officer. Meyer is the continuation of the firm of Hamilton, Meyer and Assoc., Inc. Architect and Engineer. Hamilton, Meyer and Associates was started in 1967 and was dissolved in 1981. Mr. Charles Meyer continued as President of Meyer from 1981 to 1999. Richard C. Meyer was elected President of Meyer in January 2000.



Meyer has over fifty-two years' experience in both Engineering and Architectural work which include Community Centers, Recreation Facilities, Roads, Bridges, Hospitality Facilities, Town Halls, Structures, Sewerage, Water, Drainage, Construction, Master/Urban Planning, Renovations, and Designs for Buildings associated with private and public entities including community centers, educational facilities, hospitals, and administration buildings. Meyer has successfully completed numerous Engineering and Architectural and Construction Engineering projects throughout the South Louisiana Area and continues to provide superior services to federal, state and local agencies and the private sector.

Since 1965, Meyer has been committed to service, design, and development in the local community. Since Hurricane Katrina, Meyer Engineers, Ltd. has focused on redevelopment of the region.

All projects are managed by utilizing tools developed by Meyer and using traditional tools of management. Some of the tools developed by Meyer include but are not limited to Project Management Work Sheets, Hourly Drafting Schedules, and Drawing Planning Mock Sheets. Traditional tools of management include but are not limited to Project Schedules, Project Budgets, and pre-determined milestone progress dates. A master project schedule is also tracked to make sure the workload does not exceed the resources available to produce the work. These tools help keep all projects on track and on time. We also monitor the progress of our consultants on a regular basis and check their deliverables to make sure their work is at the same percentage of completion as the architectural work when the milestone progress dates occur.

Meyer is very familiar with State Public Bid Law and the requirements for Design, Bidding, and Construction. Meyer has a quality control system in place which is a main part of the firm's culture. This quality control system includes checklist and requires the responsible design professional to systematically submit designs, revised scopes, updated opinion of probable cost, and most importantly communicate with the owner successfully complete design, bidding, and construction management.

### The Louisiana Professional Engineering and Land Surveying Board has the following information on file:

Name:	Public Address:
Meyer Engineers, Ltd.	Mr. Richard C. Meyer, P.E. P. O. Box 763 Metairie, Louisiana 70004-0763

### License/Certificate Information w/ Supervision

License	Status	First Issuance Date	Expiration Date	Supervisor(s)
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EF.0000562	Active	09/26/1984	09/30/2023	Mr. Richard Charles Meyer # PE.0024012 - Active ; Mr. David Henry Dupre # PE.0023422 - Active ; Mr. Mark Anthony Schutt # PE.0030528 - Active ; Ms. Ann Mannino Theriot # PE.0025155 - Active
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9/16/2020

Commercial - Search

State of  
Louisiana  
Secretary of  
State**COMMERCIAL DIVISION**  
225.925.4704Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
ROSTAN SOLUTIONS, LLC	Limited Liability Company (Non-Louisiana)	WHITE PLAINS	Active

**Previous Names****Business:** ROSTAN SOLUTIONS, LLC  
**Charter Number:** 36888609Q  
**Registration Date:** 11/6/2008**Domicile Address**44 SOUTH BROADWAY, 15TH FLOOR  
WHITE PLAINS, NY 10601**Mailing Address**3433 LITHIA PINECREST ROAD  
SUITE 287  
VALRICO, FL 33596**Principal Business Office**3433 LITHIA PINECREST ROAD  
SUITE 287  
VALRICO, FL 33596**Registered Office in Louisiana**501 LOUISIANA AVENUE  
BATON ROUGE, LA 70802**Principal Business Establishment in Louisiana**501 LOUISIANA AVENUE  
BATON ROUGE, LA 70802**Status****Status:** Active  
**Annual Report Status:** In Good Standing  
**Qualified:** 11/6/2008  
**Last Report Filed:** 10/31/2019  
**Type:** Limited Liability Company (Non-Louisiana)**Registered Agent(s)**

<b>Agent:</b>	CORPORATION SERVICE COMPANY
<b>Address 1:</b>	501 LOUISIANA AVENUE
<b>City, State, Zip:</b>	BATON ROUGE, LA 70802
<b>Appointment Date:</b>	10/4/2013

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	DARIUS STANKUNAS
<b>Title:</b>	Member
<b>Address 1:</b>	3433 LITHIA PINECREST RD
<b>Address 2:</b>	STE 287
<b>City, State, Zip:</b>	VALRICO, FL 33596

**Amendments on File (4)**

Description	Date
Revoked	3/15/2011
Reinstatement	11/15/2011
Foreign LLC Statement of Change	10/3/2013
Foreign LLC Statement of Change	12/28/2015

[Print](#)



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/26/2022

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

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

<b>PRODUCER</b> LassiterWare LLC 1300 N. Westshore Blvd. Suite 110 Tampa FL 33607	<b>CONTACT NAME:</b> Wendy Tyree <b>PHONE (A/C, No, Ext):</b> (800) 845-8437 <b>FAX (A/C, No):</b> (888) 883-8680 <b>E-MAIL ADDRESS:</b> wendyt@lassiterware.com																					
<b>INSURED</b> Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico FL 33596	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Crum &amp; Forster Specialty Insurance Co</td><td>44520</td></tr><tr><td>INSURER B:</td><td>Travelers Casualty &amp; Surety Co</td><td>19038</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Crum & Forster Specialty Insurance Co	44520	INSURER B:	Travelers Casualty & Surety Co	19038	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

**COVERAGES** **CERTIFICATE NUMBER:** 22-23 Cert **REVISION NUMBER:**


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractors Pollution Liability			EPK141181	09/29/2022	09/29/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EPK141181	09/29/2022	09/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			EFX121248	09/29/2022	09/29/2023	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	UB5J8648192247G	09/29/2022	09/29/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability (Claims-Made) Limits included with General Liability			EPK141181	09/29/2022	09/29/2023	Each Claim \$1,000,000
							Aggregate \$2,000,000

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

### CERTIFICATE HOLDER

### CANCELLATION

~Evidence of Insurance c/o Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico FL 33596	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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## D.2 RELEVANT PAST PROJECTS

### ROSTAN PAST PROJECTS

#### PLAQUEMINES PARISH, LA | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2020–PRESENT



Rostan serves as the Project/Client Manager for program management services to Plaquemines Parish Government for all FEMA Public Assistance Grant Program recovery projects. Responsibilities include but are not limited to providing FEMA policy guidance and recommendations to the parish; collecting and disseminating data; conducting site inspections and damage cost estimates; developing project scopes of work for FEMA PA Project Worksheets (PWs); delivering technical expertise; reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reports; identifying and recovering project overpayments; advising on contracts and proper procurement engagement; and submitting closeout timely. Works closely and collaborates with various funding agencies and internal parish departments to ensure the proper use and application of the Public Assistance funding. Rostan monitors and oversees all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-3392 Tropical Storm Nate	\$178,797.08	Grant and Program Management, Technical Services	2019–Present
DR-4345 Hurricane Harvey	\$649,448.82	Grant and Program Management, Technical Services	2019–Present
DR-4458 Hurricane Barry	\$2,100,000.00	Grant and Program Management, Technical Services	2019–Present
DR-4484 COVID-19 Pandemic	\$200,000.00 (continuing)	Grant and Program Management, Technical Services	2020–Present
DR-4559 Hurricane Laura	\$387,484.98	Grant and Program Management, Technical Services	2020–Present
EM-3543 Hurricane Sally	\$342,138.64	Grant and Program Management, Technical Services	2020–Present
DR-4570 Hurricane Delta	\$172,105.11	Grant and Program Management, Technical Services	2020–Present
DR-4577 Hurricane Zeta	\$2,200,000.00	Grant and Program Management, Technical Services	2020–Present
DR-4611 Hurricane Ida	\$10,000,000.00 (TBD-Est.)	Grant and Program Management, Technical Services	2021–Present

Client Contact: Kirk Lepine, Parish President, 333 F. Edward Hebert Blvd., Bldg. 100, Belle Chasse, LA 70037, 504-934-6020, [klepine@ppgov.net](mailto:klepine@ppgov.net)

#### ST. JAMES PARISH, LA | MITIGATION AND PUBLIC ASSISTANCE RECOVERY PROGRAM MANAGEMENT SERVICES | 2018–PRESENT



Rostan currently serves as the program/grant management firm for St. James Parish government and provides strategic consulting support to the Parish for Hurricane Ida recovery. Rostan works closely with the Parish to facilitate all programmatic requirements for the Public Assistance Program and is responsible for all grant management, project management, Private Property Debris Removal program management, substantial damage assessments and oversees the insurance cost recovery process. The Rostan team also helps the Parish manage two FEMA HMGP applications for funding for the St. James Interior Drainage project, which proposes to remove existing undersized and deficient culverts within multiple parish municipalities replacing them with larger, more appropriately sized culverts to handle the peak flow associated with the 10-year/24-hour rainfall events.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4611 Hurricane Ida	\$20M	Public Assistance: Categories A–G	2021–Present
DR-1786 HMGP Reallocation	\$7.6M	Interior Drainage Project	2018–Present

Client Contact: Eric Deroche, Director of Emergency Preparedness, 5153 Canatella Street, Convent, LA 70723, 225-562-2265  
[eric.deroche@stjamesparishla.gov](mailto:eric.deroche@stjamesparishla.gov)

## WEST FELICIANA PARISH, LA | PUBLIC ASSISTANCE RECOVERY AND MITIGATION PROJECT MANAGEMENT SERVICES | 2018–PRESENT



Since 2015, Rostan has served as the program management consulting firm to West Feliciana Parish for all parish mitigation and public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the Parish liaison to FEMA and GOHSEP for all correspondence and meetings. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$4M	Streambank Stabilization	2015–Present
DR-4277 Public Assistance	\$5M	Bridge Replacements	2016–Present
DR-4277 HMGP	\$2M	Drainage and Lift Station Projects	2016–Present
DR-4462 Public Assistance	\$20M	Debris, Road Repairs Force Account Labor	2019–Present
DR-4484 COVID	\$2M	Cat B Costs	2020–Present
DR-4559 Public Assistance	\$1M	Force Account, Repairs, Debris	2020–Present

Client Contact: Kenny Havard, Parish President, 225-784-3647, khavard@wfparish.org, 5934 Commerce Street, St. Francisville, LA 70775

## CONCORDIA PARISH, LA | FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION GRANT PROGRAM | MULTIPLE DECLARED DISASTERS | 2019–PRESENT

### CONCORDIA PARISH POLICE JURY

Rostan is the Program Manager for all of Concordia Parish Police Jury's (CPPJ) FEMA-related Public Assistance and Hazard Mitigation grant projects, and also serves as the special advisor to the Police Jury on its Louisiana Watershed funding opportunities and CARES funding. Rostan helped CPPJ overcome an initial denial by FEMA for roads impacted by the 2019 Mississippi River DR-4462 flooding events and has avoided numerous project appeals to date with our collaborative approach to GOHSEP and FEMA Region 6. Rostan has also helped expedite the Parish's HMGP project funded through DR-1603.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4462 Public Assistance	\$3M	Asphalt/Gravel Roads; Force Account Labor	2019–Present
DR-1603 HMGP	\$7.1M	Brushy Bayou Flood Control Project	2019–Present
LA CARES	\$2M	COVID-19 Emergency Measures	2020–Present

Client Contact: Sandi Burley, Secretary/Treasurer, Concordia Parish Police Jury, 318-336-7151, sburley@conppj.org, 4001 Carter Street, Room 1, Vidalia, LA 71373

## LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS | BATON ROUGE, LA FEDERAL FUNDING AND FLOOD RECOVERY MITIGATION PROJECT SUPPORT | 2015–PRESENT



Since 2015, Rostan has been serving in the role as the FEMA Consultant and Program Manager for the Louisiana Department of Public Safety and Corrections (DPS&C) supporting the Louisiana State Penitentiary for all FEMA funding associated with Recovery and Mitigation projects from DR-Public Assistance-4462 and DR-Hazard Mitigation-1603. Rostan was successful in its efforts to obtain funding for a \$9M+ pump station, generator facility and rehabilitation project for DPS&C, which replaced its existing and inefficient facility. Additionally, Rostan worked closely with the DPS&C to recover critical Category B- Emergency Protective Measures funding for emergency repairs that the Agency conducted on-site as a result of the high Mississippi river water from DR-4462. This work equated to a project worksheet being obligated for nearly \$1M in FEMA Public Assistance Funding. Under DR-4462, the Rostan team also developed projects to capture debris damages, fencing loss, as well as damages associated with the Angola main road corridors and chase roads within the facility. Rostan is currently working with FEMA, GOHSEP and the DPS&C to apply for 406 Mitigation funding totaling over \$2M in mitigation road and ferry landing solutions.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$9M+	Pump Station Retrofit; Bulkhead Stabilization and Weir Gate Replacement	2015–Present
DR-4462 Public Assistance	\$2M+	Temporary Pump Repairs, Debris, Ferry Landing Damages, Chase Road Network Damage, Utility and Transmission Line Damage and Force Account Labor	2019–Present

Client Contact: Tammy Grant, CPPB, Finance Administrator, Louisiana Department of Corrections, 225-342-6578, [tammy.grant@la.gov](mailto:tammy.grant@la.gov), 504 Mayflower Street, Baton Rouge, LA 70802

## MCNEESE STATE UNIVERSITY | PUBLIC ASSISTANCE RECOVERY MANAGEMENT SERVICES | 2020–PRESENT



Rostan served as the Technical Team Lead for all damage assessments and Scope of Work Formulation services to interface with FP&C and McNeese throughout all phases of the initial recovery project post Hurricane Laura. In summary, the Rostan team assessed over 137 University buildings in 8 days and completed a re-assessment of all 137 buildings in 3 days due to Hurricane Delta additional damages. The Rostan team leveraged FEMA reimbursement, insurance proceeds, CDBG, and other sources of funding for the recovery project as a partner to G.E.C., FP&C, ORM and McNeese. The Rostan team conducted and tracked field assessments of each building project designated by FP&C; developed a Project Report for each building project designated by ORM/FP&C and submitted the Project Report to FP&C and McNeese after field assessment were completed. Additionally, the Rostan team provided strategic support to McNeese for all FEMA programmatic expertise needed on behalf of the University System.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559	\$250M	Damage Assessments; 406 Mitigation Support; 428 Analysis	2020–2021

Client Contact: Richard Rhoden, Director of Facilities, McNeese State University, 337-475-5887, [rrhoden@mcneese.edu](mailto:rrhoden@mcneese.edu), 4406 Common Street, Lake Charles, LA 70607

## CITY OF SULPHUR, LA | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2020–PRESENT



Rostan currently represents the City of Sulphur to provide grant and project management and technical assistance in the development of a comprehensive recovery strategy in the aftermath of Hurricanes Laura and Delta. Our team conducted damage assessment city-wide, and has over 35 FEMA Projects written to date, totaling in excess of \$70M. Rostan worked closely with GOHSEP and FEMA in an effort to secure one of the first local government Category A-Debris Project Worksheets from DR-4559 (Laura) that totaled over \$20M. The Rostan Technical Team is assisting the city with all Project Management activities with temporary facilities, remediation and abatement projects, and also with managing its Private Property Debris Removal Program. Additionally, Rostan serves as the primary interface between the City and GOHSEP/FEMA.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559 Public Assistance	\$70M+	Grant and Program Management, Technical Services	2020–Present
DR-4570 Hurricane Delta	\$500K	Grant and Program Management, Technical Services	2020–Present

Client Contact: Jennifer Thorn, Finance Director, 337-527-4509, [jthorn@sulphur.org](mailto:jthorn@sulphur.org), 101 N Huntington St., Sulphur, LA 70663





## MEYER PAST PROJECTS

### JEFFERSON PARISH GENERAL SERVICES DAMAGE ASSESSMENTS



Meyer Engineers, Ltd. (Meyer) is performing damage assessments on various types of structures within Jefferson Parish. The damage assessments result from Hurricane Ida which made landfall on August 30, 2021. The locations below incurred damage to roofs, rafters, ceilings, walls, windows, insulation, floors, doors, as well as electrical and mechanical systems including HVAC.

#### CLIENT

Mr. Ryan Babcock, Director  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053  
(504) 364-2675  
Email: rbabcock@jeffparish.net

#### COMPLETION DATE

TBD

#### DURATION

2021

#### CONSTRUCTION COST

N/A

#### ENGINEER'S FEE

TBD

#### NATURE OF FIRM'S RESPONSIBILITY

Damage Assessments

#### KEY PERSONNEL

Richard Meyer, James Papia,  
Bernie Braiser

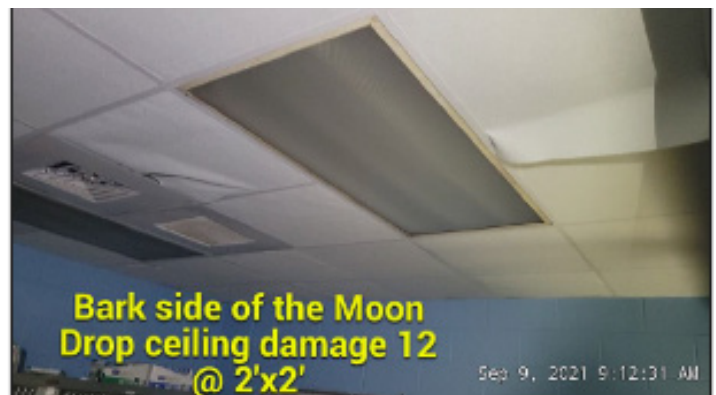
#### HIGHLIGHTS

- FEMA Funded
- Damaged by Hurricane Ida
- Damage Assessment Reports
- Photographic and Video Documentation
- Site Evaluations

Although the building examples herein given deal mainly with commercial buildings, including fire stations, animal shelters, and administration buildings. The Meyer report consists of a site visit where property and building perimeters are photographed. In addition, roof photographs are taken (sometimes using drone photography) followed by interior photos taken of damage---severe or minor---and moisture penetration into surfaces. During the exterior and interior assessments, notes are taken which will be transcribed onto the final report with the photographs. The Damage Assessment Report (DAR) will also contain an Opinion of Probable Cost to repair, replace or renovate the building. Meyer also provided a safety habitat analysis stating whether the building is structurally safe and whether in its current condition, the building is suitable for occupancy.

Damage assessment projects are as follows:

EAST AND WEST BANK ANIMAL SHELTERS
Michelle Miller, Director of Animal Protection Services, (504) 296-5530
BONNABEL, CLEARVIEW, ELMWOOD DRAINAGE FACILITIES
Clinton Hotard, (504) 736-6756
FIRE STATIONS #11 & #13
Chief Stephen Schmitt, East Bank Consolidated Fire Department, (504) 258-5984
TRANSIT ADMINISTRATION BUILDINGS (EAST BANK & WEST BANK), MAINTENANCE BUILDINGS (EAST BANK & WEST BANK), BUS TERMINALS (VAN TRUMP & GRETN), AND ALL TRANSIT DEPARTMENT FLEET VEHICLES
Ninette Barrios, Director of Transit Administration Department, (504) 256-2207



## JEFFERSON PARISH PARKS AND RECREATION DEPARTMENT DAMAGE ASSESSMENTS

Meyer Engineers, Ltd. (Meyer) is performing damage assessments on various types of structures for the Jefferson Parish Recreation Department (JPRD). The damage assessments result from Hurricane Ida which made landfall on August 30, 2021. The locations below incurred damage to roofs, rafters, ceilings, walls, windows, insulation, floors, doors, as well as electrical and mechanical systems including HVAC.



Jefferson Playground

Although the building examples herein given deal mainly with commercial buildings, additional damage assessments included playgrounds, public parks, cemeteries and tot lots. The Meyer report consists of a site visit where property and building perimeters are photographed. In addition, roof photographs are taken (sometimes using drone photography) followed by interior

photos taken of damage—severe or minor—and moisture penetration into surfaces. During the exterior and interior assessments, notes are taken which will be transcribed onto the final report with the photographs. The Damage Assessment Report (DAR) will also contain an Opinion of Probable Cost to repair, replace or renovate the building. Meyer also provided a safety habitat analysis stating whether the building is structurally safe and whether in its current condition, the building is suitable for occupancy.

Damage assessment projects are as follows:

### ALL EAST BANK AND WEST FACILITIES FOR JPRD

(parks, playgrounds, senior centers, marinas, boat launches, dog parks, tot lots, pavilions, youth centers, etc., administrative offices and maintenance buildings and warehouses)

#### CLIENT

Mr. Mario Bazile, Director  
Jefferson Parish Parks & Recreation  
6921 Saints Dr.  
Metairie, LA 70003  
(504) 736-6999  
Email: mbazile@jeffparish.net

#### COMPLETION DATE

TBD

#### DURATION

2021

#### CONSTRUCTION COST

N/A

#### ENGINEER'S FEE

TBD

#### NATURE OF FIRM'S RESPONSIBILITY

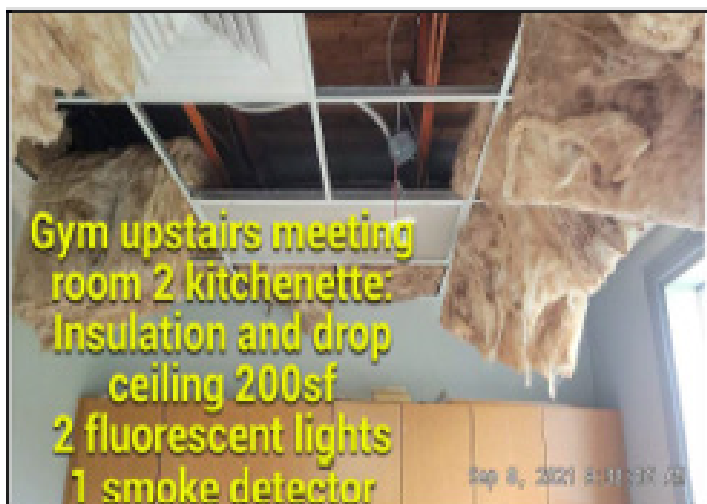
Damage Assessments

#### KEY PERSONNEL

Richard Meyer, James Papia,  
Bernie Braiser

#### HIGHLIGHTS

- FEMA Funded
- Damaged by Hurricane Ida
- Damage Assessment Reports
- Photographic and Video Documentation
- Site Evaluations



Jefferson Playground



Jefferson Playground

## ST. BERNARD PARISH DAMAGE ASSESSMENTS



St. Bernard Sheriff's Department Headquarters (Water Intrusion)

Meyer Engineers, Ltd. (Meyer) is performing damage assessments on various types of structures within St. Bernard Parish. The damage assessments result from Hurricane Ida which made landfall on August 30, 2021. The locations below incurred damage to roofs, rafters, ceilings, walls, windows, insulation, floors, doors, as well as electrical and mechanical systems including HVAC.

Although the building examples herein given deal mainly with commercial buildings, to include the Courthouse and Sheriff's Office. The Meyer report consists of a site visit where property and building perimeters are photographed. In addition, roof photographs are taken (sometimes using drone photography) followed by interior photos taken of damage---severe or minor---and moisture penetration into surfaces. During the exterior and interior assessments, notes are taken which will be transcribed onto the final report with the photographs. The Damage Assessment Report (DAR) will also contain an Opinion of Probable Cost to repair, replace or renovate the building. Meyer also provided a safety habitat analysis stating whether the building is structurally safe and whether in its current condition, the building is suitable for occupancy.

Damage assessment projects are as follows:

- Courthouse
- Sheriff's Office Headquarters
- Sheriff's Office Prison

### CLIENT

Mr. Donald Bourgeois  
St. Bernard Parish Department  
of Public Works  
1125 E. St. Bernard Highway  
Chalmette, LA 70043  
(504) 278-4314  
Email: dbourgeois@sbgp.net

### COMPLETION DATE

TBD

### DURATION

2021

### CONSTRUCTION COST

N/A

### ENGINEER'S FEE

TBD

### NATURE OF FIRM'S RESPONSIBILITY

Damage Assessments

### KEY PERSONNEL

Richard Meyer, James Papia,  
Bernie Braiser

### HIGHLIGHTS

- FEMA Funded
- Damaged by Hurricane Ida
- Damage Assessment Reports
- Photographic and Video Documentation
- Site Evaluations



St. Bernard Parish Courthouse Water Intrusion



St. Bernard Sheriff's Department Prison Roof Top



## D.3 REFERENCES

### ROSTAN REFERENCES

As the Parish will see, Rostan has extensive experience providing disaster recovery and program management consulting services to local Louisiana governments. We value not only our reputation, but also our clients. We have many long-term client relationships, and we are humbled by and proud of our references. We pride ourselves on our speed of delivery, which each client reference will attest to. Provided below are references for relevant projects.

#### PLAQUEMINES PARISH, LOUISIANA | 2019–PRESENT



Kirk Lepine, Parish President  
333 F. Edward Hebert Blvd., Bldg. 100, Belle Chasse, LA 70037  
Tel: 504-934-6020  
Email: klepine@ppgov.net

#### ST. JAMES PARISH, LOUISIANA | 2018–PRESENT



Eric Deroche, Director of Emergency Preparedness  
5153 Canatella Street, Convent, LA 70723  
Tel: 225-562-2265  
Email: eric.deroche@stjamesparishla.gov

#### WEST FELICIANA PARISH, LOUISIANA | 2018–PRESENT



Kenny Havard, Parish President  
5934 Commerce Street, St. Francisville, LA 70775  
Tel: 225-784-3647  
Email: khavard@wfparish.org

#### CITY OF SULPHUR, LOUISIANA | 2020–PRESENT



Jennifer Thorn, Finance Director  
101 N Huntington St., Sulphur, LA 70663  
Tel: 337-527-4500  
Email: jthorn@sulphur.org

#### CONCORDIA PARISH, LOUISIANA | 2019–PRESENT

##### CONCORDIA PARISH POLICE JURY

Sandi Burley, Secretary/Treasurer  
Concordia Parish Police Jury  
4001 Carter Street, Room 1, Vidalia, LA 71373s  
Tel: 318-336-7151  
Email: sburley@conppj.org

#### LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS | 2015–PRESENT



Tammy Grant, CPPB, Finance Administrator  
504 Mayflower Street, Baton Rouge, LA 70802  
Tel: 225-342-6578  
Email: tammy.grant@la.gov



## MEYER REFERENCES

### WASHINGTON PARISH



Department of Public Works  
Mr. Ken Wheat, Director  
909 Pearl Street  
Franklinton, LA 70438  
Phone: 985-335-1312  
Work Includes: Public Buildings

### JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION



Mr. Mario Bazile  
6921 Saints Drive  
Metairie, LA 70003  
Phone: 504-736-6999  
Work Includes: Recreational Facilities

### ST. JOHN THE BAPTIST PARISH



Parish President Jaclyn Hotard  
1801 W. Airline Highway  
Laplace, LA 70068  
Phone: 985-652-9569  
Work Includes: Recreational Facilities, Bike Paths, Drainage, Streets, Sewer

### PORT OF SOUTH LOUISIANA



Mr. Dale Hymel  
171 Belle Terre Boulevard  
Laplace, LA 70068  
Phone: 985-652-9278  
Work Includes: Public Buildings, Marine

### CITY OF HARAHAH



Mayor Timothy Baudier  
6437 Jefferson Highway  
Harahan, LA 70123  
Phone: 504-737-6383  
Work Includes: Streets, Drainage, Sewer, Public Buildings

## D.4 KEY PERSONNEL

Rostan has assembled a project team consisting of highly competent professional staff with a proven track record in developing innovative solutions to complex disaster recovery challenges. Our experience is that the key to an expeditious recovery includes careful planning combined with consistent implementation of the schedule and the ability to adapt to changing circumstances and conditions on a frequent basis. We strive to anticipate problems before they arise and resolve them by relying on our past experiences, best-practices and our understanding of current regulations.



Our team has been organized to best meet the needs of the Parish, so that we can quickly, efficiently, and cost effectively execute the projects tasks that the Parish requires. Rostan is organized to perform as one unified team to create a seamless and transparent approach to projects. We believe that maintaining close communications with the Parish, contractors, and FEMA representatives provides for efficient recovery management. We also believe that maximizing the use of local personnel not only helps the community recover more quickly, it also provides for operational efficiencies due to familiarity with roads, traffic patterns, and local culture. It is for these reasons that we believe Rostan is uniquely qualified to perform the services requested in the Parish's solicitation. We can also ensure a consistent and dedicated personnel structure to the Parish who are being presented herein.

### KYLE JONES, CEM: PRINCIPAL /VICE PRESIDENT • CLIENT LIAISON

ROSTAN

Mr. Jones began his career in emergency management in 2003 working for the Louisiana Office of Emergency Preparedness (now GOHSEP). His experience on the state, local and private sectors is fundamental in his ability to navigate federal programs for his clients and to enable success. He is regarded as a subject matter expert in the FEMA Public Assistance Programs through the International Association of Emergency Managers (IAEM) and has built a credentialed reputation amongst local government applicants for providing direction managing resources effectively. He also specializes in development of PW's, the FEMA appeal process, Code of Federal Regulation (CFR) analysis, and identification of Federal funding sources for clients. Mr. Jones serves as the Vice President of Rostan and has been on staff since 2018.

### JAMIE WELSH: GRANTS MANAGEMENT

ROSTAN

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations. Ms. Welsh has been on staff with Rostan since 2019.

### JOSHUA BENNETT: PROJECT MANAGEMENT

ROSTAN

Mr. Bennett has 13 years of experience in the construction industry. Throughout this time he has amassed skills in construction management, project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes. Mr. Bennett has been on staff with Rostan since 2019.

### CLIFF THOMPSON: TECHNICAL SUPPORT

ROSTAN

Mr. Thompson has more than 30 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. He has more than 14 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field. Mr. Thompson has been on staff with Rostan since 2019.

**CARLOS ARREDONDO: TECHNICAL SUPPORT****ROSTAN**

Mr. Arredondo has been involved with disaster risk management projects since the Louisiana floods of 2016. He has guided clients through complex insurance processes and facilitates the FEMA Damage Inventory, DDD, EEI ,cost estimating aspects for our clients. Mr. Arredondo is fluent in Spanish and has been on staff with Rostan since 2019.

**JAMES J. PAPIA, AIA, NCARB, CSI: ENGINEERING AND DESIGN****MEYER**

Mr. Papia is considered an expert in building codes; he is a Certified ADA Specialist with the Accessibility Professionals Association and is a certified third-party plan reviewer for the Louisiana State Uniform Construction Code Council for the International Building Code (IBC).

**DONOVAN P. DUFFY, P.E.: ENGINEERING AND DESIGN****MEYER**

Mr. Duffy specializes in storm water management and drainage design, including hydraulic impact analysis. He is also involved in many fields of civil engineering design including roads, drainage, sanitary sewer: collection, lift stations, force mains, and treatment systems, water treatment and distribution networks, environmental and recreation. His experience in construction administration includes coordination with contractors and clients; organization, oversight and record-keeping of pre-construction and construction progress meetings; shop drawing review; evaluation of change orders and pay requests; and various other construction coordination responsibilities.

**BERNARD L. BASIER: ENGINEERING AND DESIGN****MEYER**

Mr. Basier has over 41 years of disaster assessment, industrial and maritime construction experience with knowledge and skill in the areas of project management, construction management, purchasing management, insurance, fiscal, and office management. He is responsible for disaster/accident assessment and recovery, acquisition due diligence, construction analysis, scheduling, contract administration, negotiations, procurement, export management, transportation and logistics, office management, client/legal/contractor interface, and construction execution of various projects.

*For more detailed information, resumes of these key individuals anticipated to serve the Parish can be found in Section D.5.*

*Rostan assures the Parish that we have reviewed the scope of work provided in the RFP. We understand the nature of this work and are willing and capable of providing the Parish the necessary services.*

**CAPACITY**

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

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

**ROSTAN**  
SOLUTIONS

**YEARS OF EXPERIENCE**

19

**EDUCATION**

BA, Business Administration,  
Louisiana State University, 2007

**PROFESSIONAL REGISTRATIONS**

- Certified Emergency Manager (CEM)

**QUALIFICATIONS**

- FEMA Professional Development Series
- IS-139: Exercise Design
- IS-230 b: Fundamentals of Emergency Management
- IS-235 b: Emergency Planning
- IS-240 a: Leadership & Influence
- IS-241 a: Decision Making & Problem Solving
- IS-242 a: Effective Communication
- IS-244 a: Developing & Managing Volunteers
- FEMA Multi-Hazard Emergency Planning for Schools – Train the Trainer
- HS/TEEX Threat & Risk Assessment Course
- IS-00001: Emergency Program Manager
- IS-07: A Citizen's Guide to Disaster Assistance
- IS-26: Guide to Points of Distribution
- IS-100: Intro to ICS
- IS-100.SCa: Intro to ICS for Schools
- IS-200: ICS for Single Resources & Initial Action Incidents
- IS-212: Intro to Unified Hazard Mitigation Assistance

Mr. Jones is a Certified Emergency Manager with a tenured background in emergency management, public assistance, and federal cost recovery programs. Mr. Jones specializes in maximizing funding sources for clients and applying the federal regulations and/or policies to projects. Mr. Jones also specializes in FEMA Appeals, Code of Federal Regulation analysis, and interfaces with FEMA and State Agencies on behalf of clients to ensure program success for project funding. Mr. Jones' extensive disaster recovery background yields tremendous programmatic knowledge of the 404 and 406 mitigation programs with nearly two decades of hands-on experience in managing HMGP/HMA, Public Assistance Programs, and other major federal disaster declarations on behalf of clients.

**PROFESSIONAL EXPERIENCE**

**ROSTAN SOLUTIONS || BATON ROUGE, LA || 2018–PRESENT**  
Principal/Vice President

**ARCADIS NORTH AMERICA || BATON ROUGE, LA || 2014–2018**  
Director, Disaster Programs

**EAST BATON ROUGE PARISH || BATON ROUGE, LA || 2007–2014**  
Deputy Director

**STATE OF LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS – MILITARY DEPARTMENT || BATON ROUGE, LA || 2003–2007**  
Operations Support & Management

**PROJECT AND PROGRAMS EXPERIENCE**

**LOCAL GOVERNMENTS, SCHOOLS, STATE AGENCY, PRIVATE-NON-PROFITS (PNP), HOUSES OF WORSHIP (HOW), AND HOUSING AUTHORITIES || 2014–PRESENT**  
Public Assistance Program Management

Serves as the Program Executive and Principal for Public Assistance and Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$2.5B in program management since 2014. Responsible for managing projects and representing client interests from the initial scoping meeting through closeout and subsequent appeals across numerous sectors of Applicants.

Local Government recovery experience includes assistance provided to West Feliciana, St. James Parish, Plaquemines Parish, West Feliciana Sheriff's Office, West Feliciana Parish Hospital, City of Sulphur, City of Lake Charles, and the City of Pinellas Park, Acadia Parish, Beauregard Parish, Concordia Police Jury, Diamondhead MS, Gramercy LA, Gretna, LA, Jackson LA, Jefferson Parish, Kenner LA, Litcher LA, Madisonville LA, Mansura LA, Midway, FL, Natchitoches Parish, North Port FL, Pearl River LA, Point Coupee Parish Sheriff's Office, Quincy FL, St. Mary Parish LA, St. Tammany Parish LA, Town of Simmesport LA, West Carroll Parish Sheriff's Office LA, Westlake LA, Wilkinson County MS, Plaquemines Medical Center LA, Plaquemines Port Harbor Terminal District.

School recovery experience includes assistance provided to West Feliciana Parish Schools, Fort Worth ISD-TX, Texas City ISD-TX, Little Cypress ISD-TX, Huffman ISD-TX, Corpus Christi ISD-TX, Gadsden County Schools, and Polk County Schools-FL, Louisiana College.

State Agency recovery experience includes assistance provided to Louisiana Department of Corrections and Florida State Hospitals, Kisatchie Regional Planning & Development District.

Private-Non-Profits (PNP) recovery experience includes assistance provided to Group Health Cooperative-South Central Wisconsin and Early Education and Care, Inc-FL, United Christian Academy-TX, Community Christian School-TX, and Hamilton Christian Academy, LA, St. Vincent





## KYLE A. JONES, CEM

PRINCIPAL | VICE PRESIDENT | CLIENT LIAISON

de Paul- Paulina/Lutcher/Gramercy, St. George Catholic Church and School LA, Aetna Better Health of Louisiana, Blue Cross Blue Shield of Louisiana, Diocese of St. Thomas USVI, YMCA of the Capital Area- Baton Rouge LA, Church of the King LA, Community Action Program Committee, Inc.

House of Worship recovery experience includes assistance provided to Apostolic Christian Church-LA and First Baptist Church of Denham Springs-LA, Louisiana Baptist Convention.

Housing Authority Recovery experience includes assistance provided to Duson Housing Authority, New Iberia Housing Authority, Oakdale Housing Authority, and Eunice Housing Authority.

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James, and Iberville Parish.

### **MULTIPLE LOUISIANA CLIENTS || 2014–PRESENT**

#### **Hazard Mitigation Assistance (HMA) Project Management**

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James and Iberville Parish. Responsible for coordinating the project activities and serving as the executive liaison amongst the client, subcontracting companies involved in primary basic engineering tasks including the hydraulic and hydrologic study. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

### **MULTIPLE LOUISIANA CLIENTS || 2007–2014**

#### **Emergency Planning**

Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Emergency Operations Plan (EOP). Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Continuity of Operations Plan (COOP). Developed the first Point of Distribution (POD) Plan for the City of Baton Rouge, Parish of East Baton Rouge and managed and maintained database of all Critical Infrastructure / Key Resource facilities parish wide. Responsible for managing the EOC during activations and streamlining resource requests during activations, facilitated briefings during EOC activation for the Mayor-President.

### **MULTIPLE CLIENTS || 2007–2014**

#### **Public Assistance, Hazard Mitigation and Program Administration**

Managed the Public Assistance and Hazard Mitigation Programs for East Baton Rouge Parish totaling more than \$300 million in federal funding. Managed preliminary damage assessments (PDA) and streamlined reporting processes for the Parish. Served as the City-Parish Authorized Representative for FEMA Public Assistance & Hazard Mitigation Programs and Appeals, Department of Homeland Security Office of Inspector General (OIG) Audits, and Louisiana Legislative Auditor (LLA) Site Visits. City-Parish Homeland Security & Emergency Preparedness Liaison to the East Baton Rouge Parish School System & Voluntary Organizations Active in Disasters (VOAD) for all engagements. Directly managed and oversaw the entire East Baton Rouge Parish Hazard Mitigation Assistance (HMA) program with \$26MM of funding being granted to East Baton Rouge Parish during tenure. Projects included: FMA Acquisition of 8 Structures, HMGP-DR 1786 Acquisition of 24 Structures, HMGP-DR 4080 Wind Hardening Project, HMGP-DR 1786 Wind Retrofit & Floodproofing, SRL Acquisition of 8 Structures, HMGP-DR 1603 Acquisition of 8 Structures, HMGP-DR 1603 Critical Infrastructure Generator Installation.

### **EOC ACTIVATION, SPACE SHUTTLE COLUMBIA DISASTER, FLOODING, HURRICANE RESPONSE || 2003–2006**

#### **Disaster Recovery and Response Coordination**

Assisted Disaster Recovery Division with FEMA Public Assistance Windshield Surveys and Funding Implementation on behalf of Parishes for DR-1521 and DR-1668 (Flooding) and Hurricane Ivan Response Efforts (DR-1548). Coordinated State response efforts with the Operations Division and managed state and local resource requests during Space Shuttle Columbia Crash for DR-3172 and coordinated crash site coordinates with the Louisiana Air National Guard inside State Emergency Operations Center (EOC).



### YEARS OF EXPERIENCE

9

### EDUCATION

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

### RECOVERY EVENTS

#### 2021

Hurricane Ida

#### 2020

Hurricane Zeta  
Hurricane Delta  
Hurricane Sally  
Hurricane Laura  
COVID-19 (FEMA DR-4484)

#### 2019

Flooding, LA  
Hurricane Barry

#### 2017

Hurricane Irma  
Hurricane Harvey  
Tropical Storm Nate

#### 2016

Flooding, LA

#### 2012

Hurricane Isaac

#### 2008

Hurricane Gustave  
Hurricane Ike

#### 2005

Hurricane Rita  
Hurricane Katrina

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations, which allows her to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

### RELEVANT PROFESSIONAL EXPERIENCE

#### ROSTAN SOLUTIONS || BATON ROUGE, LA || 2019–PRESENT Program Manager

Serves as Program Manager under various disasters to Plaquemines Parish, Plaquemines Parish Medical Center, City of Diamondhead, City of North Port, and formerly Program Manager to Concordia Parish Police Jury and West Feliciana Parish Sheriff's Office. Responsibilities include providing policy guidance and recommendations to clients; developing project scopes of work for FEMA PA Project Worksheets (PWs); delivering technical expertise in FEMA meetings; requesting and receiving reimbursement of expenditures timely; and efficiently processing closeout. Lead to six Job Managers to include various other clients, multi-state disasters, and Grant Management, Project Management, and Hazard Mitigation services.

#### CSRS, INC. || BATON ROUGE, LA || 2016–2019 Public Assistance Consultant

Served as the grants management consultant to the East Baton Rouge Parish School System managing 40 projects consisting of remediation, permanent repair, and contents claimed under federally funded grant for DR-4277 Louisiana Severe Storms and Flooding (August 2016 Flood) awarded from FEMA's Public Assistance Grants Program. Provided expertise in Federal policy, federal code and law which governs disaster recovery assistance. Worked closely and collaborated with various funding agencies and internal School Board departments to ensure the proper use and application of the Public Assistance funding. Focused on maximizing eligible, allocable federal dollars, and capturing all storm damaged elements. Used substantial experience gained through work performed on numerous disaster recovery projects for the benefit of the school system. Worked efficiently to reduce the timeline for eligibility determinations that support project cash flow sources, kept all stakeholders informed of progress and issues for resolution, and fostered a strong team atmosphere. Achieved \$43,455,222.49 in reimbursements.

#### DMS DISASTER CONSULTANTS || BATON ROUGE, LA || 2016 Project Specialist

Served as a Project Specialist to Division of Administration Office of Risk Management as Katrina Overpayments Team Lead to include acting as subject matter expert in Public Assistance project overpayments; performed detailed analyses of overpaid FEMA projects presented by GOHSEP; conducted research to determine ORM's role in the projects' federal obligations and further coordinated between the two agencies and respective applicants in finalizing ORM's financial responsibility. Performed daily DOA Facility Planning and Control (FP&C) project reconciliation reviews to determine all payments made by ORM across all claims associated to the respective project inquiries; conducted formal analyses of all payments by assembling and developing final actual costs for grant closure. Co-Lead under FEMA DR-4277 to include researching and performing daily ORM total property and auto claims to-date report for management and FEMA Kickoff Meeting purposes. Compiled extensive claim data currently submitted to Third-Party Administrator Sedgwick. Details include incurred estimated damages and respective costs. Provided reports to management as well as summary of Category 1644 losses with preliminary comprehensive and individual reserve totals.

**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA || 2016**  
**Problem Resolution Officer I**

Served as a subject matter expert in Public Assistance programs; provided technical assistance to Public Assistance applicants, the internal Grants Management section, and Closeout; worked with established processes, policies, and procedures pertaining to the FEMA and state recovery programs; conducted research in finding legal and policy decisions for determining the proper application of the Public Assistance grants; analyzed and recommended alternatives for a wide range of program issues; coordinated and/or worked with applicants to gather/compile information and/or documentation to request eligible reimbursements and closeouts; composed internal and external correspondence and reports; advised higher level management on all situations as needed; provided management with accurate and timely status reports; and attended agency coordination, planning, and operational meetings as well as trainings and exercises. Reconciled approximately \$2,252,901.81 in overpayments.

**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA**  
**2013-2016****Disaster Recovery Specialist II**

Provided administration and management to the Port of New Orleans and City of New Orleans in preparing documentation, invoices, and information to request reimbursement for federally funded grants awarded from FEMA's Public Assistance Grants Program; reviewed approved grants and processes payments in conjunction with the State of Louisiana and FEMA; and provided guidance and assistance to the sub-grantee to ensure compliance with applicable federal and state laws and regulations; Section: Public Assistance; Group: New Orleans; Specific Applicants: Port of New Orleans (primary applicant; \$17,401,787.34 in approved expenses) and City of New Orleans and St. John the Baptist Parish School Board (secondary applicants).



# JOSHUA BENNETT

## PROJECT MANAGEMENT

### YEARS OF EXPERIENCE

14

### EDUCATION

Louisiana Technical College,  
Alexandria, LA, 2011

### CERTIFICATIONS & SKILLS

- Microsoft Word
- Microsoft Excel
- RSMears
- FEMA CEF Training
- OSHA 10
- 8-hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification

### HIGHLIGHTS

- Corpus Christi Independent School District, TX
- Gadsden County School District, FL
- Quincy County School District, FL
- Polk County School District, FL
- West Feliciana Parish, LA
- Early Education & Care, Inc., Panama City, FL
- Diocese of St. Thomas in the Virgin Islands, USVI
- Louisiana Department of Public Safety & Corrections
- Department of Children and Families—Florida State Hospital
- McNeese State University, LA
- City of Sulphur, LA
- Oakdale Housing Authority, LA
- Louisiana Christian College—Pineville, LA
- City of Westlake, LA
- Beauregard Parish, LA
- Community Action Program Committee, Inc., Pensacola, FL
- St James Parish, LA
- City of Shreveport, LA
- Wilkinson County, MS

Mr. Bennett has 14 years of experience in the construction industry. Throughout this time Mr. Bennett has amassed skills in construction management, program/project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes.

### PROFESSIONAL EXPERIENCE

#### ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019–PRESENT

Program/Project Management Director

#### RAYFORD ENTERPRISES || ALEXANDRIA, LA || 2017–2019

Project Manager

#### LAWN CARE SPECIALIST || ALEXANDRIA, LA || 2015–2017

Owner

#### ALLEN REFRACTORIES CO. || NEW ORLEANS, LA || 2013–2015

Bricklayer

#### LA TASKFORCE || NEW ORLEANS, LA || 2009–2013

Blight Operations Manager

#### SHAW CONTRACTORS, INC. || BATON ROUGE, LA || 2008–2009

Quality Control Technician

#### SHAW ENVIRONMENTAL AND INFRASTRUCTURE || BATON ROUGE, LA || 2007–2008

Debris Tower Technician

### PROJECT AND PROGRAMS EXPERIENCE

#### ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019–PRESENT

Program/Project Management Director

Responsible for building analysis and damage assessments; repair and mitigation scoping assessments; bidding and cost estimating; DDD Development. Oversight of all project management projects, personnel, and budgets. Currently working on projects associated with the 2016 and 2019 Floods as well as Hurricanes Gustav, Ike, Irma, Maria, Harvey, Michael, Barry, Laura, Delta, and Ida.

#### RAYFORD ENTERPRISES || ALEXANDRIA, LA || 2017–2019

Project Manager

Responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed and preparing relevant reports. Oversaw and coordinated workers who maintained and repaired electrical, plumbing, ventilation, and other building systems for multiple companies owned by Rayford Enterprises, including Cabana Mobile Estates, West Lakes Estates, LLC, and the Rayford Building.

#### LA TASKFORCE || NEW ORLEANS, LA || 2009–2013

Blight Operations Manager

Performed debris removal, rough-cut, and finish-cut blighted property in coordination with FEMA post-Katrina operations. Responsible for maintenance and upkeep of equipment, manpower, and coordination/execution of lawn care to potential blighted properties throughout Chalmette, LA. Responsible for maintaining and handing in documentation of completed work to management for submittal to FEMA.

#### SHAW ENVIRONMENTAL AND INFRASTRUCTURE || BATON ROUGE, LA || 2007–2008

Debris Tower Technician





# CLIFF THOMPSON

TECHNICAL SUPPORT

## YEARS OF EXPERIENCE

40

## EDUCATION

Louisiana State University, 2 years  
Associated Builders & Contractors, 2 years

## REGISTRATIONS & CERTIFICATIONS

- Construction Coordinator, Louisiana
- RS Means Costworks and RS Means Online

## TRAINING

- EMA IS-00100 Introduction to the Incident Command System
- FEMA IS-00200 ICS for Single Resources and Initial Action Incidents
- FEMA CEF Training
- OSHA 10, 30 & 40
- 8 Hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification
- Emergency Response

## HIGHLIGHTS

- More than 35 years of construction experience
- 16 Years of experience in Emergency Response and Recovery for Katrina, Rita, Gustav, Ike, Isaac, Sandy, Louisiana Great Floods 2016, Irma, Maria, Harvey, Michael, Barry, 2019 Floods, Laura and Delta.
- 428 PAAP Expert
- SD/SI Expert

Mr. Thompson has more than 40 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. His working knowledge of isometric, orthographic, architectural, topographic and construction drawings make him suitable for multi-craft projects, as well as subcontract coordination. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson also has experience in municipal projects. He has done work with the U.S. Army Corps of Engineers, including working as the Field Project Manager during the unwatering of New Orleans following Hurricane Katrina. In addition, Mr. Thompson has more than 14 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field.

## PROJECT AND PROGRAMS EXPERIENCE

### ROSTAN SOLUTIONS || 2019-PRESENT

#### Senior Technical Specialist || Subject Matter Expert

Conduct disaster Recovery Management for Texas, Louisiana, Florida, USVI and Wisconsin. Provide Technical Support over several Independent School Districts, Municipalities and Critical/Non-Critical PNPs.

### GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) || LOUISIANA || 2017-2019

#### Disaster Recovery Specialist

GOHSEP Technical Team Lead, Problem Resolution Officer and Subject Matter Expert for Public Assistance and CEF. Developed cost analysis, white Papers, scope alignments and QA/QC the Technical Teams documentation associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, Ike, Isaac and the Flood of 2016. As a Lead on the Technical Team, we are responsible for assisting the State Applicant Liaisons (SALs) and GOHSEP Management in developing detailed damage assessments and estimates and FEMA Cost Estimating Factsheets (CEFs) based on damages incurred by the Sub-recipients on any declared disasters. In the last year, our Technical Team has increased the grant total for the 2016 Flood by \$83,000,000.00.

### CITY OF WHARTON, TX || 2016-2017

#### FEMA Project Specialist and Estimator

Develop detailed damage Assessments and Cost Estimating Factsheets (CEFs) for the damages associated with their spring flooding to the Parks and infrastructure.

### NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS || RECONSTRUCTION, REHABILITATION, ELEVATION AND MITIGATION (RREM) PROJECT || 2015-2017

#### Construction Manager

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New Jersey.

### CITY OF NEW YORK || BUILD IT BACK PROJECT || 2015

#### Construction Manager

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New York City.

### NEW YORK CITY HOUSING AUTHORITY (NYCHA) || 2014-2015

#### FEMA Technical Support

FEMA Technical Support Specialist to develop and validate the 428 PAAP budget estimate for all Hurricane Sandy damaged developments. Working with the NYCHA-PMO on the Funding and



Estimating Team, Mr. Thompson helped to write a \$3.1 billion grant — the largest in FEMA history. Assisted in the Tier 1 and Tier 2 reviews for all the housing developments in New York.

### **GOHSEP || LOUISIANA || 2012–2014**

#### **Disaster Recovery Specialist**

Developed cost analysis and scope alignments associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, and Ike as well as conducting field damage assessments and Project Worksheet (PW) development following Hurricane Isaac.

### **LOUISIANA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT (OCD-DRU) || SMALL RENTAL PROPERTY PROGRAM || NEW ORLEANS, LA || 2009–2012**

#### **Field Construction Coordinator**

Acted as Field Construction Coordinator for the Small Rental Property Program. He assisted applicants in the design and construction efforts associated with the SRPP Grants Management Program including several properties listed on the Department of Interiors Historic Landmark Structures in and around New Orleans, La.

### **TERREBONNE PARISH UNWATERING || TERREBONNE PARISH, LA || 2008**

#### **Field Project Manager**

Mr. Thompson acted as the Field Project Manager over unwatering of Terrebonne Parish following Hurricane Ike. He was responsible for coordinating the staging, placing, assembling and monitoring of 75 pumps, which pumped 12 billion gallons in 24 days.

### **JACKSON BARRACKS RECONSTRUCTION PROJECT || LOUISIANA MILITARY DEPARTMENT (LAMD) NEW ORLEANS, LA || 2006–2009**

#### **Project Manager**

Mr. Thompson reviewed and conducted scope alignments for FEMA Project Worksheets and developed version requests, based on eligibility to the Project Worksheets associated with LAMD at Jackson Barracks in New Orleans. He oversaw design from the architect/engineer, reviewed and made recommendations on design efforts based on FEMA eligible scope items. He attended and participated in regular meetings with FEMA and GOHSEP personnel and oversaw construction efforts. Mr. Thompson gained a working knowledge of R.S. Means and National Estimator from working on this project. Participated in (2) 106 (MOA) Memorandum of agreements with FEMA EHP and oversaw the design and rehabilitation of the Jackson Barracks Historic Garrison and Historic Armory/ Powder Magazine as well as working with the State Historic Preservation Office (SHPO) on character defining features that were implemented in reconstruction of the single family dwellings on Beauregard Dr.

### **DEBRIS MONITORING SERVICES FEMA DR-1786 || BATON ROUGE AND GRAND ISLE, LA || 2008**

#### **Field Lead, Debris Monitors and Dump Sites**

Oversee field operations for debris collection and disposal following Hurricane Gustav.

### **TARGA/DYNEGY || VENICE, LA || 2006**

#### **Field Project Manager**

Rebuild the plant and remove 5 ½ feet of rozcane (swamp grass) from the plant and get the plant up and running following Hurricane Katrina. This plant supplies natural gas to approximately 40% of the East Coast.

### **U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS UNWATERING || 2005**

#### **Field Project Manager**

Field Project Manager during the unwatering of New Orleans following Hurricane Katrina.

### **UNION TANK CAR FACILITY || ALEXANDRIA, LA || 2004**

#### **Field Project Manager**

Oversee construction of the Union Tank Car Facility. 1 Million Sq. Ft. under roof.

### **CONCRETE INNOVATIONS INC. || 1998–2003**

#### **Owner**

A decorative concrete, wet stamp, stain, overlay and industrial coatings company.



# CARLOS ARREDONDO

TECHNICAL SUPPORT

## YEARS OF EXPERIENCE

**3 Years**—Public Assistance Policy Consulting

**9 Years**—Construction Estimating, Management, and Building

**8 Years**—Military and Maritime Law Enforcement as Member of U.S. Coast Guard

## EDUCATION

Art Institute, Media and Animation, Fort Lauderdale, FL.

Art Institute of California, Industrial Design, Orange County, CA

## CERTIFICATIONS & SKILLS

- RSMMeans
- FEMA CEF Training
- Master Carpentry
- Bilingual (Spanish/ English)
- OSHA Basic Safety
- Building Project Management
- Project Scheduling
- Cost Analyses
- Projection Plan Development
- Budgeting

Mr. Arredondo is an experienced Disaster Recovery and Planning specialist in private and public sector, with expertise in construction building, construction management, protocol development, cost analysis, team building, and public assistance. He is well-versed in FEMA codes and regulations, which allows him to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

## PROFESSIONAL EXPERIENCE

### ROSTAN SOLUTIONS || LOUISIANA || 2019–PRESENT

Program Manager [2020–Present] || Technical Specialist [2019–2020]

### B&G CONSTRUCTION || NEW ORLEANS, LA || 2016–2019

Project Manager

### JD RESTORATIONS || NEW ORLEANS, LA || 2014–2016

General Manager

### CARBINE RESTORATIONS || NEW ORLEANS, LA || 2012–2014

Carpenter

### U.S. COAST GUARD || LONG BEACH, CA || 2004– 2012

Boatswain's Mate

## PROJECT AND PROGRAMS EXPERIENCE

### CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT, TEXAS || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

### GADSDEN COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

### QUINCY COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

### POLK COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2020

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection.

### WEST FELICIANA PARISH, LOUISIANA || 2019–PRESENT

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates.

### EARLY EDUCATION & CARE, INC., FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.



### **THE DIOCESE OF ST. THOMAS IN THE VIRGIN ISLANDS, USVI || 2019–PRESENT**

#### **Public Assistance Consultant/ Project Management**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; cost analysis; contracting and procurement, budgeting; public assistance policy guidance.

### **LOUISIANA DEPARTMENT OF CORRECTIONS || 2019–PRESENT**

#### **Public Assistance Consultant/ Project Management**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; contracting and procurement, budgeting, public assistance policy guidance.

### **FLORIDA STATE HOSPITAL, DEPARTMENT OF CHILDREN AND FAMILIES || 2019–2021**

#### **Technical Specialist**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

### **PLAQUEMINE PARISH, LOUISIANA || 2019–PRESENT**

#### **Technical Specialist**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis.

### **B&G CONSTRUCTION || NEW ORLEANS, LA || 2016–2019**

#### **Project Manager**

Project scoping, project budgeting, sub-contracting, coordination, and management multiple trades, bid review and selection, cost analysis, hiring of new trades and field workers, project plan development, safety meetings, communication with clients and insurance agents, scheduling, inspections and permitting, material ordering, change orders, and any other task necessary for the completion of each project in a safely and cost-effective manner.

### **JD RESTORATIONS || NEW ORLEANS, LA || 2014–2016**

#### **General Manager**

Responsible for business development and growth, payroll, scheduling, budgeting, project management, determine scope of work, coordinate with multiple construction trades, billing and collection, equipment purchase, communication with insurance providers and client.

### **CARBINE RESTORATION || NEW ORLEANS, LA || 2012–2014**

#### **Carpenter**

Master Carpenter, structural and cosmetic construction, material purchase, equipment/tools purchasing, drawing/plans reading, crew handling and management, trouble shooting.

### **U.S. COAST GUARD || PSU 311 LONG BEACH, CA || 2004–2012**

#### **Boatswain's mate**

Petty Officer 3rd class/E-4, Boarding Team Member, Tactical Boat Crew Member, Search and Rescue, Maritime Law Enforcement and Safety, Contingency Operation Iraqi Freedom Veteran.





# JAMES J. PAPIA, AIA, NCARB, CSI

ENGINEERING AND DESIGN

## 39 YEARS OF EXPERIENCE

39

## EDUCATION

Bachelor of Architecture,  
Louisiana State University, 1981

## REGISTRATIONS

Professional Architecture:

- Louisiana #3423 (1984)
- Alabama #7505 (2015)
- Florida #96794 (2013)
- Mississippi #11238
- North Dakota #2249 (2012)
- Texas #22232 (2010)
- USVI #041301-1B (2018)
- LSUCC Certified 3rd Party Provider (U01847)

## AFFILIATIONS

- American Institute of Architects (AIA)
- Construction Specification Institute (CSI)
- National Council of Architectural Registration Board (NCARB)
- Certified Third-Party Reviewer for the International Building Code (IBC)

As Director of Architecture, Mr. Papia is responsible for all aspects of all architectural projects including design, preparation of contract documents, staff management to ensure that all design projects are completed on time, construction budgets to ensure that all projects do not exceed the Owner's construction budget and assists in the construction administration. While working for several architectural firms he gained extensive experience in working on a number of challenging and interesting projects with a variety of building types including but not limited to hospitals, schools, convention centers, city halls, office buildings, gymnasiums, sports stadiums, recreational facilities, shopping centers, prisons, parking garages, reception halls, libraries, hotels, roofing projects, waterproofing projects, restaurants, highway rest areas, community centers, warehouses, medical centers, cemeteries, military bases and many other building types.

Mr. Papia is considered an expert in building codes; he is a Certified ADA Specialist with the Accessibility Professionals Association and is a certified third-party plan reviewer for the Louisiana State Uniform Construction Code Council for the International Building Code (IBC).

## RELEVANT PROFESSIONAL EXPERIENCE

### CITY OF KENNER DISASTER RECOVERY DAMAGE ASSESSMENTS, AND ARCHITECTURAL AND ENGINEERING SERVICES || JEFFERSON PARISH

Senior Architect coordinating and conducting damage assessments for roads, water control facilities, public buildings and contents, public utilities, parks, recreational and other facilities infrastructure. The City of Kenner suffered extensive damage due to Hurricane Ida, and in consideration of the importance of the built environment to the community, the City of Kenner requires disaster recovery assessments, architectural and engineering services for the affected buildings and facilities. This project is FEMA funded.

### JEFFERSON PARISH GENERAL SERVICES DAMAGE ASSESSMENTS || JEFFERSON PARISH

Responsible for preparing detailed damage assessment reports to determine if the project meets the criteria for a small, large, alternative, or an improved project. He also prepared a Codes and Standards Report that was developed by Meyer to determine the cost of redesigning a building to meet the current International Building Code (IBC), National Fire Protection Association (NFPA) Codes and the Americans with Disabilities Act (ADA). FEMA was so impressed with the Meyer Codes and Standards Report that several FEMA Project Managers copied the report and asked other architects to use it when preparing their reports.

### ST. JOHN THE BAPTIST PARISH HURRICANE IDA DAMAGE ASSESSMENTS || ST. JOHN THE BAPTIST PARISH

Senior Architect for damage assessments on all buildings owned and operated by St. John the Baptist Parish. The damage assessments result from Hurricane Ida which made landfall on August 30, 2021. The buildings assessed ranged from portable buildings to sewer and water treatment facilities, to gyms, and community centers throughout the parish. Meyer was also responsible for completing a damage assessment on all parks throughout the parish. This project is FEMA funded.

### JEFFERSON PARISH PARKS AND RECREATION DEPARTMENT DAMAGE ASSESSMENTS || JEFFERSON PARISH

Responsible for the quality control of the Detailed Damage Assessment Reports. Performed a thorough review of the information contained in the damage assessment reports that were based on site visits of the damages which contained both photographic and video documentation of damages caused by Hurricane Ida. Upon his review of the damage reports if the report did not provide enough detailed information he would go and conduct his onsite observation to provide more detailed information in the report.



# DONOVAN P. DUFFY, P.E.

## ENGINEERING AND DESIGN

### YEARS OF EXPERIENCE

10

### EDUCATION

Bachelor of Science, Civil Engineering, Louisiana State University, 2013

Masters of Business Administration, University of New Orleans, 2015

### REGISTRATIONS

Professional Engineer:  
*Civil Engineer*

- Louisiana #41844 (2017)
- Florida #85196 (2018)
- Texas #131330 (2018)
- USVI #0-41921-1B (2018)

### AFFILIATIONS

- Louisiana Engineering Society (LES)
- American Society of Civil Engineers (ASCE)

Mr. Duffy has over 10 years of experience in Civil and Structural Engineering and Construction Management. He has extensive experience leading design and construction administration operations within a diverse range of industries and government entities. Mr. Duffy specializes in storm water management and drainage design, including hydraulic impact analysis. He is also involved in many fields of civil engineering design including roads, drainage, sanitary sewer: collection, lift stations, force mains, and treatment systems, water treatment and distribution networks, environmental and recreation.

Mr. Duffy's experience in construction administration includes coordination with contractors and clients; organization, oversight and record-keeping of pre-construction and construction progress meetings; shop drawing review; evaluation of change orders and pay requests; and various other construction coordination responsibilities. He has designed projects in accordance with DOTD's "Roadway Design Manual," "Hydraulics Manual," "Bridge Manual," AASHTO's "Green Book," the "Louisiana Standard Specifications for Roads and Bridges," "American Concrete Institute Standards," "Recommended Standards for Wastewater Facilities (Ten States Standards)," and the "AISC Manual of Steel Construction."

### RELEVANT PROFESSIONAL EXPERIENCE

#### JEFFERSON PARISH SCHOOL BOARD CAPITAL IMPROVEMENT BOND PROGRAM SCHOOL ASSESSMENTS || JEFFERSON PARISH

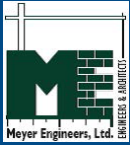
Performed site assessments that included location, land area, site improvements, square footage by use, and specialized facilities which included eighty school sites. He attended district meetings with community and staff to identify key issues related to the school facilities. This \$250M Capital Improvement Bond Program is to address the long range and short-term goals and objectives of the Board and reflect the needs of the school community. This project is CDBG funded.

#### ST. JOHN THE BAPTIST PARISH HURRICANE IDA DAMAGE ASSESSMENTS || ST. JOHN THE BAPTIST PARISH

Project Engineer for damage assessments on all buildings owned and operated by St. John the Baptist Parish. The damage assessments result from Hurricane Ida which made landfall on August 30, 2021. The buildings assessed ranged from portable buildings to sewer and water treatment facilities, to gyms, and community centers throughout the parish. Meyer was also responsible for completing a damage assessment on all parks throughout the parish. This project is FEMA funded.

#### CITY OF KENNER DISASTER RECOVERY DAMAGE ASSESSMENTS, AND ARCHITECTURAL AND ENGINEERING SERVICES || JEFFERSON PARISH

Project Engineer coordinating and conducting damage assessments for roads, water control facilities, public buildings and contents, public utilities, parks, recreational and other facilities infrastructure. The City of Kenner suffered extensive damage due to Hurricane Ida on August 29, 2021, and in consideration of the importance of the built environment to the community, the City of Kenner requires disaster recovery assessments, architectural and engineering services for the affected buildings and facilities. This project is FEMA funded.



### 41 YEARS OF EXPERIENCE

41

Bernard Basier has over 41 years of disaster assessment, industrial and maritime construction experience with knowledge and skill in the areas of project management, construction management, purchasing management, insurance, fiscal, and office management. He is responsible for disaster/accident assessment and recovery, acquisition due diligence, construction analysis, scheduling, contract administration, negotiations, procurement, export management, transportation and logistics, office management, client / legal / contractor interface, and the construction execution of various projects within the continental United States, Central / South America, and the Middle East. He has successfully completed projects involving manufacturing facilities (civilian and military), river terminals, ship docks and quays, bulk loading facilities, trans-shipment facilities, ocean going barges, derricks and vessels, utility projects, export / import terminals for grain, coal, cement, carbon black and intermodal terminals.

### RELEVANT PROFESSIONAL EXPERIENCE

#### JEFFERSON PARISH GENERAL SERVICES DAMAGE ASSESSMENTS || JEFFERSON PARISH

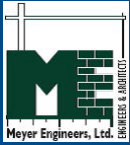
Instrumental in the development of a written Damage Assessment Report (DAR) system which includes Executive Summaries, Observations, Conclusions, Photographs, and Probable Construction Costs. He used sub-contractors specializing in producing damage assessments and brought in additional technical sub-contractors as required to meet time requirements and levels of expertise required by the damage observed. He maintained a close client relationship with the heads of departments, the on-site representatives, and FEMA representatives for the various departments to ensure that priorities and time schedules were met. The DAR's included damage to the facility, with a determination to repair or rebuild. He coordinated the DAR's for fire stations, animal shelters, the Jefferson Parish transportation system, drainage / pump stations, maintenance and storage buildings, and environmental services. He developed and maintained a system to inform the client when they would receive DAR and provided final reports (paper and electronic) to Jefferson Parish. He met the priorities and dates of submittals requested by the client.

#### JEFFERSON PARISH PARKS AND RECREATION DEPARTMENT (JPRD) DAMAGE ASSESSMENTS || JEFFERSON PARISH

Worked with JPRD to determine site visits priorities and site damage priorities. The sites included sports fields, gymnasiums, senior centers, walking trails, tot lots, storage, and maintenance buildings. He went to sites with the designated sub-contractors to discuss problems at the site. He met frequently and conferred with JPRD on-site representatives to ensure that sub-contractors were correctly performing the assessments and the DAR's were complete. Frequently, he adjusted the priorities at the request of JPRD. He coordinated Meyer's engineering staff to assist in accessing damage as needed. He had metallogical testing performed. He personally read every DAR for language, consistency between photographs and description of damage, and the DAR conclusions. He also ensured that the probable construction costs were complete, correctly itemized, and in-line with current construction costs. He worked closely with JPRD to amend DAR's when additional damage was discovered at the sites.

#### CITY OF GRETNA DAMAGE ASSESSMENTS || JEFFERSON PARISH

Coordinated the damage assessment sub-contractors, including technical sub-contractors involved with electronic data transmission. The sub-contractors provided DAR's for the Gretna Police Department structures and their security camera system, police warehouse, EMS substation, the recreation department and related playgrounds, concession stands, the city crime camera system, the Department of Streets, water treatment plants, water intake plant and generator building, senior centers, cemeteries, railroad museum, the Gretna Observatory, Heritage Park, Gretna Ruby Field, dog parks, BMX track, Boys & Girls Club building, tourism center, Gretna City Hall, Clerk of Court Building, and American Legion Building. He met frequently with administrators



of different departments to coordinate the department's on-site representative and Meyer sub-contractors. He obtained proposals, including costs for various options, to repair / replace certain DAR venues. He read and corrected, added, or clarified comments for every DAR before sending to the respective Department Head. He reviewed the Executive Summary and conclusions to ensure that the DAR was presented logically and completely and that the damage was addressed in the probable construction cost. The Department Directors contacted him directly with questions, clarifications to scopes, additional assessments required, and he provided technical information for the Meyer technical sub-contractors.

### **BELLE MEADE PROPERTIES DAMAGE ASSESSMENT || JEFFERSON PARISH**

Was asked to personally perform a complete DAR on the exterior of a strip mall. When on site, he took photos of the air handling system and roof damage. He provided short term mitigation recommendations for the roof. He client later asked him to evaluate the interior of the building. Once portion of the building sustained little but continuing and progressing damage due to the roof. Another portion of the building sustained total damage with water continuing to infiltrate the interior. Two damage reports were provided to the client complete with photos showing the damage and probable construction cost for repairs.





# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



RFP No. 0448 | October 14, 2022

## DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE CONSULTING SERVICES FOR JEFFERSON PARISH, LOUISIANA

### SECTION E – INNOVATIVE CONCEPTS



#### SUBMITTED BY

##### **ROSTAN SOLUTIONS, LLC**

8282 Goodwood Boulevard

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Baton Rouge, LA 70806

Kyle Jones, Vice President

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Website: [www.rostan.com](http://www.rostan.com)



## E. INNOVATIVE CONCEPTS

Rostan intimately understands how vulnerable the Parish is to disasters due to its geographical location. An effective and timely recovery requires leadership, direction and the ability to interface with state and federal agencies. A successful recovery program will ensure a timely return to full functionality with a more resilient Parish, and our Team, presented herein, possess the capabilities and local experience to manage stakeholders and outcomes to maximize results.

Our Team is not just a traditional disaster recovery consulting firm. Whether we are helping communities recover from natural disasters, safeguarding and maintaining critical power infrastructure, or providing innovative strategies for in-kind matching components, we go to work each day knowing that we are making a positive impact for our clients. These are huge responsibilities, and we take pride in providing a successful and expedient path forward. Thinking differently and challenging the norm is where we thrive. Every day we plan for the unexpected, develop critical insights, and deliver new, creative, and adaptive solutions. No matter the situation, our Team is your partner and advocate. We serve as the critical interface between GOHSEP and FEMA and allow the Parish to focus on its primary mission.

Rostan has held leadership roles for multiple local governments for federal funded programs for Hurricanes Katrina, Rita, Gustav, Ike, Sandy, and more recently with Hurricanes Laura, Delta and Ida. For each engagement, we use a proven project delivery and control system that is customized and scaled to our client's needs and capacity. Our approach includes the following fundamental goals:

- 1 Identifying and reducing program risks
- 2 Monitoring contractual and programmatic compliance
- 3 Overcoming recovery obstacles by streamlining program processes
- 4 Optimizing staffing and program resources
- 5 Developing and recommending innovative solutions to solve complex problems
- 6 Proactively detecting potential issues in advance of funding or disbursements

## OUR TEAM

The Rostan Team is fully prepared to assist the Parish with the management of their disaster recovery efforts, including programmatic and funding support related to the FEMA Public Assistance (PA) program and any other programmatic, technical, or funding programs required to manage the full disaster recovery process.



**Rostan Solutions, LLC's** primary mission is focused primarily on one objective—assisting its clients in recovering from disasters. We can proudly say that, in the past 20 years, Rostan employees have served more than 300 clients in the state, local, and private non-profit sectors resulting in more than \$5B in disaster-related funding opportunities. Since 2017, Rostan has expanded to over 25 credentialed FEMA eligibility and policy specialists, and grant management / technical experts at the helm of one of the firm's principals. We strive for excellence and thrive in facilitating federally funded programs on behalf of our clients from project inception through closeout.

Rostan has a history of providing expert, efficient service. Rostan's approach does not require large teams of personnel, nor do we expect to replace the effective roles of the local, state, and federal partners in the recovery process. The approach is to provide a resource of expertise and experience to ensure that the recovery process is effective, and the pursuit of federal assistance results in the client being made whole. Rostan is not just a program expert, although our expertise in the federal disaster recovery

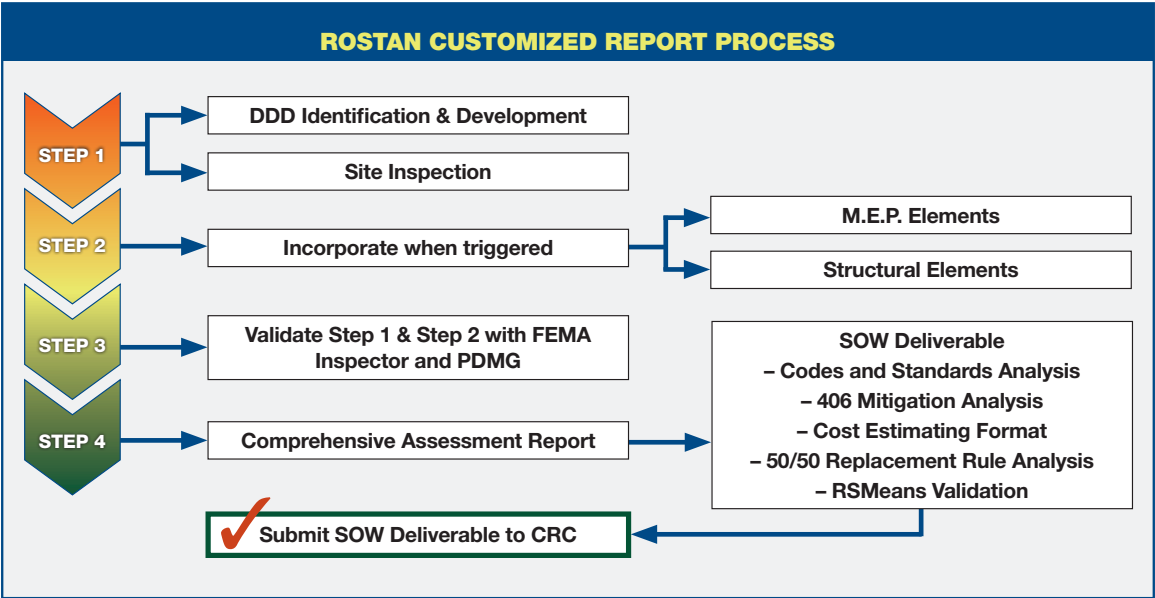
programs is comprehensive. Rostan also brings the expertise of infrastructure and environmental concerns. We have the ability to engage leading experts to ensure that all aspects of the recovery and mitigation process are effective. Rostan has worked on many projects and understands the unique issues and concerns that the Client must address during disaster recovery to address FEMA Compliance concerns. Our expertise also includes insurance coverage analysis for post disaster risk and our experience allows us to pursue all options for funding assistance.

UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES

Rostan has traditionally had a sensitivity towards the utilization of minority-owned enterprises in the normal course of our business, which includes Women and Minority Business Enterprises (W/MBE) as subcontractors and as suppliers of goods and services. Furthermore, we try to extend our efforts beyond professional level services, whenever possible, to engage Women and Minority Business Enterprises for nontechnical needs that may arise during the normal course of operations. Rostan has long been an advocate of Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) project participation and will continue to utilize SBE and DBE firms whenever feasible because we believe in investing in the community and the grassroots establishments that give communities character.

ROSTAN EXPERTISE

The lifeblood of any disaster recovery program endeavor lies in sufficient funding. In order to ensure sufficient funding, where clients can not only restore functionality but actually build back better, through command of available funding sources is required. In a federally declared disaster FEMA’s Public Assistance and Hazard Mitigation programs are the primary funding mechanisms employed to fund restoration of public facilities and infrastructure. Our team is familiar with management of FEMA Public Assistance and Hazard Mitigation projects, including the Alternative Procedures Pilot Program implemented through the Hurricane Sandy Recovery Improvement Act. This makes our Team the best choice for ensuring that all opportunities for federal assistance are sought and every eligible dollar is reimbursed. We are highly skilled in all major disaster recovery programs and insurance claims management. In addition, our Principal Project Executive, Kyle Jones, has a longstanding and close working relationship with GOHSEP and FEMA Region 6, and harnesses the expertise to move projects and streamline eligibility issues. His experience with GOHSEP and direct access with the State will be an invaluable asset to the Parish.



The comprehensive team has developed a proven method for accounting for, and correlating costs, to federal grants for a swift and audit resilient reimbursement. This approach defines a program management strategy with standard operating procedures, communication protocols and oversight, such that our clients meet any of the programmatic demands of FEMA and other funding sources. We are very familiar with negative financial and program audit findings that can plague FEMA programs. Our approach begins with the end in mind and will anticipate those issues before they can threaten funding, helping ensure a successful recovery program.

## COMMITMENT TO THE PARISH

As the Parish's recovery partner, our Team will maximize the amount of eligible grant funding, streamline the overall grant recovery process, and reduce or eliminate the disaster-related burdens placed on Parish resources. To do this, we have identified a team of professionals and dedicated personnel that will work to perform the following tasks:

### CAPTURE OF DISASTER-RELATED DAMAGES

Our Team has worked on dozens of federally declared disasters — from performing site inspections to managing the entire recovery operation. We will staff this engagement with the resources needed to properly support the ongoing efforts of the Parish. Our staff of FEMA subject matter experts, engineers, architects, insurance specialists, and policy advisors will work with the Parish, GOHSEP, and FEMA to accomplish this.

### RETENTION OF FUNDING

Our Team will provide the support needed to ensure that the Parish avoids deobligation of all the funding it is entitled to under the provisions and statutes set forth in law. Our team is staffed with construction managers, engineers, policy experts, and legal advisors who will work together to ensure that all activities performed on behalf of the Parish are in accordance with applicable laws, codes, and regulations.

### INNOVATIVE STRATEGIES

Our team is especially adept at identifying innovative opportunities to fund the integration of sustainability and resiliency strategies into recovery projects. We will leverage every dollar of funding in support of the overall recovery and resiliency efforts.

### MANAGE INSURANCE ADJUSTMENT SUPPORT

Our team knows the importance of insurance, especially with required programs such as the National Flood Insurance Program (NFIP). Our team is very familiar with training recipients to understand and comply with FEMA's "obtain and maintain" requirements, and the implications and complications caused by duplication of benefits. This knowledge and our understanding will provide a foundation to assist with managing their insurance proceeds and avoiding duplication of benefits. We will work directly with the GOHSEP Technical Team to ensure insurance proceeds are applied correctly and that federal funding is maximized.

### LEVERAGE OUR RELATIONSHIPS

Our unique experiences and longstanding relationships with GOHSEP, FEMA Region VI, and other federal, state, and local counterparts will enable us to resolve problems, expedite funding and ensure that the Parish's funding is being utilized in the most effective and efficient manner.







# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



**RFP No. 0448 | October 14, 2022**

DISASTER RECOVERY AND FEMA PUBLIC  
ASSISTANCE CONSULTING SERVICES  
FOR JEFFERSON PARISH, LOUISIANA

## SECTION F – PROJECT SCHEDULE



### SUBMITTED BY

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Website: [www.rostan.com](http://www.rostan.com)



## F. PROJECT SCHEDULE

### PA PROGRAM DELIVERY PROCESS

#### YEAR 1 | 0-60 DAYS

##### PHASE 1: OPERATIONAL PLANNING & APPLICANT COORDINATION

###### GOHSEP conducts Applicant Briefings

Rostan assists Client with preparation for briefings, if Applicable; This initial interaction is critical in determining the Applicant's needs for funding and cash flow

###### Requests for Public Assistance (RPA) within 30 days of Declaration

Rostan prepares request, if Applicable.

###### Exploratory Call

Rostan begins to determine categories of work to be claimed by developing Damage Inventory for RSM.

###### Recovery Scoping Meeting (RSM)

Rostan facilitates RSM meeting, identify Categories of Work being claimed.

#### YEAR 1 | 0-120 DAYS

##### PHASE 2: ASSESSMENTS AND ELIGIBILITY-SITE INSPECTION, DDD FORMULATION, EEI DEVELOPMENT

###### Conduct Site Inspections and FEMA Eligibility Assessments

Rostan Technical Team leads and coordinates Site Inspections and FEMA Eligibility Assessments to capture disaster damages for all facilities

###### Detailed Damage Dimension Formulation

Rostan formulates facility damage dimensions into reporting template for FEMA review and validation; Rostan consolidates damaged facilities into groups for FEMA review and adjusts the Damage Inventory

###### Essential Elements of Information Development

Once DDD's are formulated, Rostan populates the project's EEI questions for completion; Projects are then sent to FEMA PDMG for review/comment and Inspector validation

#### YEAR 1 | 90 DAYS

##### PHASE 3: SCOPING AND COSTING VALIDATION

###### Develop Project SOW and Costs

Once project's DDD and EEI are validated, Rostan plugs the validated dimensions into RSmeans (estimating software) for costing; Rostan then takes these costs to develop the project scope of work in the FEMA Cost Estimating Format (CEF); Projects are then submitted to the Consolidated Resource Center (CRC) for Obligation.

###### Eligibility and Compliance Reviews.

Rostan ensures that all eligible projects are properly presented and defended during reviews; this includes any Request for Information/Determination Memo response

#### YEAR 1-2 | 8 MONTHS-24 MONTHS

##### PHASE 4: OBLIGATION / AWARD or APPEAL PROCESS

###### Obligation of Funds to the Recipient

Rostan ensures the most beneficial and expedited obligation of funds for applicant; Ensures project has movement within the FEMA Grants Portal

###### Appeal of Determination Memo

Rostan assists with preparedness for meeting and produces plans for a fast recovery.

#### YEAR 1, 2, 3 ON A QUARTERLY BASIS

##### PHASE 5: POST-AWARD MONITORING & AMENDMENTS

###### Quarterly Progress Reports; Version Requests; and Audits

Rostan Staff setup standardized approaches for monitoring projects post award

#### YEAR 3

##### PHASE 6: FINAL RECONCILIATION & CLOSEOUT

###### Project Closeout (Within 180 days of work completion)

###### Subrecipient Closeout

###### Disaster Closeout



# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



RFP No. 0448 | October 14, 2022

DISASTER RECOVERY AND FEMA PUBLIC  
ASSISTANCE CONSULTING SERVICES  
FOR JEFFERSON PARISH, LOUISIANA

## SECTION G – FINANCIAL PROFILE

**CONFIDENTIAL**

### SUBMITTED BY

#### **ROSTAN SOLUTIONS, LLC**

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Kyle Jones, Vice President

Phone: 225.202.3637

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Website: [www.rostan.com](http://www.rostan.com)



## G. FINANCIAL PROFILE

**CONFIDENTIAL**

ROSTAN SOLUTIONS, LLC  
FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2021 AND 2020

**CONFIDENTIAL**



ROSTAN SOLUTIONS, LLC  
FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2021 AND 2020

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CONFIDENTIAL



**GARCIA &  
ORTIZ, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

## INDEPENDENT AUDITORS' REPORT

To the Members  
Rostan Solutions, LLC

### **Opinion**

We have audited the accompanying financial statements of Rostan Solutions, LLC, which comprise the balance sheets as of December 31, 2021 and 2020, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Rostan Solutions, LLC as of December 31, 2021 and 2020, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Rostan Solutions, LLC and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Rostan Solutions, LLC's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists.

---

888 Executive Center Drive, West, Suite 101, St. Petersburg, FL 33702 • (727) 576-1245



**GARCIA &  
ORTIZ, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Rostan Solutions, LLC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Rostan Solutions, LLC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Garcia & Ortiz P.A.*

St. Petersburg, Florida  
May 2, 2022

ROSTAN SOLUTIONS, LLC  
BALANCE SHEETS  
DECEMBER 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
Current assets:		
Cash	\$ 973,261	\$ 453,491
Accounts receivable, net net of allowance for doubtful accounts of \$1,992,455 and \$890,753 in 2021 and 2020	5,598,164	7,950,384
Related party receivable	-	140,000
Total current assets	6,571,425	8,543,875
Capitalized software, net	595,756	628,702
Property and equipment, net	418,568	390,976
Goodwill, net of accumulated amortization of \$82,752 and \$55,168 in 2021 and 2020	193,092	220,676
Total assets	<u>\$ 7,778,841</u>	<u>\$ 9,784,229</u>
<u>LIABILITIES AND MEMBERS' EQUITY</u>		
Current liabilities:		
Line of credit	\$ -	\$ 991,075
Accounts payable	392,027	1,128,771
Accrued expenses	81,750	82,806
Related party payable	-	383,484
Total current liabilities	473,777	2,586,136
Notes payable, long-term	-	1,034,672
Total liabilities	473,777	3,620,808
Members' equity	7,305,064	6,163,421
Total liabilities and members' equity	<u>\$ 7,778,841</u>	<u>\$ 9,784,229</u>

Notes to Financial Statements available upon request.

ROSTAN SOLUTIONS, LLC  
STATEMENTS OF INCOME AND MEMBERS' EQUITY  
YEARS ENDED DECEMBER 31, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
Revenues	\$ 10,990,909	\$ 11,200,131
Salaries and wages	5,699,015	5,497,694
Bad debts expense	1,188,652	803,803
Travel, lodging and meals	963,102	992,650
Payroll taxes	397,736	427,337
Depreciation and amortization	454,530	321,605
Insurance	324,471	447,483
Subcontractors	209,174	930,359
Contract services and professional fees	201,291	188,942
Rent	128,076	104,168
Other operating expenses	343,876	342,388
Total operating expenses	9,909,923	10,056,429
Income from operations	1,080,986	1,143,702
Other income (expense)		
Loan forgiveness	1,034,672	-
Other income	9,100	4,307
Gain on disposal of fixed assets	2,667	-
Interest expense	(32,468)	(66,456)
Other income (expense), net	1,013,971	(62,149)
Net income	2,094,957	1,081,553
Members' equity beginning of year	6,163,421	5,234,607
Redemption of shares	-	(210,000)
Sale of shares	-	105,000
Distributions to members	(953,314)	(47,739)
Members' equity end of year	\$ 7,305,064	\$ 6,163,421

Notes to Financial Statements available upon request.



ROSTAN SOLUTIONS, LLC  
STATEMENTS OF CASH FLOWS  
YEARS ENDED DECEMBER 31, 2021 AND 2020

	2021	2020
Cash flows from operating activities:		
Net income	\$ 2,094,957	\$ 1,081,553
Adjustments to reconcile net income to net cash provided (used) by operating activities:		
Depreciation and amortization	454,530	321,605
Gain on disposals of fixed assets	(2,667)	-
Loan forgiveness	(1,034,672)	-
Changes in working capital components:		
Receivables	2,352,220	(2,059,715)
Capitalized software	(340,220)	(435,934)
Accounts payable	(736,744)	765,420
Accrued expenses	(1,056)	(110,413)
Total adjustments	691,391	(1,519,037)
Net cash provided (used) by operating activities	2,786,348	(437,484)
Cash flows from investing activities:		
Purchases of fixed assets	(82,305)	(69,548)
Proceeds from sales of fixed assets	3,600	-
Net cash used by investing activities	(78,705)	(69,548)
Cash flows from financing activities:		
Payments on line of credit, net	(991,075)	(1,172,925)
Payments on notes payable to members	(383,484)	(181)
Borrowings on notes payable	-	1,034,672
Distributions to members	(813,314)	(47,739)
Net cash used by financing activities	(2,187,873)	(186,173)
Net increase (decrease) in cash	519,770	(693,205)
Cash, beginning of year	453,491	1,146,696
Cash, end of year	\$ 973,261	\$ 453,491
Supplemental disclosures:		
Cash paid for interest	34,605	74,744
Non-cash distributions paid related party receivables	140,000	-
Non-cash equity redemptions	-	210,000
Non-cash equity contributions	-	105,000

Notes to Financial Statements available upon request.

**CONFIDENTIAL**

ROSTAN SOLUTIONS, LLC  
FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2020 AND 2019

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ROSTAN SOLUTIONS, LLC  
FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2020 AND 2019

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**GARCIA &  
ORTIZ, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

### INDEPENDENT AUDITORS' REPORT

To the Members  
Rostan Solutions, LLC

We have audited the accompanying financial statements of Rostan Solutions, LLC, which comprise the balance sheets as of December 31, 2020 and 2019, and the related statements of income, members' equity and cash flows for the years then ended, and the related notes to the financial statements.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

---

888 Executive Center Drive, West, Suite 101, St. Petersburg, FL 33702 • (727) 576-1245



**GARCIA &  
ORTIZ, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Rostan Solutions, LLC as of December 31, 2020 and 2019, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

*Garcia & Ortiz P.A.*

St. Petersburg, Florida  
June 2, 2021

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---

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ROSTAN SOLUTIONS, LLC  
BALANCE SHEETS  
DECEMBER 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
<u>ASSETS</u>		
Current assets:		
Cash	\$ 453,491	\$ 1,146,696
Accounts receivable, net net of allowance for doubtful accounts of \$890,753 and \$86,950 in 2020 and 2019	7,950,384	5,890,669
Related party receivable	<u>140,000</u>	<u>35,000</u>
Total current assets	8,543,875	7,072,365
Internal use software, net	628,702	439,694
Property and equipment, net	390,976	368,523
Goodwill, net of accumulated amortization of \$55,168 and \$27,584 in 2020 and 2019	<u>220,676</u>	<u>248,260</u>
Total assets	<u>\$ 9,784,229</u>	<u>\$ 8,128,842</u>
<u>LIABILITIES AND MEMBERS' EQUITY</u>		
Current liabilities:		
Line of credit	\$ 991,075	\$ 2,164,000
Accounts payable	1,128,771	363,351
Accrued expenses	82,806	193,219
Related party payable	<u>383,484</u>	<u>173,665</u>
Total current liabilities	2,586,136	2,894,235
Notes payable, long-term	<u>1,034,672</u>	<u>-</u>
Total liabilities	3,620,808	2,894,235
Members' equity	<u>6,163,421</u>	<u>5,234,607</u>
Total liabilities and members' equity	<u>\$ 9,784,229</u>	<u>\$ 8,128,842</u>

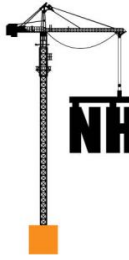
ROSTAN SOLUTIONS, LLC  
STATEMENTS OF INCOME AND MEMBERS' EQUITY  
YEARS ENDED DECEMBER 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
Revenues	\$ 11,204,438	\$ 9,594,721
Salaries and wages	5,497,694	4,644,224
Travel, lodging and meals	992,650	1,008,863
Subcontractors	930,359	359,499
Bad debts expense	803,803	149,465
Payroll taxes	427,337	357,900
Group insurance	333,416	238,376
Depreciation and amortization	321,605	108,960
Contract services	188,942	215,096
Business insurance	114,067	30,973
Rent	104,168	160,149
Computer	97,440	58,184
Benefit plan	63,153	49,801
Utilities	42,780	49,248
Taxes, licenses and fees	35,812	122,477
Supplies	30,665	37,577
Advertising	5,119	11,879
Other	67,419	46,059
Total operating expenses	10,056,429	7,648,730
Income from operations	1,148,009	1,945,991
Interest expense	66,456	74,845
Net income	1,081,553	1,871,146
Members' equity beginning of year	5,234,607	5,528,811
Redemption of shares	(210,000)	(70,000)
Sale of shares	105,000	35,000
Distributions to members	(47,739)	(2,130,350)
Members' equity end of year	<u>\$ 6,163,421</u>	<u>\$ 5,234,607</u>

ROSTAN SOLUTIONS, LLC  
STATEMENTS OF CASH FLOWS  
YEARS ENDED DECEMBER 31, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Net income	\$ 1,081,553	\$ 1,871,146
Adjustments to reconcile net income to net cash used by operating activities:		
Depreciation and amortization	321,605	108,960
Changes in working capital components:		
Receivables	(2,059,715)	(1,659,921)
Internal use software	(435,934)	(281,770)
Accounts payable	765,420	(97,956)
Accrued expenses	(110,413)	45,265
Total adjustments	(1,519,037)	(1,885,422)
Net cash used by operating activities	(437,484)	(14,276)
Cash flows from investing activities:		
Purchases of equipment	(69,548)	(161,562)
Net cash used by investing activities	(69,548)	(161,562)
Cash flows from financing activities:		
Borrowings (payments) on line of credit	(1,172,925)	2,164,000
Payments on notes payable to members	(181)	-
Borrowings on notes payable	1,034,672	-
Advances from members	-	97,665
Distributions to members	(47,739)	(2,130,350)
Net cash provided (used) by financing activities	(186,173)	131,315
Net decrease in cash	(693,205)	(44,523)
Cash, beginning of year	1,146,696	1,191,219
Cash, end of year	<u>\$ 453,491</u>	<u>\$ 1,146,696</u>
Supplemental disclosures:		
Cash paid for interest	74,744	64,421
Non-cash equity redemptions	210,000	70,000
Non-cash equity contributions	105,000	35,000

Notes to Financial Statements available upon request.



**NIELSON, WOJTOWICZ, NEU & ASSOCIATES**  
A NIELSON HOOVER GROUP COMPANY

SMART. UNCOMPROMISING. TIMELY. EFFECTIVE. NIELSON, HOOVER & COMPANY, INC. SURETY SOLUTIONS THAT MAKE A DIFFERENCE.

March 29, 2022

Re: **Rostan Solutions, LLC**

To Whom It May Concern:

It is the intent of Nielson, Wojtowicz, Neu and Associates, as agent and The Gray Insurance Company, as Surety Company, to provide bid and/or 100% performance and payment bonds on behalf of Rostan Solutions, LLC for various projects.

They currently have a bond program into the \$5,000,000 single/\$10,000,000 aggregate range, and we would certainly entertain higher limits if the need ever arose.

We hope the above demonstrates our utmost confidence in Rostan Solutions, LLC. We hold them in the highest regards with respects to both character and expertise.

As always, The Gray Insurance Company reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, routine file updates, and project financing. We assume no liability to any Obligee, Rostan Solutions, LLC, or their affiliates if for any reason we do not execute such bonds.

The Gray Insurance Company, is rated -A VIII by A.M. Best Company, and is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570).

If you should have any questions, please do not hesitate to give me a call.

Sincerely,

Jessica Reno  
Surety Bond Specialist

1000 Central Avenue  
Suite 200  
St. Petersburg, FL 33705  
P: 727.209.1803  
F: 727.209.1335  
[www.nielsonbonds.com](http://www.nielsonbonds.com)

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To Whom It May Concern:

Rostan Solutions has been a client of Chase Bank since 2013 with significant balances and a strong credit relationship. Rostan has a credit facility in place and could meet the credit limit requirement of \$5MM should a significant event generate a contract and/or task order that would require access to such credit limits. This is in addition to the capital that Rostan has historically carried within the firm.

Please let me know if you have any additional questions.

Thank you

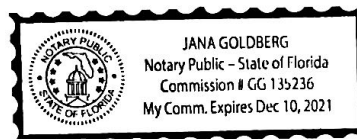
Erika Olson, MBA

Senior Relationship Manager / VP

813-690-1045

4919 Memorial Hwy, Suite 100

Tampa, FL 33634







May 19, 2021

Re: Meyer Engineers

To Whom It May Concern:

We are providing you with the following information at the request of Richard C. Meyer.

Meyer Engineers LTD has maintained a depository relationship with Capital One since April 13, 2011.

There is presently on deposit with Capital One sufficient funds for company operations with no borrowing relationship, and average monthly balances have remained in that range.

If you require further information, please call me at 504-231-0262.

Sincerely,

A handwritten signature in cursive script that reads "Timothy Wyche".

Timothy Wyche  
Vice President and Senior Business Banking Manager  
Phone - 504-231-0262  
timothy.wyche@capitalone.com

Suite 101

3840 Highway 22

Mandeville

LA 70471

504-231-0262

81SL22 (4/06) 3301149

Products and services offered by Capital One, N.A., Member FDIC. Capital One Bank is a trade name of Capital One, N.A., and does not refer to a separately insured institution.

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# CONSULTING SERVICES FOR DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE



**RFP No. 0448 | October 14, 2022**

## DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE CONSULTING SERVICES FOR JEFFERSON PARISH, LOUISIANA



### APPENDIX – REQUIRED DOCUMENTATION

Certification of Restrictions on Lobbying

Debarment / Suspension Certification

Signature Page

Corporate Resolution

Request for Proposal Affidavit

#### SUBMITTED BY

##### **ROSTAN SOLUTIONS, LLC**

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: [kjones@rostan.com](mailto:kjones@rostan.com)

Website: [www.rostan.com](http://www.rostan.com)



Anti-Lobbying Form

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

I, Kyle Jones, Principal/Vice President, hereby certify on  
(name and title of bidder's official)

behalf of Rostan Solutions, LLC that:  
(name of bidder)

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this 13th day of October, 2022.

By   
(signature of authorized official)

Principal/Vice President  
(title of authorized official)

Debarment/Suspension Form

**DEBARMENT/SUSPENSION CERTIFICATION**

**Debarment:**

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Kyle Jones, Principal/Vice President

(Name and Title of bidder's official)

Rostan Solutions, LLC

(Name of bidder/company)

8282 Goodwood Boulevard, Suite W6

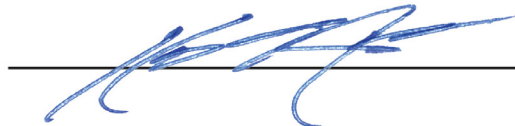
(Address)

Baton Rouge, LA 70806

(Address)

PHONE 225-202-3637 FAX 813-333-7330

EMAIL [kjones@rostan.com](mailto:kjones@rostan.com)

 Signature 10/13/2022 Date

## Request for Proposals #0448

### To Provide Consulting Services for Disaster Recovery and FEMA Public Assistance

#### SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Consulting Services for Disaster Recovery and FEMA Public Assistance for the for the Jefferson Parish Public Safety Grants & Administration. Department.

**Request for Proposals will be received until 3:30 p.m. Local Time on: October 14, 2022.**

Acknowledge Receipt of Addenda: Number: 1  
Number: 2  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: Rostan Solutions, LLC

Address: 8282 Goodwood Boulevard, Suite W6

Baton Rouge, LA 70806

Phone Number: 225-202-3637 Fax Number 813-333-7330

Type Name of Person Authorized to Sign: Kyle Jones

Title of Person Authorized to Sign: Principal/Vice President

Signature of Person Authorized to Sign: 

Email Address of Person Authorized to Sign: kjones@rostan.com

Date: 10/13 /2022

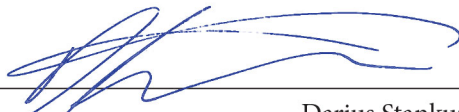
This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.



### **AUTHORITY TO ACT ON BEHALF OF COMPANY**

Let it be known that Kyle Jones, Vice President and Principal of Rostan Solutions, LLC, has full authority to act on behalf of this Limited Liability Company in all negotiations, bidding, concerns and transactions including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive and receipt therefore all purchase orders and notices issued pursuant to the provisions of any such bid or contract, this company hereby ratifying, approving, confirming and accepting each and every such act performed by said agent.

I hereby certify the foregoing to be true and correct, and the same has not been revoked or rescinded.

  
\_\_\_\_\_  
Darius Stankunas  
President  
10/1/2022

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
N/A

---

INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF  
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS  
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH  
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR  
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS,  
DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE  
ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY  
SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING,  
CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT  
AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE  
AND CORRECT COPY OF AN EXCERPT OF THE  
MINUTES OF THE ABOVE DATED MEETING OF THE  
BOARD OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

---

**SECRETARY-TREASURER**

---

**DATE**

## Request for Proposal

### AFFIDAVIT

STATE OF South Carolina

PARISH/COUNTY OF Charleston

BEFORE ME, the undersigned authority, personally came and appeared: Kyle Jones  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she  
is the fully authorized Principal/Vice President of Rostan Solutions, LLC (Entity), the party  
who submitted a proposal in response to RFP Number 0448, to the Parish of Jefferson.

Affiant further said:

#### Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B**   X   There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B**   X   there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A**   X   Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

**Choice B**            There are **NO** subcontractors which would require disclosure under Choice A of this section.

  
\_\_\_\_\_  
Signature of Affiant

Kyle Jones  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

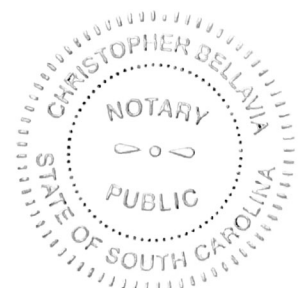
ON THE   13th   DAY OF   October  , 20  22  .

  
\_\_\_\_\_  
Notary Public

Christopher Bellavia  
\_\_\_\_\_  
Printed Name of Notary

471432659  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires   1/6/2031  .





---

## SUBCONTRACTOR LISTING

**Meyer Engineers, Ltd.**

4937 Hearst Street, Suite 1B  
Metairie, LA 70001

Phone: 504-885-9892 | Fax: 504-887-5056

Email: meyer@meyer-e-l.com

