



GREATER NAPLES FIRE RESCUE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
Action Item Worksheet

**NEW BUSINESS**

**Agenda Item:** III.B.  
**Subject:** Grant Technical Assistance Proposal  
**Meeting Date:** March 13, 2024  
**Prepared By:** Josh Bauer, Deputy Chief

**Background**

The Board of Fire Commissioners directed staff to develop a Request for Proposal in conjunction with receiving the new HMGP Grant award to facilitate the documentation process for the Post Grant Award Services. This includes services associated with the construction phase through reimbursement.

Staff issued a Request for Proposal for these services and included language to assist with many different Grantor Agencies should the need arise. The RFP was issued on February 2, 2024, and was sent to three (3) firms that provide these services. Staff also provided notice to the Small Business Administration in the South District of Florida (which includes the Miami area and west to include Naples to Sarasota). Staff also provided a Legal Advertisement in a Newspaper of general circulation (Naples Daily News) on February 9, 2024. On the closing date of the Request of February 20, 2024, one (1) proposal was received.

iParametrics, LLC has over 20 years of experience providing these services to public agencies in the Southeastern United States and is a current consultant for the Fire District. The staff has reviewed their proposal and has determined that they have the adequate staffing and the required expertise to assist the District in ensuring these project(s) will meet all the requirements of the Grantor Agency. Staff further believes that they will be able to facilitate the overall process to ensure the best interests of the Constituents of the Fire District are met.

**Funding Source/Financial Impact**

This is a standby contract to administer grants. Once awarded, fees should be covered by the administrative fees of the grant, as defined by each grant's specifications. This contract defines a fee schedule for each task or position.

**Recommendation**

Staff recommends awarding the RFP to iParametrics, LLC

**Potential Motion**

Motion to approve award to iParametrics, LLC and authorize the Chairman to sign the agreement.

**Attachments**

1. Grant Technical Assistance Proposal



**SOLICITATION #24-003  
GRANT TECHNICAL ASSISTANCE**

**SUBMITTED TO**  
Greater Naples Fire Rescue  
District

FEBRUARY 20, 2024

Innovating Solutions for a Changing World



# GUIDING PRINCIPLES

iParametrics' Guiding Principles are the backbone of our business. We are a customer-focused, employee-driven firm dedicated to integrity, quality, and the highest standards of our industry. We enter each engagement committed to delivering the best products and services and exceeding our clients' expectations.

This commitment to excellence is made possible by the expertise and professionalism of our employees.

## DELIVER RESULTS



Customer loyalty is the key to our future. Loyalty is built on trust - when we make a promise, we deliver.

## SUPPORT COMMUNITIES



Our work is never "just projects"—people and communities are depending on our success.

## INNOVATE



Seek opportunities to develop innovative solutions

## BE PASSIONATE



Demonstrate passion for what you do

## EMPOWER OUR EMPLOYEES



Our most valuable asset is our employees; with them nothing is impossible

Overall, we bring our customers a diverse group of creative, technical, and entrepreneurial talents, all focused on providing a memorable customer experience and a safer community.

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TAB I

# COVER LETTER



# GREATER NAPLES

Pierce

GNFD





February 16, 2024

Greater Naples Fire Rescue District  
Attn: Scott Johnson  
Procurement Logistics  
14575 Collier Blvd.  
Naples, FL 34119

**RE: Solicitation 24-003 Grant Technical Assistance**

Dear Mr. Johnson

The Greater Naples Fire Rescue District is seeking a consultant to assist the District with grant management efforts associated with various federal and state funding sources for disaster recovery and capital improvements. This consultant will establish and implement a grant management program that complies with all federal regulations specific to each grant funding source. **The iParametrics team is that consultant.** We have decided to partner with JR Evans for this project. JR Evans is FEMA-certified and licensed in Florida, South Carolina, and Texas. J.R. Evans has executed some of the most renowned stormwater design, floodplain management, and land development projects in the U.S. Our team offers the Greater Naples Fire Rescue District competitive advantages in the critical areas of experience, innovation, cost, and a partnership-based and solutions-focused technical approach to helping a community manage multi-faceted funding sources. We will work with the District's leadership and key personnel to create a truly personalized and tailored approach to address the District's every need. **We are results-driven and are prepared to achieve results for the Greater Naples Fire Rescue District.**

- **Extensive Experience.** Our team has supported grant research and application for over 20 years, working with various clients to apply for and receive the maximum funding possible. We have assisted in the application and administration of grants at the federal, state, and local levels, including grants through FEMA, HUD, the US Treasury, the American Rescue Plan Act (ARPA), Community Development Block Grants (CDBG), FEMA Public Assistance, and more. Our previous work supporting communities of similar size across the country gives us the experience needed to help the Greater Naples Fire Rescue District's leadership identify and apply for applicable grant resources while becoming better prepared to address future funding opportunities.
- **Innovative Solutions:** Innovation facilitates doing more with less, increases the reach of your achieved funding, and unlocks new opportunities. We offer turn-key solutions for a web-based, born-digital recovery program focused on leveraging data, streamlining processes, and centralizing record-keeping and reporting in a constantly accessible, digital location.
- **Partnership-based Technical Approach:** In grants management, expertise is a never-ending pursuit of understanding. We believe in ongoing personal development and the development of those around us to foster a culture where the pursuit of knowledge is celebrated. We offer the District experts who understand the nuance and intricacies of federal grant compliance and reporting. True expertise bolsters our ability to demystify complex topics and distill intricate regulatory topics into accessible versions of compliance. This demystification results in identifying various funding sources, with compliance and control baked in.

- **The Cost Advantage:** Control of costs starts with the vendor selected for this engagement and will impact every citizen your programs aim to serve. Our pricing reflects cost-conscious methods to maximize the reach of your recovery dollars.

We are committed to delivering only the highest level of service to our clients. If awarded, the Greater Naples Fire Rescue District can count on us to successfully establish a program to help the District with federal and state grant compliance and regulations.

As the Director of Emergency Management for iParametrics, the project manager, I offer my personal commitment to providing the Greater Naples Fire Rescue District with the best resources and services available. Please call us if you have any questions regarding this submittal; you can contact Jeff Stevens, the Executive Vice President of iParametrics, or myself before or after your selection decision. My cell phone is at 850.443.3896 or email [shanti.smith-copeland@iparametrics.com](mailto:shanti.smith-copeland@iparametrics.com). Jeff Stevens can be reached at 401.536.8178 or via email at Jeff.Stevens@iParametrics.com with any additional questions. All prices are valid 180 days from submission.

Sincerely,



Shanti Smith-Copeland, CEM, FPEM  
Director of Emergency Management  
[iParametrics, LLC](#)

TAB 2

# BUSINESS PLAN



# BUSINESS PLAN

## Proposed Contract Team

We know that quality people drive quality results, so our commitment to you starts with the hand-picked team we will assign to this project. Our professionals have dealt with countless complex projects, including emergency planning, hazard mitigation, data analytics, and long-term community development. Our team is made up of expert facilitators, policy experts, writers, trainers, and responders who will lead you through any planning and subsequent recovery process on time and within budget. Along the way, we will build capacity and enhance organizational capabilities.

**The iParametrics team holds all the necessary qualifications to meet the District's needs, and we are prepared to begin working upon contract award.**

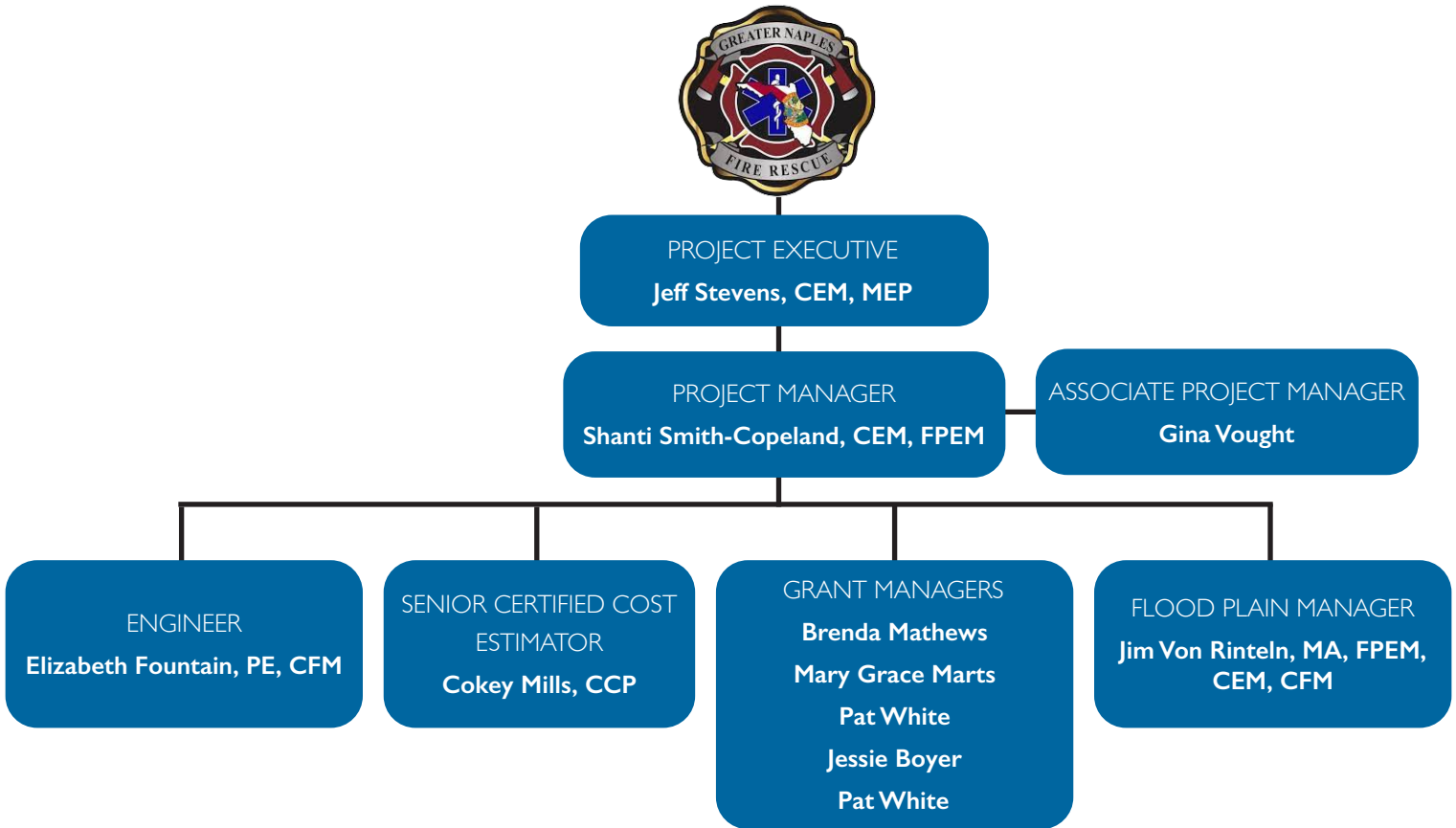
Our team's prior experience in identifying, writing, and applying for grants of various sizes and funding sources has allowed us to perfect these practices, meaning there will be no lag in the application process regardless of any other projects we are committed to. All key staff proposed in these pages have recent experience implementing grant relief programs funded through FEMA and other federal and state entities.

Our project management will be supported by secure technology platforms like Microsoft Teams. We will leverage these tools for project management and day-to-day coordination. This will ensure that you will have full and continuous visibility of the project's progress and the ability to provide comments throughout the process. This also allows our team to work on your grant applications no matter where we are located. Our team has become well-versed in a variety of platforms to ensure the projects we are committed to continually move forward regardless of where we're located.

The key staff presented in these pages have worked with local government clients like the Greater Naples Fire Rescue District nationwide to deliver the most creative, innovative, and comprehensive plans for leveraging grant funding to enhance resilience and lead clients through complex grant administration and closeout processes.

An organization chart on the following page shows our proposed contract team and the roles each team member will perform. Brief bios about each key team member and resumes for our team can be found in tab five.

## Organization Chart



## Disaster Recovery Grants Project Approach

Our organizational approach ensures that the programs we undertake will proceed in a systematic, orderly, and sustainable way to best serve the District in a timely and fiscally responsible manner. It establishes a clear chain of command leading directly to iParametrics' designated Project Manager, **Shanti Smith-Copeland**, and Project Executive, **Jeff Stevens**.

As a guiding principle, we provide resources and tools that allow your existing teams to build their capacity and become empowered with the knowledge and capabilities to perform in even the most challenging circumstances.

## TAB 2 BUSINESS PLAN CONTINUED

Our operational structure is designed to:

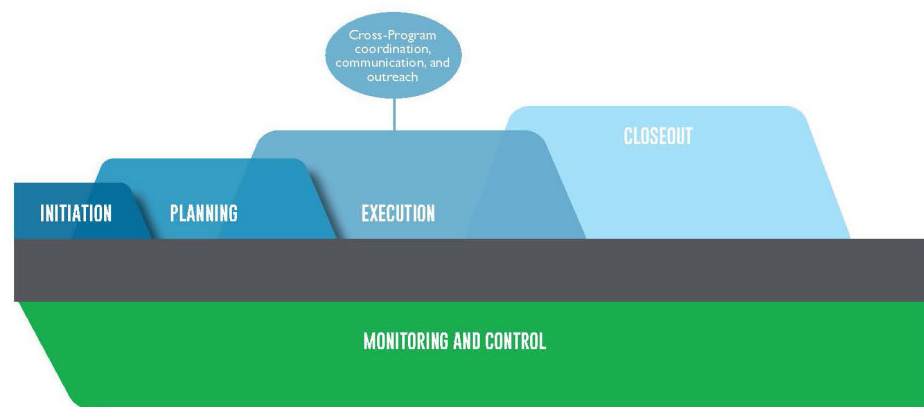
- Integrate into the District's organizational structure
- Remain compliant with state and federal requirements and standards
- Accommodate the varying needs of each emergency and subsequent activities
- Provide capabilities that enhance the District's needs
- Allow us to work virtually or physically in support of the District as needed

When engaged in any complex disaster recovery effort, we use our Core Project Management approach to ensure that we are flexible as priorities change. Throughout our firm's history, this approach has delivered proven results. Programmatically, we have developed the following approach to ensure success:

- Senior leadership will receive expert and holistic advice on how to develop and implement an organization-wide recovery strategy
- You will be supported through staff augmentation, expert consulting, and innovative solutions that maximize the potential for funding under FEMA's PA Programs while reducing the risk of potential deobligation
- All federal avenues of funding are pursued, including HUD Community Development Block Grants (CDBG), the U.S. Department of Agriculture (USDA) Disaster Assistance, the American Rescue Plan Act (ARPA), and others

### MANAGEMENT APPROACH

The iParametrics management approach incorporates proven processes from our team's decades of program and project management methodologies and procedures. Combined with our technology tools, like OneDrive, Microsoft Teams, and other project management software, we bring together industry best practices, expertise, flexibility, quality, and responsiveness to meet Greater Naples Fire Rescue District's needs.



Our core Project Management processes and workflows that we will drive repeatable and desired results are illustrated above.

Over the past 20 years, we have provided comprehensive services, participated in large government programs and provided staff support in a number of professional disciplines. Our team members are currently engaged in a broad range of projects throughout the country. When operating at this scale of coverage on performance-based service contracts, our management efficiency, best practices implementation, and cost savings are critical to successfully maintaining operations. We will assist Greater Naples Fire Rescue District to:

- Increase deliverable/service availability through rapid response and technology
- Realize cost savings based on operational efficiencies and experienced staff
- Minimize cost, time, and risk factors for safety and security services
- Enhance and broaden the District's experience with our team by coupling processes with technology

Our Project Manager, **Shanti Smith-Copeland, CEM, FPEM**, will administer the project according to standards developed and published under the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) to provide the project team a structured set of tools, templates, and practices to enable successful and timely solution delivery.

### **TOOLS/SOFTWARE**

iParametrics has a wide range of tools we use to make sure our clients reach their end goal. This includes using Microsoft Teams to create a digital workspace that allows us to communicate and connect with the District. Further, our information management systems, services, and processes are second to none. We have procured and maintained these systems which will be used extensively to support Greater Naples Fire Rescue District and our field personnel to achieve the objectives efficiently and effectively. All information processing systems ensure a high level of accountability and audit-friendly structures to serve our public clients whose taxpayers and stakeholders demand such transparency. They will also serve to minimize errors and ensure maximum cost recovery is achieved.

We have built a team that can support all District operations, from preparation to response and recovery, ensuring that the District's stakeholders are well-served. We have brought together a team of professionals with emergency management, public health, and disaster recovery experience in federal, state, and municipal agencies in diverse disciplines to support the Greater Naples Fire Rescue District.



**Our project management processes are effective because we have continuously improved them through contract**

## performance, incorporating continually evolving industry best practices and using proven technologies.

### QUALITY

We foster a culture of continuous improvement through our quality program and the regular analysis and reporting of performance measurement data to improve processes, procedures, and client services. For most programs, iParametrics puts in place a customized and formal Quality Assurance Plan, which is designed and developed to identify and prevent deficiencies, document quality activities conducted and corrective actions taken, and maximize contract productivity and worker performance. This plan includes Key Performance Indicators (KPIs) that help us measure performance.

The plan is based on the tenet that we are assigned responsibility for quality control and conformance to the criteria of the quality performance requirements through objective evidence. The plan incorporates documented QC activities, verification of quality standards, identification of substandard performance, and resulting management and staff corrective actions sufficient to meet or exceed all contract requirements. Our Quality Audits are typically performed by a Principal of the firm and include a visual and technical audit of all service elements in accordance with the surveillance criteria developed for this engagement.

### PROJECT KICKOFF PHASE

We adhere to one central philosophy in task performance, **“plan the work and work the plan.”** To that end, if awarded the contract, our work begins before we even meet at no cost to you. Our team will conduct research and outreach, as appropriate, to gather all the information needed to ensure the project is successful. This will include coordinating project logistics, gathering information for ensuring successful contract administration, and learning more about your community and the impacts of the events on your community. We do this to keep the initial project meeting as productive as possible.



**Our goal is to not only support but also further enhance the Greater Naples Fire Rescue District’s existing capabilities.**

#### Deliverables for Project Kickoff Phase

- Initial Project Meeting Agenda and Notes
- Action Items for Project Kickoff

### IDENTIFICATION PHASE

The identification phase is about the identification of three major items:

- Gaps and strategies
- Team members
- Information

Upon contract award, we will deploy to the Greater Naples Fire Rescue District. We can provide a focused strategic session for key leaders from the District and experts from the iParametrics team. This session will help identify strategic and operational gaps and create effective strategies for addressing those needs. This upfront session will act as an enhancement kickoff meeting, allowing our team to quickly come up to speed on major issues and select the right team members to support the District.

When it comes to team member identification, we carefully select the best personnel for the engagement to achieve the best possible results. Further, the identification and establishment of Essential Elements of Information (EEl)s are crucial to our effective tracking and reporting on the success of recovery efforts. It will be critical to identify these elements upfront so our team can develop and complete the necessary reports to ensure transparency and measurement of results.

### Deliverables for Identification Phase

- Strategic and Operational Gaps and Strategies Report
- Recovery Staffing Plan
- Identification of the Essential Elements of Information

## EDUCATION PHASE

The education track will be broken into two tracks. First, the internal track will involve educating iParametrics team members who are deploying, virtually or in person, about the current operations, needs, and challenges that the District is experiencing. Collectively, our team has been involved in disaster recovery for over two decades, so we understand the importance of this upfront educational in-brief.

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**The Education Phase allows our team members to understand the situation better and come armed with solutions to address the most pressing challenges.**

iParametrics also maintains a robust Learning Management System (LMS) that teaches about key aspects of the FEMA PA process. We make this training available to our clients and their staff at no cost.

### Deliverables for Education Phase

- Educational session for key department leaders on recovery efforts

## OPERATIONS PHASE

Our approach to recovery begins with our staff. From senior leadership to the “boots on the ground,” our team is a group of experienced problem-solvers ready to navigate

any operational issue that arises, from eligibility to special considerations. Collectively, our team has worked on more than 75 presidentially declared disasters, supporting hundreds of billions of dollars of recovery funding. In addition to our recovery experience, many of our team members are former public safety, healthcare, public health, and emergency management leaders



## No matter the recovery program, our experienced team can help navigate the District through the issues and drive effective results.

We are prepared to support the District in person or virtually, depending on the needs of the District's recovery efforts and the ability to provide a safe working environment for our overall team. Traditionally, in-person service delivery is the best model, as you can look key stakeholders in the eye, read body language, and directly work issues.

We are successfully implementing virtual support for our clients throughout the country. Through a mix of video teleconferencing (Microsoft Teams, Zoom) and file-sharing platforms (Dropbox, OneDrive, SharePoint), our team has seamlessly provided support to our clients no matter how we deploy.

### Eligibility Assurance

For each project, iParametrics carefully follows each stage within the FEMA PA Eligibility Pyramid, shown in the figure on the left and presented in the *Public Assistance Program and Policy Guide*. By following this iterative process, iParametrics ensures each project's eligibility before project development, saving precious time and money.

In addition to following the eligibility pyramid, we will work closely with FEMA and the Florida Division of Emergency Management (FDEM) to guarantee that the damages identified are actually related to the specific disaster event and that all parties agree. In Public Assistance, it is up to the sub-applicant to prove the disaster-related damage, which is the greatest area of the ineligibility determination. We will go above and beyond to prove the disaster-related damage via photographs, architect/engineer reports, inspection reports, and or analysis. Eligibility assurances will be guided by 44 CFR 206.223 and 2 CDR 200 subpart 3.

Overall, the iParametrics approach regarding eligibility is threefold:

1. iParametrics will follow the FEMA Eligibility Pyramid
2. iParametrics will develop and maintain a close working relationship with FEMA and FDEM to obtain buy-in and build collaboration
3. iParametrics will follow applicable federal and state laws to ensure the eligibility of all projects



Eligibility Pyramid from FEMA PA Eligibility

**Filing & Tracking of Eligibility Costs**

Through our extensive work in disaster recovery, we are accustomed to filing and tracking eligible costs for all PA projects as part of our standard operations in our data management system. Our approach includes tracking all eligible costs listed below, but not limited to:

- Labor documentation, i.e., overtime records, pay policies, benefits, etc.
- Equipment
- Timesheets
- Rental equipment
- Supplies/materials
- Contracts
- Mutual Aid agreements
- Donated resource records
- Cost estimates
- Receipts
- Invoices
- Purchase Orders

Throughout the course of the project approach, our team members gather any disaster-related documentation as part of the data-collection phase for each project. Once collected, we upload each document into its individual, customized folder where a skilled team member reviews the file's content against a detailed checklist. The checklist details all items needed to write and close out the project.

At the completion of the checklist, the project is ready to be written, and Greater Naples Fire Rescue District will have all of the documentation needed to support its claimed costs. The District will then be able to track each project as it is developed once populated in our system, from the collection of documentation through the submission of eligible costs.

**Working with Requisite Agencies**

We strongly believe in working directly with our partners to gain trust and establish a culture of collaboration. Our experience in disaster recovery fuels our belief that neither a single person nor a single entity can successfully lead the recovery from a natural disaster alone, which is why it is paramount to build partnerships and work together as one. iParametrics will actively work with FEMA, FDEM, and all other required agencies to ensure a successful recovery. We will assist the Greater Naples Fire Rescue District in all meetings, exploratory calls, and inquiries by all agencies designated by the District.

We propose holding weekly meetings/conference calls to discuss progress to date and the best path forward. These weekly encounters will include key Greater Naples Fire Rescue District officers, iParametrics key team members, and project stakeholders and will be facilitated by the iParametrics Project Manager. Discussions during the weekly meetings and the development of accurate project status information will help our team and District staff monitor the submission of any documentation, appeals, completion of work, and other PA-related information before any FEMA and State deadlines.



The Project Manager and project staff will establish open and active lines of communication with their FEMA, State, and requisite agency counterparts to identify potential issues and develop resolutions.

### **Active engagement between these agencies will lead to more certainty and expedience in reimbursements.**

#### **FEMA Public Assistance**

We can assist the District with all manner of FEMA PA support. Our team of experts has responded to hundreds of disasters for our clients. We are adept at the following:

- Developing and implementing a process/system to efficiently submit federal grant applications, identify eligible projects, perform project cost accounting, prepare cost reports, reconcile invoices, and close out projects.
- Attending meetings with the state and FEMA representatives and FEMA workshops to address eligibility and process issues.
- Providing extensive knowledge, experience, and technical competence in dealing with federal regulations, specifically including the Stafford Act, Post Katrina Emergency Management Reform Act, and the Sandy Recovery Improvement Act.
- Proactively identifying and resolving issues that may arise related to the funding of work completed or to be completed.
- Providing knowledge of federal guidelines, local and state laws, regulations, and executive orders regarding disaster recovery efforts.
- Guiding stakeholders in recovery reimbursement and reporting processes via seminars and meetings (including guidance on the repair/replacement of the loss of critical infrastructure)
- Providing oversight of contractor billing to ensure all eligible costs are captured and submitted.
- Evaluating purchasing policies to ensure compliance for reimbursement.
- Providing technical assistance, as requested. Technical assistance may involve engineering and architectural support, permitting, and other types of assistance.
- Developing IT solutions to support the management and implementation of disaster recovery programs (e.g., MS teams and project management software).
- Obtaining, analyzing, and gathering field documentation, including relevant records to extract pertinent information necessary for submittal, including procurements (goods and services), timesheets, and force account labor and equipment eligible expenses.
- Reviewing all data and supporting documentation at regular intervals for clarity and completeness, as well as consistency and accuracy.

- Reconciling project spending data to ensure actual project costs are accurately documented.
- Evaluating and assisting in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This involves expertise in cost estimating, developing detailed damage descriptions and dimensions (DDD), and a project's SOW.
- Assisting in the development of hazard mitigation strategies and proposals under Section 406 of the Stafford Act.
- Evaluating alternate and/or improved projects.
- Reviewing Project Worksheets to determine final eligible costs and third-party refunds and reimbursements.
- Reconciling eligible costs and preparing Project Worksheet versions, as necessary.
- Evaluating and addressing insurance and other special considerations.
- Preparing first and second appeals, as requested.

Our team members are trailblazers in implementing the new FEMA PA process and federal pilot programs and shaping state and federal PA policies and guidance. We have supported FEMA Mission Planning Operations, which charted the direction of federal disaster recovery, since 2010. Understanding the complex nature of PA grants, our team will work hand-in-hand with the District to work through this process.

### **Damage Assessments**

The damage assessment is a critical component of developing the Project Worksheet and results in successful project funding with FEMA. The purpose of the damage assessment is to observe and quantify damage and confirm it is a result of the specific disaster event.

Our team will work with the District, state, and federal entities to develop damage assessments and coordinate these with state and federal partners as quickly as possible following the disaster:

**The damage assessment must be accurate.** The assessment determines the total claimable cost for the recovery process. It is paramount that all damages are documented from the beginning of the process. Documentation includes photos (before and after), maintenance records, drawings, blueprints, etc. We will support site visits, drone flyovers, data analytics, cost estimating, and engineering to assess the damages. To ensure compliance, the iParametrics team follows FEMA's Damage Assessment Operations Manual. We will:

- Coordinate with FEMA and the State to schedule a kickoff meeting
- Develop the best approach for identifying structures and work with FEMA, the State, and the community to identify areas of interest and best available data

- Assemble parcel data to support daily inspections for the field team
- Schedule and deploy field teams to begin inspections

### Cost Estimating/Scope of Work Development

Once a project has been identified, the next step is to develop a scope of work and cost estimate, where necessary. The purpose of a cost estimate is to formally forecast costs based on a detailed analysis of materials and labor for all work items. The cost estimate requires calculation, analysis, planning, and control. Accurate cost estimates are based on a clear definition of the damages sustained, the estimating technique employed, and the skill of the estimator/team.

Our process starts with a complete technical and programmatic description of the pre-disaster conditions and damages sustained to the impacted infrastructure or system, with sufficient detail and justification to ensure that there is no ambiguity among the many elements that are eligible for federal reimbursement. This is followed by developing a detailed Work Breakdown Structure (WBS) to group cost elements. The WBS provides the framework for planning and controlling the resources needed to perform the technical objectives of the project, provides a definition of each cost element within the structure, and

provides a structure for all of the phases within the design and construction cycle.

The purpose of organizing costs into groups is to determine which cost elements are used to perform the activity and which support the work. This becomes important when we formulate the base estimate (Part A), where we are able to help the District capture many of the costs (supervision, overhead, inspection elements, etc.) Associated with the Project Worksheet.

As our team members have produced thousands of disaster cost estimates supporting federal funding, our experience will ensure that the estimates developed will meet all of the FEMA requirements and capture all of the financial elements the District is eligible to receive under federal, state, and local disaster programs.

Additionally, our team has many FEMA-certified cost estimating format trainers, meaning we can train District staff in FEMA's processes and techniques to save money and increase efficiency

### KEY ELEMENTS IN COST ESTIMATING

- A detailed understanding of pre-disaster conditions
- A well-defined scope of damage sustained and an understanding of its eligibility
- A cost element structure, including how we organize the information and its eligibility for reimbursement
- Cost data development, including specific factors such as unit price sources, cost indices, and local costs for plan checks, building permits, and/or special reviews
- Historical cost data

**We have been training FEMA staff on these processes since 2007. Additionally, iParametrics is the online training provider for the Association of the Advancement of Cost Engineering.**

**Compliance with FEMA Management Costs**

iParametrics will ensure the following when working with Greater Naples Fire Rescue District:

- We will collaborate with the District and FEMA to recoup the 5% Management Cost
- Accurately and properly track Management Costs in compliance with FEMA guidelines in our project management system
- Work with the District to ensure labor and associated tasks are properly recorded
- Begin tracking activities related to Management Cost the day of contract award to ensure reimbursement approval of grant consultant services

**FEMA Public Assistance Project Worksheet Preparation and Submission**

The most important deliverables for this engagement are Project Worksheets. Under the FEMA PA Program, Project Worksheets are used to document damages, the scope of work, and eligible costs, which can include force account labor, force account equipment, force account materials, disaster-related contracts, mutual aid agreements, insurance policies, pay policies, and invoices/canceled checks. Project Worksheets will provide the framework for both emergency work (Categories A and B) and permanent work (Categories C-G). Different FEMA regulations may apply to various categories.

Our on-site team will include specialists and technical liaisons familiar with the nuances associated with each category of work. iParametrics will assist the Greater Naples Fire Rescue District in developing project worksheets. We will also collect data, including, but not limited to:

- |                       |                      |
|-----------------------|----------------------|
| • Timesheets          | • Receipts           |
| • Force account labor | • Purchase orders    |
| • Equipment           | • Photos             |
| • Materials           | • Inspection reports |
| • Invoices            |                      |

As the projects continually develop, iParametrics will assist the District in submitting each project to the FEMA Grants Portal.

**Grants Portal**

The Public Assistance Delivery Model requires the use of an online document management system called Grants Portal. We are very familiar with this program and have even supported the training of FEMA local-hire staff on this portal during multiple disasters. This portal is intended to house all of the District’s documentation to ensure that all the necessary documentation is available when it comes time to fund Project Worksheets.

The Grants Portal serves as the main communication hub between FEMA and the District.

It is imperative that the Grants Portal is checked regularly, as requests for information are solicited through this portal. If a timely response is not generated, the District runs the risk of potential deobligations. We will monitor Grants Portal daily to see if more information is needed.

Additionally, we will work with the District to keep backup copies of all documentation uploaded to the FEMA Grants Portal for disaster record file retention and audits per 2 CFR 200.334.

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### **We will ensure that no critical documentation is lost through strict project control measures.**

#### **Project Worksheet Claims**

iParametrics will provide assistance and oversight to any Greater Naples Fire Rescue District departments having difficulty with Project Worksheet claims or the claiming process. As necessary, our team will assign a dedicated project specialist to that specific department to ensure all obstacles are removed, and Project Worksheets are processed promptly. In essence, the Project Manager and project staff will make sure that each applicable item listed on the FEMA "Support Claim Cost" checklist is captured on the project worksheet to maximize reimbursements and to minimize project denial and deobligation.

#### **2 CFR Part 200**

As part of the pandemic response, the requirements of 2 CFR Part 200 were relaxed temporarily due to exigent and emergency circumstances. However, that does not give carte blanche for any expenditure made during this event. Procurement, costs, and the situation surrounding the acquisition will be scrutinized by FEMA and the OIG. Therefore, it is even more crucial that proactive outreach be conducted with the District so you understand the rules and requirements necessary for reimbursement.

We have worked closely with FEMA's Procurement Disaster Assistance Teams (PDAT) in the past and will bring best practices to help the District. Our goal is to educate our clients about the provisions of 2 CFR Part 200 so that they can adopt best practices.

#### **Section 404 and 406**

The best time to identify hazard mitigation opportunities is during site visits and/or before construction begins. It is imperative that the Greater Naples Fire Rescue District visit damaged sites together with the iParametrics team, the State, and FEMA, when possible. Once on-site, the damages and the mitigation opportunities that exist can be assessed in real time. At that point, capturing photos and measurements, along with any documented damages, is paramount to demonstrate that the damage occurred as a result of the specific disaster event. iParametrics is proud to have assisted Greater Naples through the Hurricane Ian 404 Hazard Mitigation Grant Program Application process.

For the next event, before construction begins, we will provide an experienced hazard mitigation specialist knowledgeable in both 404 and 406 mitigations to identify what can be done to each specific building/structure to ensure it is rebuilt with resilience in mind.

FEMA has the authority to provide funding for cost-effective hazard mitigation measures for facilities damaged by a specific disaster incident. FEMA also provides hazard mitigation under the Hazard Mitigation Grant Program (HMGP). Our project staff are knowledgeable and experienced in the eligibility criteria, procedures, timelines, and conducting benefit-cost analysis (BCA) for implementing the hazard mitigation measures funded under HMGP programs and the hazard mitigation measures funded by FEMA.



## We will identify mitigation measures that are cost-effective and beneficial to enhance facilities in a manner that minimizes future damages.

Finally, our team will also seek mitigation opportunities through the Flood Mitigation Assistance Program (FMA) and the Pre-Disaster Mitigation Program (PDM).

### Unidentified and Non-Submitted Eligible Damages

We will take a two-step approach:

1. We will ensure we capture all damage, especially hidden damage, which must be “identified during the performance of eligible work” as project work (construction) is being completed. Our team will immediately contact the State in writing to augment the scope of work to ensure all damages are captured.
2. Our team will ensure that every item on the Damage Inventory (DI) is captured. This will include periodic reviews of the DI list and comparing it with the projects listed in the Grants Portal. The iParametrics team will communicate both verbally and in writing with each Greater Naples Fire Rescue District department to make sure that all damages are captured and that a corresponding project is written on their behalf.

### Appeals and Arbitration

Our goal is to provide an efficient and productive PA process for the Greater Naples Fire Rescue District. iParametrics is well-versed in preparing for and responding to appeals as part of this process. Once FEMA identifies an issue, our team will employ our resources, including our knowledge of regional and FEMA headquarters interpretation of the issue and how similar issues were handled in the past to establish precedence.

Concurrently, iParametrics will work with Greater Naples Fire Rescue District to make sure that we have all of the required documentation to support your claims (i.e., pictures (before and after), storm-related damage proof, etc.) and will use statutory and regulatory guidance to shore up our position. We will ensure we respond to all appeals in a timely manner so that the State



**Highlighted iP Experience: We have supported clients across the nation in managing billions of dollars in FEMA PA recovery funding.**

has a chance to concur and send its recommendation to the regional office for the first appeal. If we are not successful on that level, we will escalate our appeal to FEMA headquarters for our second-level appeal.

**Working with Section 324 Management Costs**

FEMA allows both state and local applicants to claim funding to offset the cost of managing PA grants. The District can claim up to 5% of its disaster costs after insurance reductions. However, FEMA does not just give this money automatically; it must be substantiated and expended to ensure cost recovery.

We track our costs very effectively using a proprietary Microsoft Excel workbook. This tracking program maintains client transparency, ensures grant compliance, and allows multiple users from different organizations to track their costs effectively. We based our approach on FEMA's February 2019 Public Assistance Management Costs Standard Operating Procedures Manual. This ensures effective compliance with FEMA's rules and regulations surrounding Section 324 costs.

**Financial and Grant Administration Risks Management**

There are substantial risks associated with the federal grant management process that can result in the loss of all or a significant portion of the grant funding. It is imperative that the District assess the risk and establish an effective grant management process.

An effective grant management process includes strategies, policies, procedures, and internal controls that effectively guide the process from proposal solicitation and contract award through contract monitoring and documentation that evidence disaster-related work was performed effectively and efficiently without fraud, waste, or abuse and ending with the closeout process that provides this evidence to federal funders.

During our engagement, we will assess the risk associated with the current District environment and work with the appropriate agencies to develop and implement mitigating elements to ensure the District receives full reimbursement of all eligible costs under grants.

We will use an accepted risk model to identify current risks and prioritize these risks. Our approach is based on the Committee of Sponsoring Organizations of the Treadway Commission (COSO) model. This methodology includes evaluating controls from the operational, financial, and compliance perspective and includes analysis of selected functions such as monitoring, control activities, risk assessment, and others.

A key to successful use of this model will be an in-depth understanding of what drives the organization. We have successfully used this analytical approach with other agencies, and we are confident the COSO model will produce results that will meet or exceed the District's expectations. We will tailor the COSO framework approach to the specific work at hand, including the risks associated with the individual tasks to be performed.



**Highlighted iP Experience: We have submitted over \$3.5 million to date in Project Worksheets for Aspire Health in Orlando, Florida.**

### **Implementing the Risk Assessment Work Plan**

Our approach to completing risk assessment projects is to partner with the District, and specifically management at all levels, to determine scope, objectives, and timing, identify opportunities for improvement, and achieve a successful outcome.

Based on our experience, projects can vary in hours depending on the complexity of the business process and the level of depth or scope management desired in the audit process.

### **Project and Project Deadline Tracking**

Because of our participation in the recovery from over 75 presidentially declared disasters, we have a full array of tracking tools we have developed and refined. These tools provide for tracking Project Worksheets from the initial documentation through the closeout process. Our tracking tools will assist the District in always being able to access the latest status of project development, submission, amendment requests, insurance recovery, mitigation proposals, historical and environmental reviews, and project funding.

Our tracking and reporting capabilities will assure adherence to all project deadlines and reporting requirements, the timely generation of quarterly reports, the filing of project-related time extension requests, and project amendments as needed. All project data is stored and managed using a secure file-sharing platform, which uses the latest measures to protect both data at rest and data in motion, all the while providing remote access capabilities for multiple authorized personnel.

### **Deliverables For Operations Phase**

- Staff Augmentation and Administrative Support
- Project Worksheet Development, Review, and Payment
- Programmatic Design and Delivery
- Regular Progress Reporting

### **CLOSEOUT**

A critical and often overlooked aspect of any federal grant program is the project closeout process. The purpose of closeout is to certify that all recovery work has been completed, appeals have been resolved, and all eligible costs have been reimbursed. Closeout is the final and last step in the PA Program process, and no further actions may occur other than a possible audit by FEMA or another agency.

Many elements make up a successful closeout program, starting with a structurally sound and well-developed Project Worksheet. FEMA clearly outlines the types of and order in which necessary documentation should be compiled to support a Project Worksheet. This structure is used to promote consistency in Project Worksheet preparation. Providing timely, thorough, and

accurate documentation will facilitate Project Worksheet uniformity and expedite data entry, QA/QC, the obligation of funds, and eventual project closeout.



**Our closeout experience is second to none. This experience has demonstrated the importance of highlighting project closeout from the beginning of the recovery process. With the end in mind, one can plot the course of how to get there.**

**Final Inspections, Project Closeouts, & OIG Audits**

Our Project Manager and project staff will participate in and support final inspections and audits. Greater Naples Fire Rescue District will be subject to Federal and non-federal audits, as is customary with all federal programs. A recipient or sub-recipient that expends \$750,000 or more in federal funds during its fiscal year must perform a single program-specific audit. The Quarterly Progress Report is a tool for FEMA and the Greater Naples Fire Rescue District to track the progress of Large Projects. FEMA requires the District to report the status of all open Large Projects every quarter. The Project Manager will ensure quarterly reports are prepared for the Greater Naples Fire Rescue District to submit to FEMA through the State no later than 30 days after the end of each quarter.

Once Greater Naples Fire Rescue District has completed all PA Program projects and has met the statutory and regulatory requirements governing the program (including compliance with EHP and insurance purchase requirements), the State will pass through all obligated funds appropriately and submit its final expenditure report to FEMA. Once FEMA has adjusted the funding level for the program, as appropriate, all administrative actions conducted by FEMA and the State related to the PA Program for Greater Naples Fire Rescue District will be complete.

We will work to close out grants, project by project until the District’s recovery is complete. Our project closeout goal focuses not only on compliance but on promoting efficiency and effectiveness also. Our focus is to work with the District to improve its overall financial reporting processes and ensure regulatory compliance to maximize reimbursement.

**Deliverables For Closeout Phase**

- Closeout Staff Augmentation
- Status Review and Reporting

**ADDITIONAL RECOVERY SUPPORT**

The team will assist the Greater Naples Fire Rescue District with recovering costs from other Federal and State agency programs. iParametrics will work with the District and additional stakeholders in obtaining disaster-related funding from CDBG, Hazard Mitigation, HUD, and other programs applicable to the specific damages. Also, our staff will research the availability

# BUSINESS PLAN CONTINUED

of any Federal or State programs currently in place or recently proclaimed to advise Greater Naples Fire Rescue District on all applicable funding opportunities available.

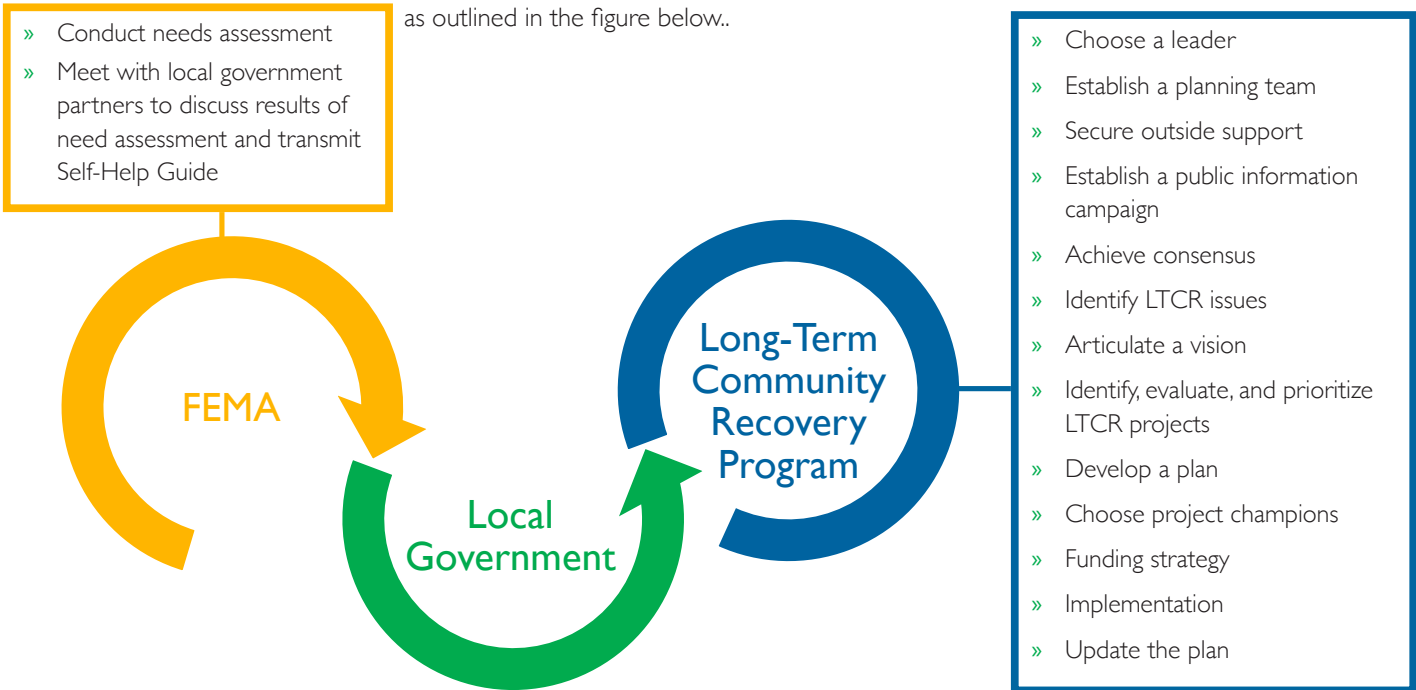
While knowledge of the requirements surrounding these grants is a key element in a successful application, it is equally important to understand how these different grants can be layered and leveraged to maximize the funding received. For example, iParametrics Project Manager **Shanti Smith-Copeland**, FP&EM, CEM, worked with the City of Bonita Springs, Florida, after Hurricane Irma to layer HMGP, CDBG-DR, infrastructure grants, and FEMA Flood Mitigation Assistance funding to maximize all available mitigation funding after Hurricane Irma. This included three FEMA HMGP applications totaling \$10 million, a \$5 million CDBG-DR Home Buy Out grant, and FMA grant. By understanding the timeline of how grants are released after a disaster and the grant requirements of these funding sources, Shanti could progressively layer the funding opportunities as the grant application windows opened to maximize the mitigation funding available across the community.



**Our team has extensive knowledge in all federal grants and their unique processes or procedures in addition to FEMA PA.**

## ASSISTING IN LONG-TERM RECOVERY PLANNING GUIDANCE

iParametrics will guide the Greater Naples Fire Rescue District in developing a long-term recovery plan. Our team will follow the standard 13-step process in developing Long-Term Recovery plans as outlined by FEMA. In essence, iParametrics will guide Greater Naples Fire Rescue District through the Long-Term Community Recovery Planning steps in sequential order, as outlined in the figure below..



# BUSINESS PLAN CONTINUED



**As subject matter experts in long-term recovery planning, iParametrics understands the big picture.**

We have experience applying for and managing the different grants listed in the following chart, should the District decide pursue additional funding opportunities.

NAME OF FUNDING SOURCE	FUNDER	USES	RESTRICTIONS
Bipartisan Infrastructure Law (BIL)	US Department of Treasury	Projects that improve "Core Infrastructure", including Transportation, Broadband, Energy, Disaster Mitigation and Resiliency, Water, and Cybersecurity	Projects must be directly related to improving infrastructure, either physical or social
Building Resilience Infrastructure and Communities (BRIC)	FEMA	<ul style="list-style-type: none"> <li>Hazard mitigation projects</li> <li>Community resiliency projects</li> </ul>	Not to be used for recovery from a natural disaster
American Rescue Plan Act (ARPA)	US Department of Treasury	<ul style="list-style-type: none"> <li>Investments in water, sewer, or broadband infrastructure</li> <li>Transportation, travel/hospitality, water/sewer infrastructure, small businesses, clean energy, and revenue loss.</li> </ul>	Must be related to the impacts from COVID-19 or its negative economic impacts
Community Development Block Grant (CDBG)	HUD	<ul style="list-style-type: none"> <li>Housing projects</li> <li>Public facilities improvements</li> <li>Public services</li> <li>Economic development</li> <li>Planning and administration</li> </ul>	Must meet national objectives: <ul style="list-style-type: none"> <li>Benefit low- and moderate-income (LMI) persons</li> <li>Aid in the prevention or elimination of slums or blight</li> <li>Meet a need having a particular urgency (that is, urgent need)</li> </ul>
FEMA Natural Hazard Mitigation Planning	FEMA	Support the creation of hazard mitigation programs to reduce or eliminate risks from natural disasters	Must be used for natural hazard mitigation efforts
Economic Development Administration (EDA) Disaster Recovery Grants	EDA	Activities related to disaster recovery focused on economic development, including projects that support the creation of new businesses and jobs, fund infrastructure construction, and develop resiliency projects.	Must be projects directly linked to economic recovery as the result of a disaster

**TAB 2**

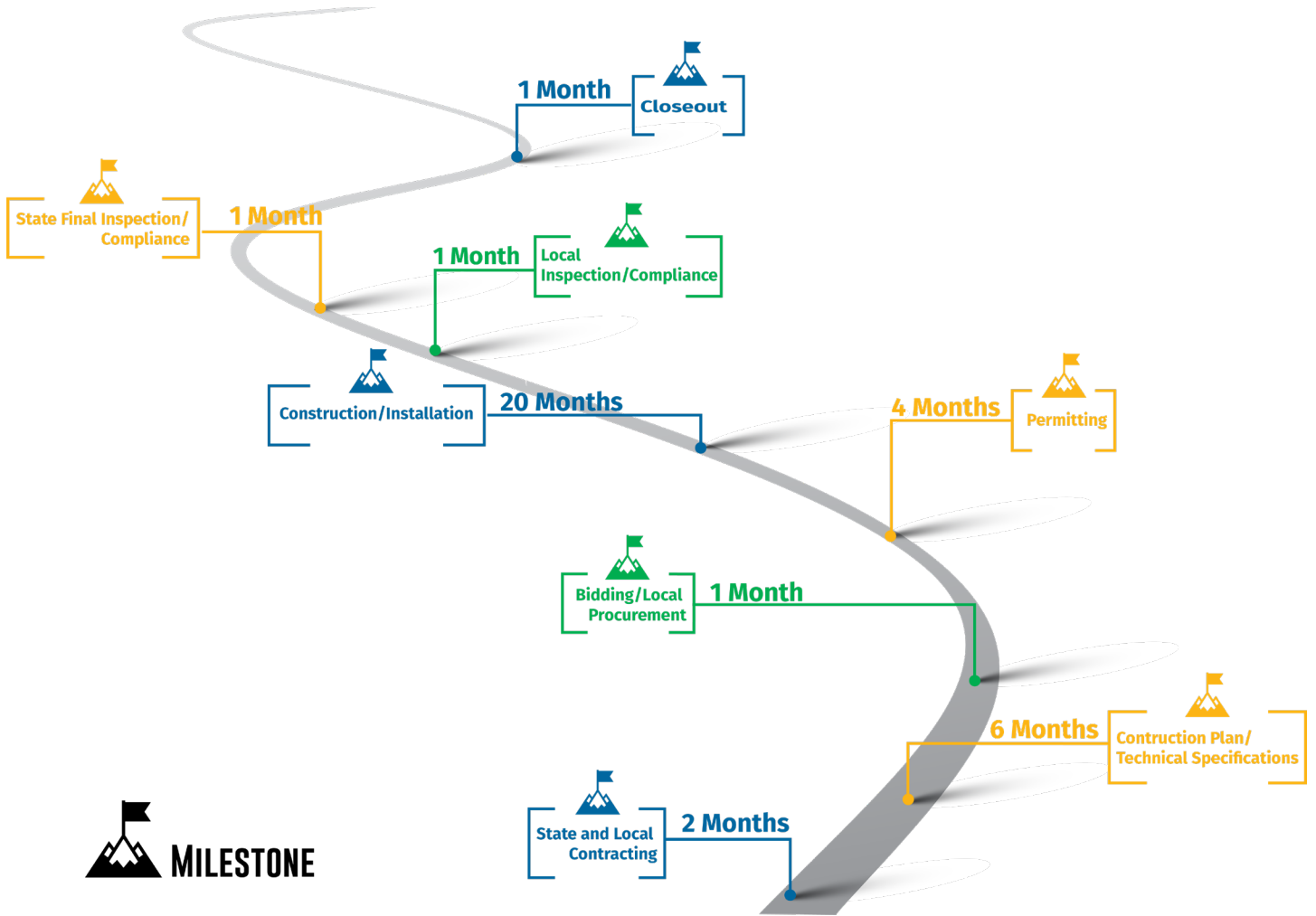
# BUSINESS PLAN CONTINUED

NAME OF FUNDING SOURCE	FUNDER	USES	RESTRICTIONS
FEMA Public Assistance	FEMA	Provides supplemental grants to state, tribal, territorial, and local governments to address: <ul style="list-style-type: none"> <li>• Category A: Debris removal</li> <li>• Category B: Emergency protective measures</li> <li>• Category C: Roads and bridges</li> <li>• Category D: Water control facilities</li> <li>• Category E: Public buildings and contents</li> <li>• Category F: Public utilities</li> <li>• Category G: Parks, recreational, and other facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants may not duplicate benefits with insurance and must comply with Environmental, Historic Preservation, and Floodplain Management laws as part of the eligibility conditions.</li> <li>• Procurement standards in the use of contracts for acquiring disaster-related goods and services must meet certain guidelines to receive funding.</li> </ul>
USDA Rural Development Community Facilities Direct Loan and Grant Program	USDA	Offers direct loans and grants to develop or improve essential public services and facilities in communities across rural America.	Address must be located in an area to be deemed rural by the USDA
Direct Appropriations from State and Federal Legislature	State of Florida and US Congress	Offer direct allocations to eligible agencies in their congress or senators district.	Limited by State and Federal budgets.

## Timeline

We have provided a timeline on the following page that shows each milestone for the project and the estimated number of months it will take to complete that milestone.

# BUSINESS PLAN CONTINUED



*Estimated Timeline*

TAB 3

# COST OF SERVICES



iParametrics



# COST OF SERVICES

The iParametrics team believes that collaboration and transparency are key to supporting our clients, especially when it comes to billing. We will only charge Greater Naples Fire Rescue District for the hours in which we perform service. Prior to starting the project, we will meet with the District leadership to review and finalize the project timeline, and if any adjustments are needed, we will notify the District and explain those in an upfront, transparent manner. Our pricing reflects cost-conscious methods to maximize the reach of your grant program.

Our philosophy for program delivery is founded on efficiency and streamlined processes, which translates to cost savings for the Greater Naples Fire Rescue District. We provide staff just in time, relying on a deep bench of policymakers, operations staff, training, and subject matter experts, and compliance masters – so you have who you need when you need them. This flexible approach to staffing ensures you always have the staff you need and that you never pay for staff you don't.

- Defining program structure and end-to-end processes from the start eliminates the need for costly and onerous rework.
- Our culture of continuous improvement means experts are grown through the process, decreasing the programs' reliance on a few high-dollar subject matter experts over time by empowering the next class of experts through deliberate training and knowledge transfer.
- The iParametrics GMS system is intentionally designed to be built in an iterative process, meaning each additional program and/or funding stream can build upon previously deployed modules and applications, making the system more cost-efficient with each program or funding stream added.

The positions proposed offer a mix of experience, expertise, and training levels so we can scale to meet your needs for any program. We will work with the District to ensure the cost of our services remains within your program expectations.

We track our costs very effectively using a proprietary Excel workbook. Using our expert knowledge, we developed this system using Microsoft's trusted platform. This tracking program maintains client transparency, ensures grant compliance, and allows multiple users from different organizations to track their costs effectively.

POSITION	HOURLY RATE
Project Executive	\$191
Subject Matter Expert	\$206
Project Manager	\$173
Associate Project Manager	\$163
Public Adjuster	\$149
Senior Closeout Specialist	\$149

**TAB 3**  
**COST OF SERVICES** CONTINUED

Closeout Specialist	\$123
Senior Engineer	\$154
Engineer	\$129
Senior Project Writer	\$134
Project Writer	\$124
Administrative Specialist	\$55
Outreach Team Lead	\$100
Senior Grant Writer/Manager	\$134
Grant Writer/Manager	\$124

**Per your request, below are the total estimated cost and the estimated number of hours and days for the Hurricane Ian HMGP Grants, which is estimated to be a 36-month process.**

- **Total estimated cost:** \$235,000.00
- **Total estimated hours:** 1,741 to manage Hurricane Ian HMGP Grant Process
- **Total estimated days:** 1,095 to manage Hurricane Ian HMGP Grant Process

TAB 4

# EXPERIENCE AND CAPACITY OF FIRM



TAB 4 EXPERIENCE AND CAPACITY OF FIRM

# EXPERIENCE AND CAPACITY OF FIRM

## WHAT WE DO



## WHO WE ARE



## HOW WE WORK



**iParametrics, LLC**, is a recognized national leader in emergency management, homeland security, program management, and cost engineering, with a local, experienced team that has actively supported communities throughout Florida.

We work on the most complex, cutting-edge problems, offering client-focused solutions to improve resilience. At iParametrics, our clients are not just a number. We genuinely care about the communities we serve by providing support through personal solutions to build lasting relationships. We are proud of the fact that many of our clients are repeat customers!

As a multi-faceted advisory firm, we have worked with a broad range of clients, including numerous federal agencies, over 30 state-level agencies, and 500+ cities, counties, and townships in all 50 states and globally.

**We have a diverse range of experience assisting with over 75 presidentially declared disasters in all 50 states over the last 20 years.**

This level of experience, coupled with our current relationships across the country and knowledge of recovery best practices, means that we are exceptionally equipped to begin assisting you in preparing for and responding to any planned event or disaster. By helping communities across the country plan and recover from all kinds of natural disasters, including hurricanes, tornadoes, floods, fires, straight-line winds, pandemics, and more, the iParametrics team has established a methodical approach to disaster recovery that puts people on the ground quickly.

As you will hear frequently from our team, **our projects always begin with communication**. This means that we will consistently remain in contact with Greater Naples Fire Rescue District Leadership prior to, during, and after any disaster event impacting the District to establish a clear plan and schedule of events to ensure your recovery begins swiftly and smoothly. We will be available to assist the District as soon as the weather allows and the request for assistance is received.

Our goal is to help the District recover from any type of disaster or emergency as fast as possible so that the District's residents and businesses can return to a sense of normalcy. A key element to ensuring that this occurs as quickly as possible is working hand-in-hand with District Leadership. We know that not every disaster comes in the same shape and size, and our

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

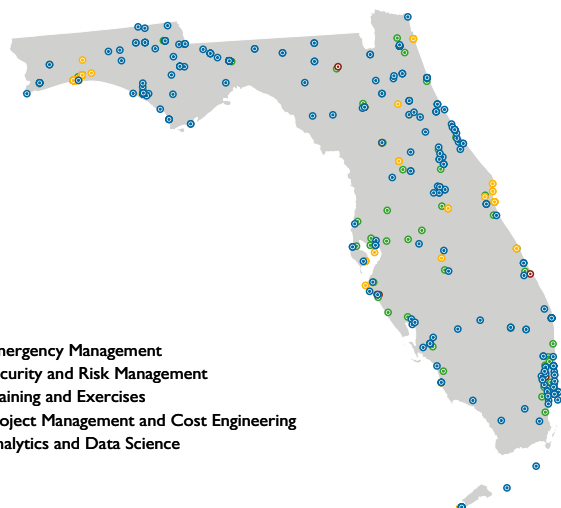
response will likely differ slightly depending on each disaster event. However, our processes, procedures, and levels of standard will always remain the same.

## Why iParameters?

Our team stands ready to meet any of your listed scope items upon notice of award. We feel confident that we are more than qualified through our unique discriminators:

- **OUR FIRM KNOWLEDGE.** iParameters has significant experience planning for, responding to, recovering from, and mitigating the effects of disasters for communities across the country, including those in Florida. We have a proven history of supporting local, state, and federal clients as they recover from some of the most challenging disasters in the country, while providing the resources and training to become better prepared for future disaster scenarios. **Our 20 years providing these services gives our team members the unique perspective of literally seeing it all!** Additionally, our experience working as a FEMA Public Assistance subcontractor since 2003 provides us with an intimate understanding of the latest FEMA policies and interpretations, which we leverage to ensure each of our clients has the most complete recovery possible.
- **OUR THOROUGH APPROACH.** We recognize that the scope items requested by Greater Naples Fire Rescue District are multi-faceted and require more than a blanket response. **iParameters strongly believes that cookie-cutter responses and plans are inefficient and ineffective, and therefore, we do not deliver these to our clients.**
- **OUR TEAM MEMBERS.** The iParameters team members proposed for this project have been carefully selected to deliver a mix of wide-ranging subject matter expertise, trusted insights, operational knowledge, and technical skills. We have a variety of skilled professionals who are ready to meet any requirement for Greater Naples Fire Rescue District. Each team member brings a diverse background and mixture of experiences, including disaster recovery, hazard mitigation, training and exercise development and delivery, federal grant support, data analytics, cost estimating, and more. **Our team is ready to leverage their skills to begin supporting Greater Naples Fire Rescue District starting on Day One of the contract.**

The iParameters team has significant experience planning for, responding to, recovering from, and mitigating the effects of disasters in Florida. We intimately understand the communities, the state, and know how to enhance your recovery efforts to quickly return to a sense of normalcy. This experience is evidenced in the map of Florida project.



- Emergency Management
- Security and Risk Management
- Training and Exercises
- Project Management and Cost Engineering
- Analytics and Data Science

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

With over 20 years of experience, our team brings a proven approach that will successfully support Greater Naples Fire Rescue District in multiple categories of recovery. Overall, we have significant experience working in disaster recovery for various types of declared natural events (public health emergencies, tornadoes, severe winter storms/blizzards, tropical storms/hurricanes, and others), including:

- Preparing and supporting Emergency Operations Centers (EOCs) during planned community events
- Providing training to community leaders to prepare and become more resilient in the face of an emergency event
- Assisting in the identification, application, and management of a variety of funding opportunities to support projects related to recovery and resilience

**We have all the necessary personnel, processes, and experience to ensure Greater Naples Fire Rescue District is prepared for any disaster-related event, and receives an effective, holistic, and inclusive recovery response.**

**Our team is ready to begin this project upon award.** We are committed to starting as soon as the District is ready and will not finish working until the full assignment is complete. The staff listed within this proposal are fully committed to supporting Greater Naples Fire Rescue District in your all-hazards disaster recovery planning, consulting, and response support.

For all of our projects, we will maintain clear and consistent communication with Greater Naples Fire Rescue District throughout the duration of the project, so you know exactly who is doing what and the amount of time each person is spending on the assignment. At no time will there be any surprises.

The iParametrics team approaches all of our projects from multiple, balanced perspectives.

- **Technical Perspective.** We stay abreast of the latest state and federal guidelines to support modern concepts in emergency management and to ensure that work products reflect the latest industry best practices. This allows us to align with interagency efforts to integrate better with existing stakeholders.
- **Financial Perspective.** We always ensure the most effective and efficient methodologies are implemented to maximize the client's financial resources. This means that client costs are minimized wherever feasible, while cost recovery using a wide variety of sources is maximized, to provide the optimal return on the client's investment with us.
- **Stakeholder Perspective.** While many contractors focus on the technical and financial, we pride ourselves on understanding that most of our clients themselves have stakeholder

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

and customers they serve. In executing this project, we work hard to understand not only your primary interagency stakeholders but also your customer base (taxpayers, residents) to deliver the best possible products that serve your stakeholders.

- **People Perspective.** We also strive to understand the challenges and opportunities that confront your staff in managing this contract and will work hard to ensure their satisfaction with our work. We truly become an extension of your team rather than a contractor co-existing in the same workspace. We ensure our work, as well as the end-result product, will mesh with your culture, processes, goals, objectives, and strategies.

**We build lasting relationships and becomes a trusted resource for your team, not just a contractor that pops in and out for the duration of the project.**

## Industry Best Practices

Throughout our 20-year history, we have not only supported some of the most challenging disaster events across the country, but we have also successfully guided the responsible jurisdictions through the complex response and recovery processes. Federal, state, local, higher education, and other public and private sector entities have repeatedly looked to us for our innovative approaches and leadership in solving some of the most complex problems.

We know recovery because we've been at the forefront of its evolution. Recently, changes in the FEMA Public Assistance (PA) Technical Assistance Contract (TAC) required a new approach to training, so iParametrics worked closely with the prime contractor to design and deliver a Learning Management System and online learning model for Program Delivery Managers (PDMG). This approach has been highly regarded by PA TAC staff, with a 96+% approval rating, as measured by trainee evaluations.

Finally, we maintain deep and broad relationships across states and the federal government. If a client needs an answer or clarification on best practices, we can leverage personal contacts to get that information. Additionally, we are regularly engaged with many professional organizations, including International Association of Emergency Managers (IAEM), National Emergency Management Association (NEMA), and state emergency management organizations, to learn what is new in the world of emergency management and share our expertise. Using our identified best practices reduces scrutiny of proprietary, inefficient, or ineffective processes.

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

## Project Experience

The iParametrics team has significant experience with all federal disaster recovery grants, especially those resulting from severe weather that has impacted communities across Florida. This experience has allowed us to identify and leverage strategies to help maximize cost recovery for all of our clients.

**If selected for the award, we will support the District with various strategies aimed at ensuring overall cost recovery. We will work closely with you to ensure the most effective, holistic recovery.**

iParametrics has supported the **FEMA Public Assistance (PA) Program** for the past 20 years as a subcontractor to the Fluor Corporation. Through the PA program, we support federal disaster grant assistance, provide emergency management and security planning services, and provide custom training and exercises. We serve as an extension of our clients' staff, working to plan, prepare, and support emergency management and homeland security services, including bid specifications and proposal preparation and technical support, as needed.

**Under these contracts, we maintain a roster of qualified and FEMA-badged staff ready to deploy within 48 hours.** Major deployments under the FEMA PA Technical Assistance Contracts included Hurricane Maria, Hurricane Irma, Hurricane Harvey, Hurricane Katrina, Hurricane Sandy, and Tropical Storm Irene, as well as other types of disasters that have affected the country. Our personnel are consistently rated among the best by FEMA on our PA TAC Contract. We have continuously worked in post-disaster recovery since Hurricane Katrina, responding to all manners of disaster, including, floods, winter snowstorms, wildfires, windstorms, and more, in almost every FEMA Region. This regular response tempo allows our team to stay up to date on the latest program policies and guidance to ensure compliance.

We specialize in working with FEMA grants and other federal funders, such as Housing and Urban Development (HUD), the Economic Development Administration (EDA), and the National Resources Conservation Service (NRCS).

The iParametrics team is actively supporting clients throughout the country in their recovery efforts, **including the following Florida-based clients:**

- Since 2019, iParametrics has supported the **Town of Sneads, Florida**, with their long-term recovery efforts from Hurricane Michael. We guided Town leadership in their pursuit of FEMA PA, 406 Mitigation, and Hazard Mitigation Grant Program (404 Mitigation) funding. To date, we have identified additional eligible damages totaling nearly \$2 million,

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED



**Highlighted iP Experience: We successfully identified an additional \$2 million of eligible damages for the Town of Sneads following Hurricane Michael.**

completed multiple HMGP (404) grant applications, identified additional 406 hazard mitigation opportunities to enhance overall community resilience, and coordinated with insurance to increase the total cost recovery and avoid potential duplications of benefits.

- We are working with **John Hopkins All Children's Hospital** to complete applications for the HMGP to harden the envelope of their outpatient facilities across six counties impacted by Hurricane Ian. Once approved, we will manage the grant funds to ensure compliance through closeout. Additionally, we assisted with developing their project worksheets as part of their Hurricane Ian Recovery process.
- We are also working with the **City of Naples** as a sub consultant to rebuild the Naples Pier. We are assisting the city and our partner on the use of FEMA PA to rebuild a multi-million dollar pier that is historic district in downtown Naples, FL. This pier was destroyed during Hurricane Ian and is a critical part of the tourism and the community in Southwest Florida.

## ADDITIONAL RECOVERY CLIENTS

- Our team has been supporting the **City of Providence, Rhode Island**, since mid-2021 in their recovery efforts from the pandemic by expediting financial recovery and minimizing the impacts from future disasters. We are coordinating and managing all FEMA PA grant responsibilities while identifying other relief opportunities, including CARES Act and ARPA funds. Our team is continuing to provide the City with strategic advice for program process improvements to further support the City and their initiatives.
- The iParametrics team has been supporting the **City of Lowell, Massachusetts**, since late 2020 by providing comprehensive grant management and cost recovery services, including strategic planning, FEMA PA cost recovery, program implementation support, and technical assistance as the City recovers from the pandemic. Our team was asked to provide strategic advice to the City to maximize their ability to recover costs under various federal programs, including the FEMA PA Program, the Coronavirus Relief Fund, and HHS/CDC grants. During this engagement, additional needs were identified, and the iParametrics team was also asked to support numerous response efforts, including building out the City's virtual EOC, coordinating vaccination planning efforts, and conducting outreach activities. We trained staff on the use of a virtual EOC platform, allowing the City to gain a Common Operating picture of the pandemic response and vaccination efforts throughout the jurisdiction. We also established a dedicated hotline operating in four languages for residents to call with COVID-19-related questions.

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

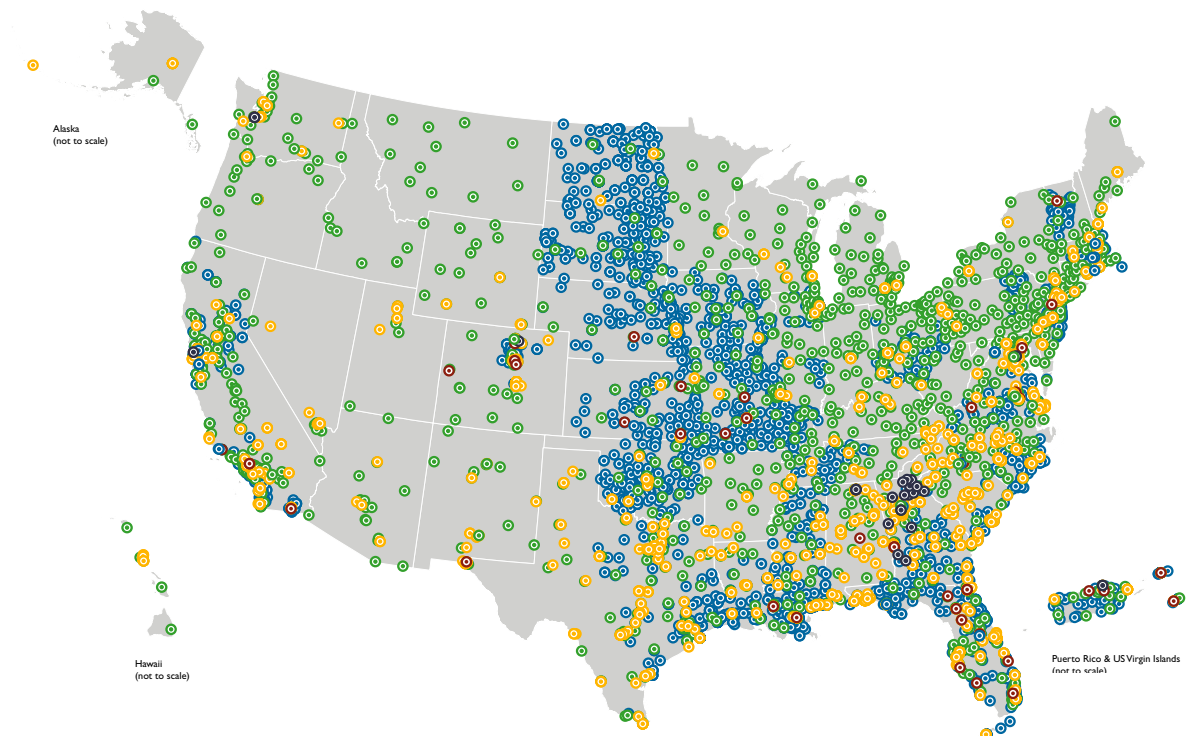
- Since 2017, iParametrics has provided a variety of crisis management services to **Mecklenburg County, North Carolina**, including developing a community-wide Crisis Management and Response Plan to assist the community in the prevention, management, and resolution of emergency and crisis situations and training to support the plan. We created in-person training for the Senior Leadership Team while providing a SCORM-compliant online course for over 6,000 employees to be deployed in the client's Learning Management System. Using several workshops with County leadership and staff, we performed a community-wide crisis management gap analysis using a variety of federal guidance, best practices, and the Emergency Management Accreditation Program (EMAP) and standards. As part of the County's Emergency Operations Plan (EOP), a Strategic Plan was developed to provide day-to-day, high-level context for crisis planning, and an Operational and Tactical Plan was developed to provide the specific steps responders would take during a crisis event. To support the updated EOP roll out, a series of training workshops and exercises were provided to more than 60 senior leaders within the client's operations. This training focused on key roles and actions these leaders would need to implement during a crisis. Concurrently, our team designed an online awareness level training for the client's employees to educate them on individual roles and responsibilities during a crisis event. In March 2020, in response to the COVID-19 pandemic, the community mobilized the plan in support of pandemic mitigation and response activities.
- iParametrics supported the **Georgia Mountain Regional Commission (GMRC)**, which is made up of 13 counties and 38 municipalities in northern Georgia, in regional recovery efforts to expedite financial recovery from the pandemic and minimize impacts from future disasters. We advised GMRC and its member counties and cities on how to effectively use the CARES Act funds to create economic development and recovery opportunities. We provided the Commission with a Pandemic Transmission Analysis and Planning Toolkit, comprehensive economic development strategies, County Economic Recovery Plan Template, and in-person and online training. iParametrics served as a liaison and coordinator for GMRC to build relationships with businesses and governments and support these local economies to recover from the pandemic shutdown by creating action plans, needs assessments, and toolkits to assist their communities with recovery efforts. Additionally, we facilitated the region's efforts to build a more resilient economy, revitalizing, expanding, and upgrading distressed communities' physical infrastructure to attract new industry, encourage business expansion, and generate or retain longterm private sector jobs and investments to strengthen recovery and resiliency.

TAB 4

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

- We are supporting **City of Portland's Bureau of Emergency Management** with ongoing emergency situations affecting the City, including natural and man-made crisis events. The iParametrics team provided support for the Bureau within 24 hours' notice in many cases, traveling across the United States to be on-site when needed. The City of Portland responded to several critical events in a very short span of time. Working with the City, iParametrics developed six separate After-Action Reports for community events and disasters. The iParametrics team thoroughly reviewed the response and documentation prepared for these incidents and then hosted in-person and remote individualized "hotwash" meetings that reviewed the incidents, responses, successes, and areas of improvement for each one. Additionally, we assisted the City to prepare for a strike of City employees that took place in early February 2, 2023. The City issued an Emergency Declaration to help address work stoppage and continuation of critical services, including wastewater, sewer, and transportation services to the community. Within 24 hours, elements of the iParametrics Incident Management Team (IMT) mobilized to support the City's planning and preparation process. Staff members assumed the role of Senior Advisor to the Incident Commander, Planning Section Chief, Incident Command System Situation Unit Leader (SITL), and Logistics Chief.

A map of our nationwide experience is included below.



**TAB 4**

# EXPERIENCE AND CAPACITY OF FIRM CONTINUED

<b>CURRENT PROJECTS</b>					
Project Description	Start Date	End Date	Original Budget*	Final Project Cost**	Number of Change Orders
Tattnall County, GA, Disaster Recovery and FEMA Consulting Services	11/30/23	11/30/28	TBD	n/a	0
City of Providence, RI, Financial Recovery Services and ARPA Grants Management	7/26/21	6/6/25	\$100,000	n/a	0
City of Pawtucket, RI, Recovery Services	3/24/22	3/24/24	\$34,000	n/a	0
Johns Hopkins All Children's Hospital, FL, FEMA Public Assistance Services	1/11/23	2/1/25	\$33,610	n/a	0
City of Somerville, MA, Small Business Grant Recovery Program & General Disaster Recovery Services	12/1/20	9/30/24	\$30,000	\$937,217	0. The change in cost is due to additional task orders
Mecklenburg County, NC, Disaster Recovery Services	1/21/18	12/31/24	\$189,000	\$300,000	0. The change in cost is due to additional task orders
Washington University (St. Louis), Disaster Recovery Services	3/1/20	2/28/25	\$34,780	\$311,628	0. The change in cost is due to additional task orders
Lee County School District, FL, HMGP Grant Assistance	2/28/23	2/28/24	\$33,000	n/a	0
Greater Naples Fire Rescue District Grant Assistance	2/23/23	12/14/24	\$81,337	n/a	0
Advent Health - North Pinellas Disaster Recovery Services	8/28/23	11/1/24	\$42,459	n/a	0
Town of Sneads, FL, Hurricane Michael Recovery Services	3/4/19	3/4/24	\$175,000	n/a	0

\*All budgets are to date spending because these projects are still ongoing.

\*\*Because these projects are all ongoing, there is no final project cost for any of them.

TAB 5

# SPECIALIZED EXPERTISE OF TEAM MEMBERS



TAB 5

# SPECIALIZED EXPERTISE OF TEAM MEMBERS

We know that quality people drive quality results, which is why our commitment to you starts with the hand-picked team we will assign to this project. Our professionals have dealt with countless complex projects, including emergency planning, hazard mitigation, data analytics, and long-term community development. Our team is made up of expert facilitators, policy experts, writers, trainers, and responders who will lead you through any planning and subsequent recovery process on time and within budget. Along the way, we will build capacity and enhance organizational capabilities

**Our goal is to prepare Greater Naples Fire Rescue District before a disaster strikes so the impact is reduced, the response is expedited, and recovery is holistic and rapid.**

Below is a chart with identifying specific specialized skills each team member has, with short bios following, and resumes on the following pages.

Specialized Skills																		
Name (Years' Experience)	Engineering	Cost Estimating	Certified Flood Plain Manager	Small Business Assistance Programs	American Rescue Plan Act Recovery Programs	Uniform Administrative Principles at 2 CFR 200	Financial Oversight and Cost Classification	FEMA & CDBG - Disaster Recovery Grants	Process Design and Improvement	Grant Management Systems	Needs assessment	Cross-Cutting Regulation (Section 3, Davis-Bacon, etc.)	Stafford Act and Duplication of Benefits	Award Implementation	Benchmarking and data analysis	Outreach and Public Engagement	Federal Monitoring	Closeout
Jeff Stevens (15)				■	■	■	■	■	■	■	■	■	■		■	■	■	■
Shanti Smith-Copeland (18)					■	■	■	■	■	■	■	■	■	■	■	■	■	■
Gina Vought (20)				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Brenda Mathews (15)						■	■	■	■	■	■	■	■	■	■	■	■	■
Patricia White (18)			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Jessie Boyer (06)				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Mary Grace Marts (03)				■	■		■		■	■	■	■		■	■	■	■	■
Cokey Mills (30)	■	■																
Elizabeth Fountain (20)	■		■														■	■
Jim von Rinteln (35)			■					■	■		■		■	■	■	■	■	

# SPECIALIZED EXPERTISE OF TEAM MEMBERS CONTINUED



**Shanti Smith-Copeland, FPEM, CEM**, currently serves as the Director of Emergency Management for iParametrics and will be the **Project Manager** for this engagement. She is a decisive, results-oriented executive with 19 years of innovative crisis and emergency management leadership. Shanti's experience includes disaster preparedness, response, recovery, and grant management support on behalf of the State of Florida Emergency Response Team, as well as Florida cities and counties after Hurricanes Dennis, Katrina, Rita, Wilma, Hermine, Matthew, Irma, Michael, Dorian, and Ian, among other disasters affecting the state. Additionally, her experience in 34 federally declared disasters across FEMA Regions 1, 2, 4, 6, and 7 since 2005 has allowed her to provide operational support to field operations for disaster recovery, debris management, mass care coordination, EOC staffing of ICS positions, including Plans Chief, Logistics Chief and Liaison Officer, and Incident Management Team support up to and including Type III Incident Commander.



Shanti will be supported by **Jeff Stevens, CEM, MEP**, who serves as iParametrics' Executive Vice President, and will be the **Project Executive** for this engagement. Jeff is a leader in the emergency management industry and is an expert on all regulations behind federal and state-level grants. He is a hands-on leader known for his advocacy on behalf of the communities we serve. Jeff has served clients in Rhode Island, Massachusetts, Georgia, Florida, North Carolina, South Carolina, Tennessee, and Kansas to apply for and leverage federal funding from multiple sources to deliver a variety of initiatives. **He holds numerous Incident Management Team certifications including as an Operations, Planning, and Logistics Section Chief.** He is also a volunteer firefighter and emergency medical technician.



**Gina Vought** is a professional grant manager with over 20 years of experience working in emergency services. She will serve as the **Associate Project Manager** for this project. She has served in various roles in her career, including Incident Management Team member for the City of Jacksonville, FL, to State Emergency Operation Center Support for the State of Illinois. She has also assisted with recovery programs, including managing St. Johns County, Florida's first CDBG-DR grant award for Hermine-Matthew Recovery. In this role, she helped manage \$89 million in funding for a variety of projects, including eight public works projects, three utility projects, two multi-family housing complexes, and a large-scale individual home repair/replacement project. She also served as the County's Subject Matter Expert in all CDBG-DR program areas, advising senior leadership on issues.



**Brenda Mathews** has an array of experience working on FEMA Public Assistance grant programs, Community Development Block Grant Disaster Recovery Program (CDBG-DR) projects, and Hazard Mitigation Grant Programs (HMGP) following presidentially declared disasters Hurricanes Rita and Maria. She is an expert in the federal grant application and management process. She will serve as a **Grants Manager** for this engagement. Brenda is skilled in monitoring all aspects of the PA and HMGP grant programs from application to closeout and works with homeowners, contractors, and local, state, and federal staff to effectively and efficiently secure individual mitigation projects.

# SPECIALIZED EXPERTISE OF TEAM MEMBERS CONTINUED



**Pat White** is a veteran of emergency management with over 20 years of experience, will serve as a **Grants Manager** for this engagement. She worked most of her career in the Volusia County Emergency Management Office as their Local Mitigation Strategy Coordinator. She also worked on the County's grant administration and coordination for their Hazard Mitigation Assistance Program and Flood Mitigation Assistance Program. After leaving the Volusia County Emergency Management Office, Patricia began working on various projects in the private sector, including developing HMGP and CDBG-DR grant applications for a variety of entities.



**Jessie Boyer** is a current Emergency Manager with iParametrics who has a drive for problem-solving regional and community issues. She will serve as a **Grants Manager** for this engagement. She is passionate about people, human rights, and the environment. Jessie was a Mitigation Analyst with experience in program design, building, and implementation. She is knowledgeable on CDBG-MIT and CDBG-DR and related HUD grants for disaster recovery, having provided support for General Planning Support Programs (GPS), Critical Facility Hardening Programs (CFHP), and General Infrastructure Programs (GIP) throughout Florida for the Florida Department of Economic Opportunity.



**Mary Grace Marts** is a current Emergency Management Project Coordinator for iParametrics and will serve as a **Grants Manager** for this engagement. Mary Grace is newer to the emergency management world but has hit the ground running by taking on several American Rescue Plan Act (ARPA) projects. Within these ARPA projects, she has been researching and assisting clients with different ways they can use their funding to assist their residents. She is also working on the Georgia Mountain Regional Commission's Economic Recovery Plan. This plan will assist the area with recovery from future natural disasters and pandemics. She received her Bachelor of Science in Marine Science from Jacksonville University and is working on her Master of Public Administration.



**Cokey Mills** is a with over 30 years of experience in all aspects and divisions of estimating and project management. He has performed and managed a broad range of estimating projects for the EPC, government/military, industrial, and commercial sectors. As the Director of Cost Management Services for iParametrics, he manages projects from conceptual through final estimates for federal, military, and industrial projects and provides cost estimating in all divisions- civil, structural, architectural, mechanical, electrical, and security, including ESS, fire protection, and Anti-Terrorism Force Protection (ATFP).

# SPECIALIZED EXPERTISE OF TEAM MEMBERS CONTINUED



**Elizabeth A. Fountain, PE, CFM** will serve as the **Engineer** for this engagement. Elizabeth offers over twenty years of experience in various aspects of project design, analysis, permitting, management, and review. She has experience in the design and permitting of land development projects that include residential, commercial, and industrial sites, but her focus and extensive experience is in hydraulic modeling for surface water systems, and floodplain management analyses, both riverine and coastal. During her career, Ms. Fountain has provided professional consulting services in all aspects of civil engineering and floodplain management projects to public and private sector clients.



**Jim von Rintel, MA, FPEM, CEM, CFM** will serve as the **Certified Floodplain Manager**. Jim offers over 35 years of Management, Emergency Management and Floodplain experience. Jim has served as the Collier County Emergency Management Operations Coordinator and Floodplain Manager as well as an Advisor to Congress on FEMA issues. During his career, Mr. von Rintel has been involved in managing the County's National Flood Insurance Program (NFIP) as well as the response and recovery from 17 tropical storms and hurricanes during that time. Additionally, he was the lead manager responsible for designing and building the County's new Emergency Services Center which is considered highly resistant to a category 5 hurricane and received recognition for best practices at both State and National levels regarding its survivability design.

## **All key staff proposed in these pages have recent experience implementing federal grant relief programs funded through FEMA and other entities.**

Our team has been carefully selected to deliver a mix of wide-ranging subject matter expertise, trusted insights, operational knowledge, and technical skills. Our team is trained to deliver understanding, empathy, and solutions; tailor made for Greater Naples Fire Rescue District. We are passionate about the clients we serve and the communities we support. This group is supported by a deep bench of 250+ professionals who can be pulled in at a moment's notice based on technical need.

We are fully qualified and capable of supporting Greater Naples Fire Rescue District whenever a disaster or other major event impacts your community. Over the 20 years of our firm's existence, we have perfected the processes needed to successfully support and manage multiple and often simultaneous response and recovery initiatives for communities across the country. While we may be supporting several communities at once, our key personnel are committed to providing Greater Naples Fire Rescue District prompt and consistent communication, personalized plans, and full attention to detail to ensure a successful recovery program.

Please find our team's resumes for the personnel assigned to this project on the following pages.



# SHANTI SMITH-COPELAND, FPEM, CEM

## DIRECTOR, EMERGENCY MANAGEMENT

Shanti Smith-Copeland serves as the Director of Emergency Management for iParametrics. She is a decisive, results-oriented executive with 18 years of innovative crisis and emergency management leadership. These skills have been honed through positions including Deputy Bureau Chief of Preparedness for the State of Florida and a local emergency manager. Her experience includes Disaster Preparedness, Response, Recovery, and Grant Management Support on behalf of the State Emergency Response Team, as well as Florida Cities and Counties after Hurricanes Dennis, Katrina, Rita, Wilma, Hermine, Matthew, Irma, Michael, Dorian, Ian, Idalia, and the COVID-19 pandemic. Additionally, her experience in 38 federally declared disasters across FEMA Regions 1, 2, 4, 6 and 7 has allowed her to provide operational support to field operations for Disaster Recovery, Debris Management, Public Assistance, Hazard Mitigation Grant Management, CDBG- DR, Mass Care Coordination, EOC Staffing of ICS Positions including Plans Chief, Logistics Chief and Liaison Officer as well as Incident Management Team support up to and including Type 3 Incident Commander.

### EDUCATION

- Doctorate of Education (Anticipated), Marymount University
- Graduate Certificate, Emergency Management, Florida State University
- MS, Sports Administration, Florida State University
- BS, Marine Science, Jacksonville University

### CERTIFICATIONS

- Cohort 7, FEMA National Emergency Management Executive Academy
- MPM, Masters Program Managers Certificate, AAPM
- CIPM, International Program Managers Certificate, AAPM
- Certified Emergency Manager (CEM)
- Florida Professional Emergency Manager
- GS 449, Incident Command Train-the-Trainer Certificate
- HSEEP Certified
- Continuity of Operations, Train the Trainer, FEMA

### EXPERIENCE

- **Emergency Operations Plan Update and Playbook Development: Nags Head, NC;** Project Manager - coordinating multiple onsite team meetings supporting EOP Development, EOC Activation Guide, and multiple department-level playbooks for various scenarios.
- **Hazard Mitigation Grant Application and Public Assistance: John Hopkins All Children's Hospital and Outpatient Cancer Treatment Facilities;** Project Manager - for FEMA PA submissions following impacts of Hurricane Ian for facilities across six counties from Pasco to Lee County.
- **Hazard Mitigation Grant Applications: Greater Naples Fire District, Collier County, FL;** Project Manager - for development and submission of 4.5 M in hardening of fire stations and residential elevation projects
- **Sarasota County – Response and Recovery Functional Exercise;** Project Manager - Oversaw development and execution of HSEEP Compliant two-day exercise for the Sarasota County Emergency Operations Center.
- **Preparedness Planning and Staff Augmentation: Clay County, FL;** Project Manager - Developed COOP for County Emergency Management, assisted with training and implementation of County Grants Management Team and supported the EM Department with managing preparedness and recovery grants during a staffing transition.
- **Emergency Operations Plans update: Metro Oregon;** Project Manager - Managed the development of new EOPs for the 20+ parks and cemeteries managed by the agency.
- **Florida State Emergency Response Team Support, COVID-19 Response;** Supporting Mass Care Coordinator - for the first 90 days of activation for the COVID-19 response. Developed multiple models depicting the anticipated need for increased feeding across the state due to shutdown-induced unemployment. Developed guidance for post-disaster Non-Congregate Shelter in the COVID Environment. Delivered guidance for the management of an impact shelter in the COVID environment. Guidance for developing a Multi-Agency Shelter Transition Team (MAST) Shelter Support Team in the COVID Environment.
- **Logistics and Resource Management Plan: Volusia County, FL.** Project Manager. Conducted a county-wide capabilities assessment and managed multiple planning meetings in support of the development of a County Logistics and Resource Management plan.



# JEFF STEVENS, CEM, MEP

## PROJECT PRINCIPAL

Jeff Stevens serves as iParametrics' Vice President of Emergency Management. In this role, he works closely with our clients to improve their resilience and enhance their recovery efforts, Jeff is hands-on leader known for his dogged advocacy on behalf of the communities we serve. He constantly identifies opportunities to ensure that our clients are leveraging all possible avenues to enhance their preparedness or build back better after a disaster. Jeff has experience in higher education from his time at New York University and also in healthcare leadership from his time serving on the H1N1 pandemic team in Rhode Island. Jeff is a Certified Emergency Manager and FEMA Master Exercise Practitioner. He holds numerous Incident Management Team certifications and is also a volunteer firefighter. Jeff has 15 years of experience.

### EDUCATION

- MA, International Relations, Salve Regina University
- BA, Administration of Justice, Salve Regina University

### CERTIFICATIONS

- Certified Emergency Manager
- Master Exercise Practitioner
- FEMA Type III All-Hazard IMT

### EXPERIENCE

- **COVID-19 Pandemic Response, Finney County, Kansas.** Leads a team of disaster response specialists to apply for \$1.8 million in new state grants and launching four grant programs for the County.
- **COVID-19 Pandemic Response, Seward County, Kansas.** Leads a team of disaster response specialists to assist the County to apply federal grants to recover from the COVID-19 pandemic.
- **COVID-19 Pandemic Response, City of Lowell, Massachusetts.** Leads a team of disaster response specialists to assist the City with COVID-19 recovery, including applying for CARES Act funding reimbursements and planning for vaccine distribution.
- **COVID-19 Pandemic Response, Cranston, Rhode Island.** Assists with disaster response to assist the City with their applications for reimbursement related to the COVID-19 pandemic.
- **COVID-19 Pandemic Response, Narragansett, Rhode Island.** Assists with disaster response for the Town with their applications for reimbursement related to the COVID-19 pandemic.
- **COVID-19 Pandemic Response, Mecklenburg County, North Carolina.** Leads a team assisting Mecklenburg County with documenting and applying for FEMA reimbursements related to the COVID-19 pandemic.
- **2009 - 2010 H1N1 Pandemic, Rhode Island.** Responsible for the Rhode Island Healthcare Service region concept surge planning and mass vaccination strategies in coordination with the Hospital Association of Rhode Island.
- **New Jersey Central East Healthcare Coalition 5-Year Strategy, New Jersey.** Program Manager for the development of a 5-year strategy which was adopted by all regional healthcare facilities amid the prospect of shrinking Hospital Preparedness Program grant funds.
- **Northern New Jersey UASI Hospital Evacuation Framework, New Jersey.** Project Manager and lead author in creating a hospital evacuation framework, intended for adoption by all hospitals in a 7-county region serving more than 3 million New Jersey residents.



# GINA VOUGHT

## ASSOCIATE PROJECT MANAGER

Gina Vought is a professional with over 20 years of experience working in emergency services. She has served in various roles in her career, including Incident Management Team member for the Florida Region 3 AHIMT to State Emergency Operation Center Support for the State of Illinois. She has also assisted with recovery programs, including managing St. Johns County, Florida's first CDBG-DR grant award for Hermine-Matthew Recovery. In this role, she helped manage \$89 Million in funding for several projects, including eight Public Works Projects, three Utility Projects, two Multi-Family Housing Complexes, and a large-scale Individual Home Repair/Replacement project. She also served as the County's Subject Matter Expert in all CDBG-DR program areas, advising senior leadership on issues.

### EDUCATION

- BA Management of Criminal Justice Agencies, Columbia College of Missouri

### RELATED TRAINING

- HSEEP
- Finance Section Chief
- Planning Section Chief
- Advanced Professional Series

### EXPERIENCE

- **St Johns County BOCC (Grant Administrator) |** Administered the County's first CDBG-DR grant award for Hermine-Matthew Recovery. Managed \$89M in funding and worked on various projects, including eight public works projects, three utility projects, two multifamily housing complexes, and a large-scale individual Home Repair/Replacement project. Gina also served as a subject matter expert for CDBG-DR program areas for the County and as a CDBG-DR Environmental Compliance Officer. She was also responsible for providing detailed and accurate reports to FDEO and HUD for the CDBG-DR program.
- **Northeast Florida Regional Planning Council (Exercise Planning Team) |** Assisted with the design and planning of Regional Health Care Coalition exercises. Evaluated exercises and assisted in preparing the After-Action Report (AAR) utilizing the Council's Emergency Operations Plan and other policies as guidance in the AAR.
- **Illinois State Emergency Operations Center Support, All Hands Consulting.** Contract under the Illinois Emergency Management Agency to coordinate COVID vaccination clinics that support Illinois Department of Health and local health departments statewide. SEOC Site Coordinator and vaccination site Liaison Officer. Site coordination for school, equity, and expanded vaccinations sites.
- **Florida Division of Emergency Management - Emergency Response, Educators, and Consultants - Incident Management Team (IMT) |** Contracted under the Florida Division of Emergency Management to establish an Incident Command Structure and Staffing (Tactical Branch) responsible for planning and delivery of COVID vaccinations in 14 Florida counties. Positions held in Planning and Operation sections – PSC, RESL, SITL, DOSC. Lead role in ensuring accurate documentation and accountability to support compliance and reporting to FDEM using relevant ICS forms and reports.



# BRENDA MATHEWS

## FEMA PA SPECIALIST

Brenda Matthews' experience with disaster recovery programs began in 2005 following Hurricane Katrina, where she worked with a prime contractor for the State of Louisiana. Since then, Brenda has worked on FEMA Public Assistance grant programs, Community Development Block Grant Recovery (CDBG-DR) projects, and Hazard Mitigation Grant Programs following Hurricanes Rita and Maria. In her most recent role, Brenda worked in Puerto Rico on Hurricane Maria recovery with the iParametrics / Fluor team under the FEMA PA contract to conduct site inspections, formulate DDDs and SOWs, formulate project descriptions using Grant Manager, and manage applicants requesting funding. She has strong experience in the grant application process and grant management.

### EDUCATION

- University of Louisiana-Lafayette

### CERTIFICATIONS

- Certified Paralegal
- FEMA Emergency Management Institute, Course E0381: Project Specialist

### EXPERIENCE

- **Suwannee County Recovery, Hurricane Idalia.** Worked with the County to manage immediate recovery efforts after the Hurricane. Included FEMA PA guidance and advice.
- **City of Lowell Disaster Recovery, Lowell, Massachusetts.** Assisted the City with various recovery programs following the COVID-19 pandemic and subsequent disasters. Included FEMA PA guidance and project worksheets.
- **FEMA Public Assistance Technical Assistance Contract, Hurricane Maria.** Managed seven private, non-profit critical, and non-critical applicants in the Health and Social Services sector. Analyzed eligibility of expenses based on applicant and facility usage.
- **FEMA Public Assistance Technical Assistance Contract, Hurricanes Katrina and Rita.** Analyzed costs by developing spreadsheet reports and verification of information. Researched procurement issues to ensure FEMA requirements were satisfied.
- **Advent Health – North Pinellas – HMGP |** Served as Grant Manager for a Hazard iParametrics is assisting with LMS and stakeholder coordination and HMGP project proposal development. We are providing technical guidance and subject matter expertise. The project will be added to the LMS project list to evaluate and consider for the next notice of Funding Availability (NOFA).
- **Johns Hopkins All Children's Hospital – FEMA PA & HMGP, Hurricane Ian Recovery |** The iParametrics team managed the HMPG application process across six local mitigation strategy committees. We successfully submitted over \$12 million in grant applications to the State of Florida as well as ensuring the FEMA PA project worksheets were submitted in a timely manner.
- **Shaw Group, State of Louisiana Prime Contractor, Hurricanes Katrina and Rita Emergency Response.** Audited and ensured all contractor files were accurate and in accordance with federal regulations. Monitored purchasing and procurement records. Gathered, maintained, and reported small business statistics to various government agencies.



# PAT WHITE, CFM

## HAZARD MITIGATION SPECIALIST

Patricia White is a veteran of emergency management with over 18 years of experience. She worked most of her career in the Volusia County Emergency Management Office as their Local Mitigation Strategy Coordinator. She also worked on the county's grant administration and coordination for their Hazard Mitigation Assistance Program and Flood Mitigation Assistance Program. After leaving the Volusia County Emergency Management Office, Patricia began working on various projects within the private sector, including developing Hazard Mitigation Grant Applications and CDBG-DR grant development for various entities.

### EDUCATION

- BS, Organizational Management, Warner University

### CERTIFICATIONS

- Certified Floodplain Manager

### EXPERIENCE

- **Johns Hopkins All Children's Hospital – Hurricane Ian Recovery** | Supported the Johns Hopkins team through the recovery process, including the grant process for funding for overall recovery efforts from Hurricane Ian. The project supported the Main Hospital and five outpatient cancer centers stretching from Fort Myers to New Port Ritchey.
- **Portland Bureau of Emergency Management – Alert and Warning Support** | iParametrics analyzed the best practices for alert system implementation, including relationships with neighboring entities and counties and policies for the system's usage. We then created a program for implementing the alert system and materials to support communications of the alert program to the residents of the City of Portland and Multnomah County. Lastly, we created training and exercises that all personnel could use to maintain alerting proficiency and the ability to send IPAWS alerts.
- **Voluntary Home Buy-Out Grant - Clay County (Case Manager)** | Responsible for managing several case files for the Clay County Voluntary Home Buyout Program. Worked to perform income verification and duplication of benefits analysis for applicants within the program.
- **Emergency Management - Volusia County (Grants Specialist)** | Worked as the Local Mitigation Strategy Coordinator and was responsible for the annual and 5-year plan updates. Coordinated quarterly working group meetings. Administer Hazard Mitigation Assistance Program. Coordinated the county's HMGP awards with FDEM from 8 separate disasters totaling over \$40 million. Assisted in gathering information and answering technical questions in developing applications for the county and all eligible jurisdictions. Assisted in developing the Flood Mitigation Assistance Program Applicants and administered numerous elevations, acquisition, and demo-rebuild projects. Worked as the ESF 15 Liaison for Voluntary Agencies including Volunteer Florida and AmeriCorps Members. Worked during County EOC activations for 8 full activations and 64 total career activations.





# JESSIE BOYER

## PROJECT MANAGER

Jessie Boyer has a background in emergency management with a drive for problem solving regional and community issues. She is passionate about people, human rights, and the environment. Jessie is a Mitigation Analyst with experience in program design, building, and implementation. She is knowledgeable on CDBG-MIT and related HUD grants for disaster recovery, having provided support for General Planning Support Programs (GPS), Critical Facility Hardening Programs (CFHP), and General Infrastructure Programs (GIP) throughout Florida for the Florida Department of Economic Opportunity.

### EDUCATION

- MS, International Affairs, Florida State University
- BS, International Affairs and Chinese Language and Culture, Florida State University

### CERTIFICATIONS

- Florida Certified Contract Manager
- Emergency Management and Homeland Security Certificate, 2020, Florida State University Emergency Management & Homeland Security Program
- FEMA Certificates, IS-100, IS-120, IS-200, IS-230.d, IS-230.c, IS-235.c, IS-321, IS-393.b, IS-700, and IS-800

### EXPERIENCE

- **Hagerty Consulting, Data Analyst.** Worked alongside an NGO on a California Department of Public Health-funded humanitarian mission sponsored by the state of California. Acted as a liaison between medical professionals, State stakeholders, and the NGO to facilitate seamless integration and accomplishment of client needs. Authored standard operating procedures and job aids to improve product output and offered support to new team members. Conducted training and orientation of new team members.
- **Hagerty Consulting, Financial Analyst.** Coordinated with Division leadership, project managers, data management, and third-party vendors to ensure cohesive team performance and deliverables. Audited over \$15 million in invoice amounts for the California Department of Public Health. Functioned as a Team Lead in maintaining comprehensive project documentation and facilitating document reviews and file audits.
- **Florida Department of Economic Opportunity, Deputy Bureau Chief.** Oversaw seven CDBG-DR programs that responded to Hurricanes Michael, Irma,

Hermine, and Matthew and had a combined total of over \$447 million in federal HUD funding. Assisted the Bureau Chief in overseeing 14 different programs that have a combined total of over \$1.5 billion in federal HUD funding in the Bureau of Economic Recovery. Programs included Workforce Recovery Training Programs, Housing Repair and Replacement Programs, Hometown Revitalization Programs, and Voluntary Home Buyouts.

- **Florida Department of Economic Opportunity, Mitigation Analyst.** Served as the lead for the Critical Facility Hardening Program with 61 subrecipients whose projects totaled \$75 million. Developed, prepared, implemented, and maintained the program application process for the Mitigation Team's three CDBG-MIT programs. Created and oversaw the application, supporting application documents, and the scoring process used for all three programs.
- **ESF-6 Mass Care, Florida Division of Emergency Management.** Intern. Updated and consolidated key documents related to sheltering and feeding.



# MARY GRACE MARTS

## GRANTS MANAGER

Mary Grace Marts is a current Emergency Policy Analyst for iParametrics. Mary Grace is new to the emergency management world but has hit the ground running by taking on several American Rescue Plan Act (ARPA) projects. Within these ARPA projects, she has been researching and assisting clients with different ways they can use their funding to assist their residents. She is also working on the Georgia Mountain Regional Commission's Economic Recovery Plan. This plan will assist the area with recovery from future natural disasters and pandemics. She received her Bachelor of Science in Marine Science from Jacksonville University and is working on her Master of Public Administration.

### EDUCATION

- BS Marine Science from Jacksonville University
- Masters in Public Policy (MPP) (in progress)

### EXPERIENCE

- **Small Business Grant Program, Chatham County, GA.** Works with the businesses in the County on their applications for the grant program, and on application intake and processing to ensure the funds are allocated to the appropriate businesses.
- **Small Business Grant Program, Clayton County, GA.** Works with the businesses in the County on their applications for the grant program, and on application intake and processing to ensure the funds are allocated to the appropriate businesses.
- **Parks Emergency Operation Plans Update, Metro, OR.** Updated all emergency operation plans for all 20+ parks in the city.
- **ARPA Consulting Services, Sumner, TN.** Researching voting machine upgrade options using American Rescue Plan Act funding. Also, researching what other county and municipalities are doing with ARPA funding about voting machines.
- **Water Grant, Saline County, KS.** Tasked with addressing all water infrastructure related projects. Assisted the County in writing the proposal/grant/document that explained which projects could use ARPA funds.
- Reviewed completed applications to ensure the funds were allocated to the appropriate projects.
- **Economic Recovery Plan, Georgia Mountain Regional Commission.** Assisted in the writing various sections of the economic recovery plan. This plan is to assist the area when they are impacted by natural disaster and how they can recover from them in a positive and resilient way.
- **ARPA Quarterly Reporting.** Assists various County and municipal clients with their American Rescue Plan Act Quarterly Reporting processes and procedures.
- **Johns Hopkins All Children's Hospital – FEMA PA & HMGP, Hurricane Ian Recovery |** The iParametrics team managed the HMGP application process across six local mitigation strategy committees. We successfully submitted over \$12 million in grant applications to the State of Florida as well as ensuring the FEMA PA project worksheets were submitted in a timely manner.



# COKEY MILLS, CCP

## SENIOR CERTIFIED COST ESTIMATOR

Cokey Mills is a Senior Certified Cost Engineer with over 30 years of experience in all aspects and divisions of estimating and project management. He has performed and managed a broad range of estimating projects for the EPC, government/military, industrial, and commercial sectors. As the Director of Cost Management Services for iParametrics, he manages projects from conceptual through final estimates for federal, military and industrial projects and provides cost estimating in all divisions- civil, structural, architectural, mechanical, electrical, and security, including ESS, fire protection, and Anti-Terrorism Force Protection (ATFP).

### EDUCATION

- BS, Electrical Engineering Technology, Thomas Edison College

### CERTIFICATIONS

- CCP / CCE: No. 2839 Certified Cost Engineer/Professional, AACEi- 2209-2018
- North Carolina General Contractor License

### EXPERIENCE

- **Phase 2- Central Treatment Upgrade and Groundwater Collection System, Kellogg, Indiana.** Tasked with remediating the historical Bunker Silver Mine and Smelting Plant from hazardous wastes through the assumption of existing plant and site operation, construction, commissioning, and operations of new facilities, and decommissioning and demolition of existing plant process facilities.
- **Parcel C- Buildings 253 and 21 I RAD Remediation, Hunters Point Naval Station, California.** Completed cost estimation for the radiological decontamination of two multi-story industrial buildings earmarked for demolition for final release to the City of San Francisco as part of the USG BRAC military base reduction program.
- **SM-IA Nuclear Plant Entombment & Decommissioning Phase II, Fort Greely, Arkansas.** Provided updates and responded to comments for two MCACES Mill cost, schedule, and characterization requirement proposals for US Army/USACE for the Decommissioning and Entombment of the US Army SM-IA nuclear reactor and associated facility.
- **Greenville Utilities Commission Industrial Park Wastewater Pump Station, Division IV.** Completed estimations for the construction of a new 5.4 MGD duplex wastewater pumping station to include site work, access road, yard piping, electrical, and HVAC.
- **WVB-90 Western Closure Complex, MVN, New Orleans, Louisiana.** Participated in early contractor involvement (design-build), IGE/CWE Cost Estimation, Analysis, and EVMS for ECI Negotiated FFP. This consisted of a 20kfs pump station, 225' and 75' sector gates, sluice gates, closure wall, water control structures, fuel platform, floodwall, levee, pile foundation, direction drill 8" gas relocation, 1000' cofferdam, road relocation, 12' water line, sewage treatment plan, and potable well construction.



**ELIZABETH A. FOUNTAIN, PE, CFM**

**PRINCIPAL**

**SENIOR VICE PRESIDENT FLOODPLAIN MANAGEMENT AND STORMWATER**

Elizabeth offers over twenty years of experience in various aspects of project design, analysis, permitting, management, and review. She has experience in the design and permitting of land development projects that include residential, commercial, and industrial sites, but her focus and extensive experience is in hydraulic modeling for surface water systems, and floodplain management analyses, both riverine and coastal. During her career, Ms. Fountain has provided professional consulting services in all aspects of civil engineering and floodplain management projects to public and private sector clients. As Director of our Floodplain Management and Stormwater Design department, Ms. Fountain specializes in services related to flood zone mapping and analysis, flood protection and mitigation analysis, flood proofing services and watershed hydrologic/hydraulic studies.

**EDUCATION**

Bachelor of Science  
Civil Engineering

**AFFILIATIONS**

- Professional Engineer,  
State of Florida, 2003,  
State of Texas, 2014
- Certified Floodplain  
Manager  
(CFM) through Association  
of  
State Floodplain Managers  
Inc.  
(ASFPM)
- National Society of  
Professional Engineers
- Florida Floodplain Managers  
Association
- Florida Engineering Society,  
Calusa Chapter  
Chapter President, 2006  
Chapter Secretary, 2005  
Chapter Treasurer, 2004  
Chairperson, Professional  
Development Committee,  
2004
- Tennessee Board of  
Architectural and  
Engineering Examiners
- Leadership Lee County
- Gulf Citrus Growers  
Association

**EXPERIENCE**

**Stormwater Master Plan - Village of Estero**

Project Manager for the development of a detailed hydrologic and hydraulic model of the stormwater facilities networks within The Village of Estero and conducting performance evaluations and assessments on the system during selected storm events. The project included documenting results of the performance evaluations for existing and build-out conditions, evaluating potential flood mitigation projects and providing recommendations to the Village on implementation of the projects and additional mitigation activities, such as regulatory policies.

**Broadway Avenue West Watershed Analysis & Improvement Project - Village of Estero**

Project Manager responsible for preparing a sub-watershed analysis for a tributary to the Estero River and developing the design for a drainage improvement project. Design included upgrading an existing culvert and associated drainage structures to optimize flow capacity and reduce potential flooding occurrences. Prepared construction plans and facilitated the permitting through Lee County Utilities and Village of Estero

**Coastal Risk MAP Consultant - City of Fort Myers**

Responsible for conducting site specific coastal analysis for portions of the City of Fort Myers to better define coastal flood zones per new storm surge study prepared by FEMA's Risk MAP team.

**Bedman Creek/Dog Canal Watershed Study and Letter of Map Revision (LOMR) - Lee County**

Responsible for conducting a watershed analysis and re-evaluating the design storm flows and flood elevations for the watershed. Facilitate a Letter of Map Revision (LOMR) process through FEMA to officially update the regulatory flood maps for the Bedman Creek/Dog Canal watershed.

**Floodplain Management Projects - Lee County**

- Eden House Condominium LOMR (Ft. Myers Beach)
- Estero Island Beach Club Drainage Improvement Project (Ft. Myers Beach)
- Ten Mile Canal/Old 41 LOMR
- Owl Creek LOMR – Floodway
- North Colonial Waterway LOMR – Floodway
- Estero Place Floodway Conditional Letter of Map Revision (CLOMR)
- Sandcaper Condominium LOMR (Ft. Myers Beach)
- Pink Shell Villas LOMR (Ft. Myers Beach)
- Ten Mile Canal/Metro Parkway LOMR
- Arroyal Place (Bonita Springs) No Rise Certification
- Hidden Harbor Development LOMR - Floodway
- Numerous Sanibel Island Property Coastal LOMRs

**Floodplain Management Projects - Collier County**

- Milano Condominiums FEMA Analysis
- Admiralty Point LOMR (Coastal)
- The Enclave of Naples Condominiums LOMA
- Vanderbilt Gulfside LOMR (Coastal)
- Villa Raphael Condominium (LOMR)
- The Royal Seafarer Coastal LOMR
- District School Board of Collier County Floodplain Analysis & LOMAs
- L'Ambiance LOMA
- Quarry LOMAs
- Verona Walk LOMAs
- Avellino Isles in The Vineyards LOMA
- Villages of Monterey Community LOMA
- The Sea House Condominium Coastal LOMR
- Moraya Bay Condominium Coastal LOMR

Letter of Map Amendment/Revision (LOMA/LOMR)

Project Description:

Facilitate revisions to regulatory flood maps through site-specific analyses to more accurately define the flood hazard boundaries and designations for properties.



**JIM VON RINTELN, M.A., FPPEM, CEM, CFM**  
**CRS AND EMERGENCY MANAGEMENT COORDINATOR**

Jim offers over 35 years of Management, Emergency Management and Floodplain experience. Jim has served as the Collier County Emergency Management Operations Coordinator and Floodplain Manager as well as an Advisor to Congress on FEMA issues. During his career, Mr. von Rintel, a retired Army Officer, has been involved in managing the County's National Flood Insurance Program (NFIP) as well as the response and recovery from 17 tropical storms and hurricanes during that time. Additionally, he was the lead manager responsible for designing and building the County's new Emergency Services Center which is considered highly resistant to a category 5 hurricane and received recognition for best practices at both State and National levels regarding its survivability design. Mr. von Rintel's role with J.R. Evans Engineering includes assisting with our floodplain management projects and coordinating CRS services specifically related to Emergency Management Public outreach.

**EDUCATION**

M.A., Human Resource Management  
 Hawaii Pacific University, 1996

M.A., Equivalent, Resource Management  
 USMC University, 1993

USA Command & Staff College, 1988

B.A., Political Science/Economics  
 University of Maryland, 1979

**SPECIALIZED TRAINING/ CERTIFICATIONS**

Florida Emergency Preparedness Association Certification (FPPEM)

International Association of Emergency Managers (CEM)

Certified Floodplain Manager (CFM) with Association of State Floodplain Managers

Fully National Incident Management System (NIMS) qualified

FEMA Professional Development & Advanced Professional Development Series Certifications

FAA Commercial Rotocraft/Instrument Pilots License, 1979

**EXPERIENCE**

- Chair, City of Marco Island Hurricane Irma Review Committee (2018)
- The Village of Estero NFIP qualification and initial CRS Rating Project (2017)
- City of Bonita Springs CRS Rating Maintenance Project (2017/2016/2015)
- City of Naples, FL, (2014): Coordinated Activity 600 (Flood Warning & Response)\*
- City of Marco Island, FL (2014): Coordinated 5-year cycle review under 2013 CRS Manual\*
- Hardee County, FL, Corrective Action Plan to address potential violations identified during Community Assistance visit by the State Floodplain Management office of Hardee County.
- Collier County Growth Management Department, Emergency Management, Disaster Relief and Floodplain Management, 1997-2014\*

**DISASTER EXPERIENCE - COLLIER COUNTY**

- Hurricane Irma 2017
- Wildfires 2011
- Hurricane Ike 2008
- Hurricane Wilma 2005
- Hurricane Katrina 2005
- Hurricane Ivan 2004
- Hurricane Frances 2004
- Tropical Storm Gabrielle 2001
- Merritt Fire 2001
- Patterson Fire 1999
- Hurricane Floyd Evacuation 1999
- Tropical Storm Mitch 1998
- Wilson Blvd Fire 1997
- Hurricane Isaac 2012
- Tropical Storm Fay 2008
- Tropical Storm Ernesto 2006
- Hurricane Rita 2005
- Hurricane Dennis 2005
- Hurricane Jeanne 2004
- Hurricane Charley 2004
- 9/11 2001
- Y2K 2000
- Hurricane Irene 1999
- Tropical Storm Harvey 1998
- Hurricane Georges' 1998
- Land Yacht Harbor Tornado 1997

**HONORS**

- 2012 Leadership Collier Foundation
- 2011 James V. Mudd – Fellowship
- Florida Emergency Management Award from the Governor of Florida, 2008
- Distinguished Public Service Award from the Greater Naples Chamber of Commerce, 2006

\*Services provided by Jim von Rintel, M.A., FPPEM, CEM, CFM under previous employers.



February 16, 2024

Greater Naples Fire Rescue District  
Attn: Scott Johnson  
Procurement Logistics  
14575 Collier Blvd.  
Naples, FL 34119

**RE: Solicitation 24-003 Grant Technical Assistance**

Dear Mr. Johnson,

Please be advised that it is the intent of JR Evans Engineering to serve as a subconsultant to iParametrics in the pursuit of the Grant Technical Assistance project. JR Evans offers unparalleled solutions to multifaceted, complex projects. We assess our team members' previous experience, personality, and more before finding you the perfect match. The best people provide the best results. This mindset allows us to cultivate and maintain relationships with our clients for many years to come.

FEMA-certified and licensed in Florida, South Carolina, and Texas, J.R. Evans has executed some of the most renowned stormwater design, floodplain management, and land development projects in the U.S.

We have extensive experience in land development design and permitting, drainage studies, and regulatory compliance. These include environmental resource permits, FEMA permitting, local development permitting, and expert witness services. Our multi-disciplinary professionals are experts in planning, surveying, landscape architecture, GIS, and hydrological services.

We appreciate the opportunity to support the Greater Naples Fire District through future grant management opportunities.

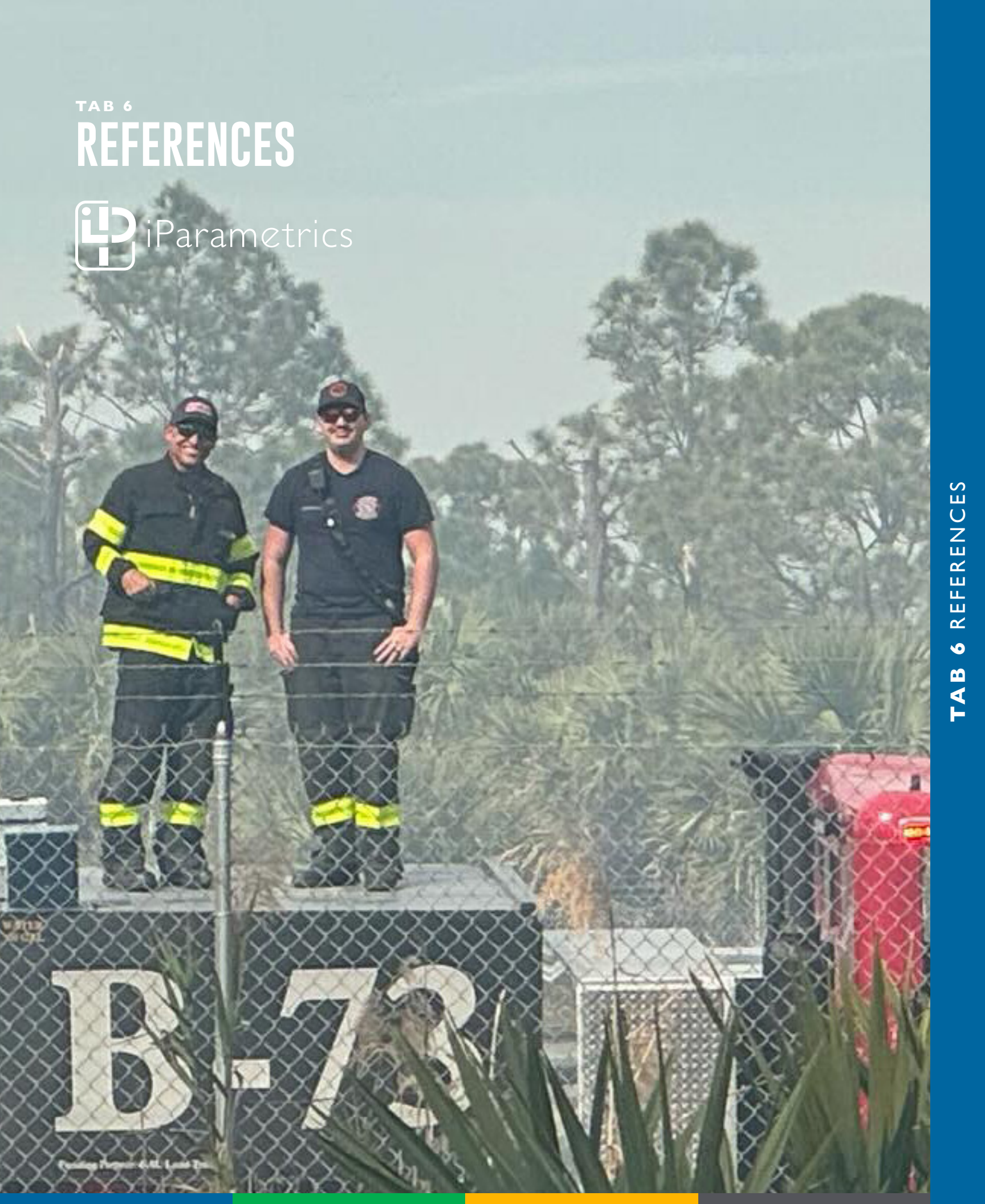
Respectfully,

A handwritten signature in blue ink, appearing to read 'Elizabeth Fountain'.

Elizabeth Fountain, P.E., CFM  
Senior Vice President  
FL License No. 60077

TAB 6

# REFERENCES



# REFERENCES

## References

iParametrics has passed along reference forms to these five clients.



### Chatham County, Georgia

#### Tara Jennings

County Strategic Planning Administrator  
County Manager's Office  
124 Bull Street, Suite 320  
Savannah, GA 31401  
(912) 547-1974  
tgjennings@chathamcounty.org



### Johns Hopkins All Children's Hospital

#### Larry G. Green

500 7th Ave South  
St. Petersburg, FL 33701  
(727) 324-7855  
lgreen52@jhmi.edu



### Unified Government of Wyandotte County and Kansas City, Kansas

#### Kathleen VonAchen

CFO  
701 N. 7th Street, Suite 330  
Kansas City, KS 66101  
(913) 573-5186  
kvonachen@wycokck.org



### Sneads, Florida

#### Lee Garner

Town Manager  
2028 Third Avenue  
Sneads, FL 32460  
(850) 593-6636  
sneadsmgr@sneadsfl.com



### Lee County School System

#### David Newlan

Executive Director Safety, Security, Emergency Management  
2855 Colonial Blvd  
Ft. Myers, FL 33966  
(239) 337-8554  
davidne@leeschools.net



# REFERENCES



Chatham County sent in their reference form via fax.

**Attachment 8: Reference Questionnaire**

<b>Solicitation: 24-003 Grant Technical Assistance</b>		
Reference Questionnaire for: iParametrics, LLC		
(Name of Company Requesting Reference Information) Shanti Smith-Copeland		
(Name of Individuals Requesting Reference Information)		
Name: Larry Green (Evaluator completing reference questionnaire)	Company: Johns Hopkins All Children's Hospital (Evaluator's Company completing reference)	
Email: lgreen52@jhmi.edu	FAX:	Telephone: (727) 324-7855

Greater Naples Fire Rescue District is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Hurricane Ian Recovery (HMGP, FEMA)      Completion Date: Ongoing

Project Budget: \$35,000 to date      Project Number of Days: 365 days

Change Orders - Dollars Added : \$0      Change Orders - Days Added: 0

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
<b>TOTAL SCORE OF ALL ITEMS</b>		<b>100</b>

Please FAX this completed survey to: \_\_\_\_\_ By \_\_\_\_\_

*Professionalism ~ Integrity ~ Compassion*  
Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

**Attachment 8: Reference Questionnaire**

<b>Solicitation: 24-003 Grant Technical Assistance</b>		
Reference Questionnaire for: iParametrics, LLC		
(Name of Company Requesting Reference Information) Shanti Smith-Copeland		
(Name of Individuals Requesting Reference Information) Name: Alyssa Marcy (Evaluator completing reference questionnaire)		
Company: Unified Government of Wyandotte County-Kansas City (Evaluator's Company completing reference)		
Email: amarcy@wycokck.org	FAX:	Telephone: 913-573-5755

Greater Naples Fire Rescue District is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: On-call Grant Writing and support      Completion Date: \_Ongoing

Project Budget: Varies - multiple projects over \$1M      Project Number of Days: Multi-year

Change Orders - Dollars Added : N/A      Change Orders - Days Added: N/A

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	9
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
<b>TOTAL SCORE OF ALL ITEMS</b>		<b>99</b>

Please FAX this completed survey to: (239) 348-7546      By February 16, 2024

***Professionalism ~ Integrity ~ Compassion***  
 Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

**Attachment 8: Reference Questionnaire**

<b>Solicitation: 24-003 Grant Technical Assistance</b>		
Reference Questionnaire for: iParametrics, LLC		
(Name of Company Requesting Reference Information) Shanti Smith-Copeland		
(Name of Individuals Requesting Reference Information)		
Name: <u>Danielle Guy - Deputy Clerk</u> (Evaluator completing reference questionnaire)	Company: <u>Town of Sneads, FL</u> (Evaluator's Company completing reference)	
Email: <u>danielle@sneadsfl.com</u>	FAX: _____	Telephone: <u>(850) 593-6636</u>

Greater Naples Fire Rescue District is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Hurricane Michael Recovery (HMGP, FEMA) Completion Date: Ongoing  
 Project Budget: \$175,000 to date Project Number of Days: \_\_\_\_\_  
 Change Orders - Dollars Added : \$0 Change Orders - Days Added: 0

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	9
2	Ability to maintain project schedule (complete on-time or early).	9
3	Quality of work.	9
4	Quality of consultative advice provided on the project.	9
5	Professionalism and ability to manage personnel.	9
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	9
7	Ability to verbally communicate and document information clearly and succinctly.	9
8	Ability to manage risks and unexpected project circumstances.	9
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	9
10	Overall comfort level with hiring the company in the future (customer satisfaction).	9
<b>TOTAL SCORE OF ALL ITEMS</b>		<b>90</b>

Please FAX this completed survey to: (239) 348-7546 By Friday, Feb. 16

*Professionalism ~ Integrity ~ Compassion*  
 Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffey, Brian Cross, Patrick Dearborn*

**Attachment 8: Reference Questionnaire**

<b>Solicitation: 24-003 Grant Technical Assistance</b>		
Reference Questionnaire for: iParametrics, LLC		
(Name of Company Requesting Reference Information) Shanti Smith-Copeland		
(Name of Individuals Requesting Reference Information)		
Name: <b>David Newlan</b> (Evaluator completing reference questionnaire)	Company: Lee County Schools (Evaluator's Company completing reference)	
Email: <b>davidne@leeschools.net</b>	FAX:	Telephone: <b>239-337-8554</b>

Greater Naples Fire Rescue District is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: On-call Grant Writing and support      Completion Date: Ongoing  
 Project Budget: \$33,000      Project Number of Days: Ongoing. 355 days to date.  
 Change Orders - Dollars Added : 0      Change Orders - Days Added: 0

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
<b>TOTAL SCORE OF ALL ITEMS</b>		

Please FAX this completed survey to: (239) 348-7546 By February 16, 2024

***Professionalism ~ Integrity ~ Compassion***  
 Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

TAB 7

# ACCEPTANCE OF CONDITIONS



TAB 7 ACCEPTANCE OF CONDITIONS

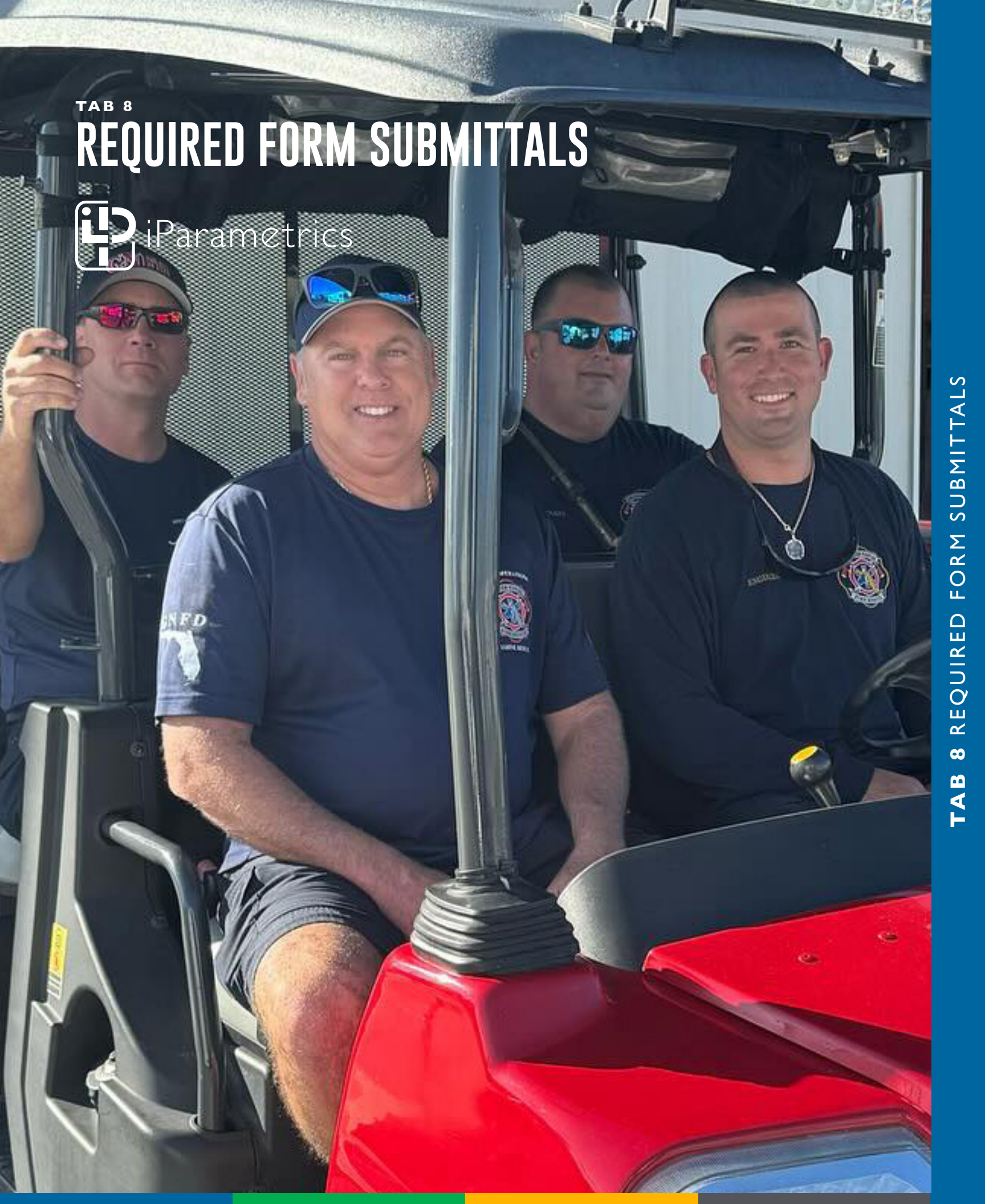
**TAB 7**

# **ACCEPTANCE OF CONDITIONS**

iParametrics does not take any exceptions to the general terms and conditions of the RFP and to all other requirements listed in the RFP.

TAB 8

# REQUIRED FORM SUBMITTALS



TAB 8 REQUIRED FORM SUBMITTALS

**Attachment 2: Vendor Check List**

**IMPORTANT: THIS SHEET MUST BE SIGNED. Please read carefully, sign in the spaces indicated and return with your Proposal.** Vendor should check off each of the following items as the necessary action is completed:

- The Proposal has been signed.
- All applicable forms (including granting agency forms) have been signed and included, along with licenses to complete the requirements of the project.
- Copy of Internet certification that the Vendor is not on the Federal Excluded Parties List System at: [www.sam.gov](http://www.sam.gov), and select SEARCH.
- The mailing envelope has been addressed to:  
Greater Naples Fire Rescue District  
14575 Collier BLVD  
Naples FL 34119  
Attn: Scott Johnson
- The **mailing envelope must be sealed and marked** with Proposal Number, Proposal Title and Due Date.
- The Proposal will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposal cannot be considered.)
- If submitting a manual proposal, include any addenda (initialed and dated noting understanding and receipt). If submitting bid electronically, bidder will need to download all related documents on [www.colliergov.net/bid](http://www.colliergov.net/bid). The system will date and time stamp when the addendum files were downloaded.

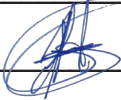
**ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.**

Name of Firm: iParametrics, LLC

Address: 6515 Shiloh Road, Suite 200

City, State, Zip: Alpharetta, GA 30005

Telephone: 770.664.6636 Email: jeff.stevens@iparametrics.com

Representative Signature: 

Representative Name: Jeffrey Stevens, Executive Vice President Date 02/15/2023

**Attachment 3: Conflict of Interest Affidavit**

The Consultant certifies that, to the best of its knowledge and belief, the past and current work on any District project affiliated with: \_\_\_\_\_ does not pose an organizational conflict as described by one of the three categories below:

**Biased ground rules** – The firm has not set the “ground rules” for affiliated past or current District project identified above (e.g., writing a procurement’s statement of work, specifications, or performing systems engineering and technical direction for the procurement) which appears to skew the competition in favor of my firm.

**Impaired objectivity** – The firm has not performed work on an affiliated past or current Fire District project identified above to evaluate proposals / past performance of itself or a competitor, which calls into question the contractor’s ability to render impartial advice to the government.

**Unequal access to information** – The firm has not had access to nonpublic information as part of its performance of a Fire District project identified above which may have provided the contractor (or an affiliate) with an unfair competitive advantage in current or future solicitations and contracts.

In addition to this signed affidavit, the contractor / consultant must provide the following:

1. All documents produced as a result of the work completed in the past or currently being worked on for the above mentioned project; and,
2. Indicate if the information produced was obtained as a matter of public record (in the “sunshine”) or through non-public (not in the “sunshine”) conversation (s), meeting(s), document(s) and/or other means.

Failure to disclose all material or having an organizational conflict in one or more of the three categories above be identified, may result in the disqualification for future solicitations affiliated with the above referenced project(s).

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the project identified above has been fully disclosed and does not pose an organizational conflict.

Firm: iParametrics, LLC \_\_\_\_\_

Signature and Date:  \_\_\_\_\_

Print Name: Jeffrey Stevens, CEM, MEP \_\_\_\_\_

Title of Signatory: Executive Vice President \_\_\_\_\_

State of <u>Georgia</u>	County of <u>Fulton</u>
SUBSCRIBED AND SWORN to before me this <u>15th</u> day of <u>February</u> , 20 <u>24</u> ,	
by <u>Jeffrey Stevens</u> , who is <u>personally known to me</u> to be	
the <u>Executive Vice President</u> for the Firm, OR who produced the following	
identification _____	
<u>Michelle Ersto</u> Notary Public	<u>6/4/27</u> Commission Expiration



*Professionalism ~ Integrity ~ Compassion*  
Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

## Attachment 4: Vendor Declaration Statement

BOARD OF FIRE COMMISSIONERS  
Greater Naples Fire Rescue District  
Naples, Florida 34119

### RE: Solicitation 24-003 Grant Technical Assistance

Dear Commissioners:

The undersigned, as Contractor declares that this proposal is made without connection or arrangement with any other person and this proposal is in every respect fair and made in good faith, without collusion or fraud.

The Contractor agrees, if this proposal is accepted, to execute a District document for the purpose of establishing a formal contractual relationship between the firm and Greater Naples Fire Rescue District, for the performance of all requirements to which the proposal pertains. The Consultant states that the proposal is based upon the proposal documents listed by the above referenced **Solicitation 24-003 Grant Technical Assistance**.

**(Proposal Continued on Next Page)**

*Professionalism ~ Integrity ~ Compassion*

Board of Fire Commissioners

*Nick Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*



**PROPOSAL CONTINUED**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 15th day of February, 2024 in the County of \_\_\_\_\_, in the State of \_\_\_\_\_.

Firm's Legal Name: iParametrics, LLC

Firm's Dun and Bradstreet Number (DUNS) 17-756-8396  
(Found at www.dnb.com)

CCR # or CAGE Code 44AX2


Florida Certificate of Authority Document Number M18000010512  
(<http://www.sunbiz.org>)

Federal Tax Identification Number 20-0631731

Address: 6515 Shiloh Road, Suite 200

City, State, Zip Code: Alpharetta, GA 30005

Telephone: 770.664.6636 FAX 770.664.6696

Signature by: Jeffrey Stevens, CEM, MEP 

Title: Executive Vice President

**Additional Contact Information**

**Send payments to:**  
(required if different from above)

Contact name: Company name used as payee  
Laura Shimmons

Title: Emergency Management Coordinator

Address: Same as above

City, State, ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_ Email laura.shimmons@iParametrics.com

**Office servicing Greater Naples Fire Rescue District to place orders**  
(required if different from above)

Contact name: Shanti Smith-Copeland, FPEM, CEM

Title: Director, Emergency Management

Address: Same as above

City, State, ZIP \_\_\_\_\_

Telephone: 850.443.3896 Email shanti.smith-copeland@iParametrics.com

*Professionalism ~ Integrity ~ Compassion*

Board of Fire Commissioners

*Nick, Biondo, Mark Cherney, Al Duffly, Brian Cross, Patrick Dearborn*

**Attachment 5: Immigration Law Affidavit Certification**


**Solicitation # and Title :24-003 Grant Technical Assistance**

This Affidavit is required and should be signed, notarized by an authorized principal of the firm and submitted with formal Invitations to Bid (ITB's) and Request for Proposals (RFP) submittals. Further, Vendors / Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the vendor's/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. **Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program, may deem the Vendor / Bidder's proposal as non-responsive.**

District will not intentionally award District contracts to any vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

District may consider the employment by any vendor of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by Greater Naples Fire Rescue District.

Vendor attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the Vendor's / Bidder's proposal.

Company Name iParametrics, LLC  
Print Name Jeffrey Stevens Title Executive Vice President  
Signature  Date 02/15/2024

State of Georgia

County of Fulton

The foregoing instrument was signed and acknowledged before me this 15th day of February, 2024, by

Jeffrey Stevens who has produced n/a, known to me as identification.  
(Print or Type Name) (Type of Identification and Number)

Notary Public Signature 

Printed Name of Notary Public Michelle Ersk

Notary Commission Number/Expiration 01/4/27

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

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Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*



**Attachment 6: Vendor Substitute W – 9  
Request for Taxpayer Identification Number and Certification**

In accordance with the Internal Revenue Service regulations, Greater Naples Fire Rescue District is required to collect the following information for tax reporting purposes from individuals and companies who do business with the District (including social security numbers if used by the individual or company for tax reporting purposes). Florida Statute 119.071(5) requires that the District notify you in writing of the reason for collecting this information, which will be used for no other purpose than herein stated. Please complete all information that applies to your business and return with your quote or proposal.

**1. General Information** (provide all information)

Taxpayer Name <u>iParametrics, LLC</u> <i>(as shown on income tax return)</i>		
Business Name _____ <i>(if different from taxpayer name)</i>		
Address <u>6515 Shiloh Road, Suite 200</u>	City <u>Alpharetta</u>	
State <u>GA</u>	Zip <u>30005</u>	
Telephone <u>770-664-6636</u>	FAX <u>770-664-6696</u>	Email <u>andrew.klein@iParametrics.com</u>
<b>Order Information</b>	<b>Remit / Payment Information</b>	
Address <u>6515 Shiloh Road, Suite 200</u>	Address <u>6515 Shiloh Road, Suite 200</u>	
City <u>Alpharetta</u> State <u>GA</u> Zip <u>30005</u>	City <u>Alpharetta</u> State <u>GA</u> Zip <u>30005</u>	
FAX <u>770-664-6696</u>	FAX <u>770-664-6696</u>	
Email <u>andrew.klein@iParametrics.com</u>	Email <u>andrew.klein@iParametrics.com</u>	

**2. Company Status** (check only one)

<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Tax Exempt (Federal income tax-exempt entity under Internal Revenue Service guidelines IRC 501 (c) 3)	<input checked="" type="checkbox"/> Limited Liability Company	
	<input type="checkbox"/> <b>Enter the tax classification</b> <i>(D = Disregarded Entity, C = Corporation, P = Partnership)</i>	


**3. Taxpayer Identification Number** (for tax reporting purposes only)

Federal Tax Identification Number (TIN) <u>20-0631731</u>
(Vendors who do not have a TIN, will be required to provide a social security number prior to an award of the contract.)

**4. Sign and Date Form**

**Certification:** *Under penalties of perjury, I certify that the information shown on this form is correct to my knowledge.*

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Board of Fire Commissioners  
*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

Signature 	Date <u>2/15/2024</u>
Title <u>Executive Vice President</u>	Phone Number <u>770.664.6636</u>

## Attachment 7: Insurance and Bonding Requirements

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements
2. <input checked="" type="checkbox"/> Employer's Liability	<u>\$1,000,000</u> single limit per occurrence
3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form	Bodily Injury and Property Damage <u>\$1,000,000</u> single limit per occurrence, \$2,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability
4. <input checked="" type="checkbox"/> Indemnification	To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless Greater Naples Fire Rescue District, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement.
4. <input checked="" type="checkbox"/> Automobile Liability	<u>\$ 500,000</u> Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included
5. <input type="checkbox"/> Other insurance as noted:	<input type="checkbox"/> Watercraft Occurrence \$ _____ Per  <input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence  <input type="checkbox"/> Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence  <input type="checkbox"/> Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement. \$ _____ Per Occurrence  <input type="checkbox"/> Pollution Occurrence \$ _____ Per  <input checked="" type="checkbox"/> Professional Liability \$1,000,000 per claim and in the aggregate <ul style="list-style-type: none"> <li>• \$1,000,000 per claim and in the aggregate</li> <li>• \$2,000,000 per claim and in the aggregate</li> </ul>

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Project Professional Liability \$ \_\_\_\_\_ Per Occurrence

Valuable Papers Insurance \$ \_\_\_\_\_ Per Occurrence

Employee Dishonesty / Crime \$ \_\_\_\_\_ Per Occurrence  
Including Employee Theft, Funds Transfer Fraud, Include a Joint Loss Payee endorsement naming Greater Naples Fire District.

6.  Bid bond Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the District, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Greater Naples Fire Rescue District on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.

7.  Performance and Payment Bonds For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

8.  Vendor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Vendor shall provide Fire District with certificates of insurance meeting the required insurance provisions.

9.  Greater Naples Fire Rescue District must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

10.  The Certificate Holder shall be named as Greater Naples Fire Rescue District, Board of Fire Commissioners, OR, Board of Fire Commissioners in Greater Naples Fire Rescue District, OR GNFD, OR Greater Naples Fire Rescue District. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Greater Naples Fire Rescue District.


11.  **Thirty (30) Days Cancellation Notice** required.

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### Vendor's Insurance Statement

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of this solicitation.

Name of Firm iParametrics, LLC Date 02/15/2024

Vendor Signature 

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Board of Fire Commissioners

*Nick, Biondo, Mark Cherney, Al Duffy, Brian Cross, Patrick Dearborn*

Print Name Jeffrey Stevens, Executive Vice President  
Insurance Agency Norton Metro Insurance  
Agent Name Alana Tompkins Telephone Number 678-775-0524



# IPARAMETRICS, LLC

Unique Entity ID <b>NDAQE32FMQM5</b>	CAGE / NCAGE <b>44AX2</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Jan 16, 2025</b>	
Physical Address <b>6515 Shiloh RD STE 200 Alpharetta, Georgia 30005-8351 United States</b>	Mailing Address <b>6515 Shiloh RD STE 200 Alpharetta, Georgia 30005-8351 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Georgia 06</b>	State / Country of Incorporation <b>Georgia / United States</b>	URL <b>http://www.iparametrics.com</b>

## Registration Dates

Activation Date <b>Jan 19, 2024</b>	Submission Date <b>Jan 17, 2024</b>	Initial Registration Date <b>Sep 6, 2005</b>
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## Entity Dates

Entity Start Date <b>Dec 17, 2003</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

Entity Structure <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Limited Liability Company</b>
Profit Structure <b>For Profit Organization</b>		



**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments <b>Yes</b>	Debt Subject To Offset <b>No</b>
EFT Indicator <b>0000</b>	CAGE Code <b>44AX2</b>

**Points of Contact**

**Electronic Business**

ⓘ <b>Andrew J Klein</b>	<b>6515 Shiloh Road</b> <b>Suite 200</b> <b>Alpharetta, Georgia 30005</b> <b>United States</b>
Andrew J Klein	6515 Shiloh Road Suite 200 Alpharetta, Georgia 30005 United States

**Government Business**

ⓘ <b>Andrew J Klein</b>	<b>6515 Shiloh Road</b> <b>Suite 200</b> <b>Alpharetta, Georgia 30005</b> <b>United States</b>
Andrew J Klein	6515 Shiloh Road Suite 200 Alpharetta, Georgia 30005 United States

**Past Performance**

ⓘ <b>Andrew J Klein</b>	<b>6515 Shiloh Road</b> <b>Suite 200</b> <b>Alpharetta, Georgia 30005</b> <b>United States</b>
Andrew J Klein	6515 Shiloh Road Suite 200 Alpharetta, Georgia 30005 United States

**Service Classifications**

**NAICS Codes**

Primary <b>Yes</b>	NAICS Codes	NAICS Title
	541330	<b>Engineering Services</b>
	236220	<b>Commercial And Institutional Building Construction</b>
	518210	<b>Computing Infrastructure Providers, Data Processing, Web Hosting, And Related Services</b>
	541219	<b>Other Accounting Services</b>
	541310	<b>Architectural Services</b>
	541350	<b>Building Inspection Services</b>
	541380	<b>Testing Laboratories And Services</b>
	541511	<b>Custom Computer Programming Services</b>
	541512	<b>Computer Systems Design Services</b>
	541611	<b>Administrative Management And General Management Consulting Services</b>
	541612	<b>Human Resources Consulting Services</b>

541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific And Technical Consulting Services
541720	Research And Development In The Social Sciences And Humanities
541990	All Other Professional, Scientific, And Technical Services
561210	Facilities Support Services
561320	Temporary Help Services
561611	Investigation And Personal Background Check Services
561612	Security Guards And Patrol Services
561621	Security Systems Services (Except Locksmiths)
611420	Computer Training
611430	Professional And Management Development Training
624230	Emergency And Other Relief Services
928110	National Security

**Product and Service Codes**

PSC	PSC Name
<b>C213</b>	<b>Architect And Engineering- General: Inspection (Non-Construction)</b>
<b>C214</b>	<b>Architect And Engineering- General: Management Engineering</b>
<b>C219</b>	<b>Architect And Engineering- General: Other</b>
<b>R408</b>	<b>Support- Professional: Program Management/Support</b>
<b>R425</b>	<b>Support- Professional: Engineering/Technical</b>
<b>R799</b>	<b>Support- Management: Other</b>

**Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
<b>(blank)</b>	<b>(blank)</b>

States	Counties	Metropolitan Statistical Areas
<b>Any</b>	<b>(blank)</b>	<b>(blank)</b>





6515 Shiloh Road  
Suite 200  
Alpharetta, GA 30005  
Phone: (770) 664-6636  
Fax: (770) 664-6696  
[www.iParameters.com](http://www.iParameters.com)