

RESOLUTION 133 – 25

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA, AWARDING REQUEST FOR PROPOSAL NO. REM2523KMR FOR THE CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN TO INTEGRATED SOLUTION CONSULTING CORP.; APPROVING CONTRACT NO. REM2523KMR BETWEEN THE CITY OF CAPE CORAL, FLORIDA, AND INTEGRATED SOLUTIONS CONSULTING CORP. TO ESTABLISH THE CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN, IN THE AMOUNT OF \$162,500; AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO EXECUTE THE CONTRACT AND PURCHASE ORDERS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and City Council adopted Resolution 58-24 on February 21, 2024, which approved the appropriation of Community Development Block Grant Disaster Recovery funds to five planning projects, one of the projects being the Cape Coral Business Community Resiliency Plan; and

WHEREAS, the Business Community Resiliency Plan will provide foundational framework to support the recovery and long-term sustainability of the City's commercial sectors by identifying immediate recovery needs and long-term opportunities for economic development and resilience, and in addition, will explore financial tools, funding sources and investment opportunities, that may strengthen local economic stability while enhancing disaster preparedness and resilience; and

WHEREAS, the City issued Request for Proposal No. REM2523KMR on February 12, 2025, for qualified firms to establish the Cape Coral Business Community Resiliency Plan; and

WHEREAS, the City received two responses, and

WHEREAS, a cross-functional technical evaluation team reviewed the proposal's based on the firm's background and experience, qualifications of the firm or team, demonstrating knowledge and resources, and prior experience with similar work and references, and it was recommended the City award the contract to Integrated Solution Consulting, Corp., as the highest scoring firm meeting all the requirements and specifications set forth within the bid; and

WHEREAS, the City Manager recommends that the Mayor and City Council award Request for Proposal No. REM2523KMR for the Cape Coral Business Community Resiliency Plan to Integrated Solutions Consulting Corp., and approve Contract No. REM2523KMR between the City and Integrated Solutions Consulting Corp., to establish the Cape Coral Business Community Resiliency Plan, in the amount of \$162,500.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA, AS FOLLOWS:

Section 1. The Mayor and City Council hereby award Request for Proposal No. REM2523KMR for the Cape Coral Business Community Resiliency Plan to Integrated Solutions Consulting Corp.

Section 2. The Mayor and City Council hereby approve Contract No. REM2523KMR between the City and Integrated Solutions Consulting Corp., to establish the Cape Coral Business Community Resiliency Plan, in the amount of \$162,500. A copy of the Contract is attached hereto as Exhibit 1.

Section 3. The Mayor and City Council hereby authorize the City Manager or their designee to execute the Contract and purchase order(s).

Section 4. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CAPE CORAL, FLORIDA, AT THEIR REGULAR SESSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
JOHN GUNTER, MAYOR

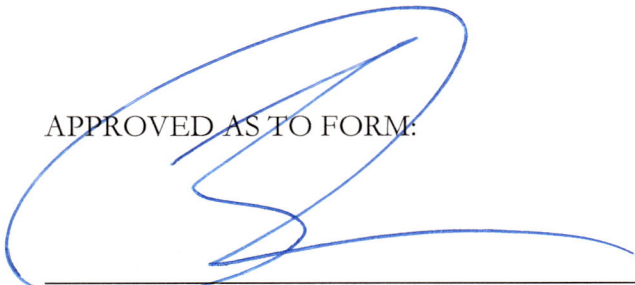
VOTE OF MAYOR AND COUNCILMEMBERS:

GUNTER \_\_\_\_\_  
STEINKE \_\_\_\_\_  
LEHMANN \_\_\_\_\_  
DONNELL \_\_\_\_\_

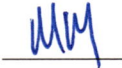
LASTRA \_\_\_\_\_  
KILRAINE \_\_\_\_\_  
LONG \_\_\_\_\_  
KADUK \_\_\_\_\_

ATTESTED TO AND FILED IN MY OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2025.

APPROVED AS TO FORM:



\_\_\_\_\_  
ALEKSANDR BOKSNER  
CITY ATTORNEY  
res/RFP – Business Resiliency



\_\_\_\_\_  
KIMBERLY BRUNS  
CITY CLERK

**CITY OF CAPE CORAL  
CONTRACT #REM2523KMR  
CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN**

THIS CONTRACT is made this 6 day of May, 2025  
by and between the **CITY OF CAPE CORAL, FLORIDA**, hereinafter called "**CITY**", and  
**INTEGRATED SOLUTIONS CONSULTING, CORP.** a Foreign Profit Corporation, located at  
220 South Bouchanan Drive Edwardsville, IL 62025, hereinafter called "**CONTRACTOR**".

WITNESSETH: For and in **consideration of the payments** and agreements mentioned  
hereinafter:

1. The **CONTRACTOR will provide** a business community resiliency plan in accordance with the Contract Documents.
2. The **CONTRACTOR will furnish** all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the services described in the Contract Documents. There are no permit fees for this project, therefore permitting fees to be paid for by contractor is zero dollars.
3. The **CONTRACTOR will commence** work as required by the **CONTRACT DOCUMENTS** within ten (10) calendar days after the receipt of the purchase order and will complete the same in 365 calendar days. However, if the contractor requires additional time due to unforeseen circumstances to complete the project, the Contractor must request an extension in writing prior to the expiration date detailing the reason for the request. The requested extension must be approved in writing by an authorized City representative. This contract may not be renewed.
4. The **CONTRACTOR agrees** to perform all of the **WORK** described in the **CONTRACT DOCUMENTS** for a total price of One Hundred Sixty-Two Thousand Five Hundred Dollars and Zero Cents (\$162,500.00) as listed in Exhibit A during the term of the contract.
5. This Contract **may be terminated** by the **CITY** for its convenience upon thirty (30) calendar days prior written notice to the **CONTRACTOR**. In the event of termination, the **CONTRACTOR** shall be paid as compensation in full for work performed to the day of such termination, an amount prorated in accordance with the work substantially performed under this Contract. Such amount shall be paid by the **CITY** after inspection of the work to determine the extent of performance under this Contract, whether completed or in progress.
6. The Term "**Contract Documents**" shall include this Contract, **CITY** issued document(s), addendum or email addendum, Contractor's response (bid, quote, proposal, etc.) except when it conflicts with any other contractual provision, the City's General Terms and Conditions dated 07/05/2024, the Specifications and Drawings, any Special Conditions, together with all Written Amendments, Change Orders, Work Change Directives or Field Orders, and the purchase order. In the event of conflict between any provision of any other document referenced herein as part of the contract and this Contract, the terms of this Contract shall control.
7. **Assignment:** This Contract may not be assigned except with the written consent of the **CITY**, and if so assigned, shall extend and be binding upon the successors and assigns of the **CONTRACTOR**.

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8. **Disclosure:** The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of the Contract.
9. **Administration of Contract:** The Department Director, or his representative, shall administer this Contract for the CITY.
10. **Governing Law:** The validity, construction and effect of this Contract shall be governed by the laws of the State of Florida. All claim and/or dispute resolution under this Agreement, whether by mediation, arbitration, litigation, or other method of dispute resolution, shall take place in Lee County, Florida. More specifically, any litigation between the parties to this Agreement shall be conducted in the Twentieth Judicial Circuit, in and for Lee County, Florida. In the event of any litigation arising out of this Contract, each party shall be responsible for its own reasonable costs and attorney's fees. The Parties hereby waive their respective right, title, or interest to a trial of any disputed issues or facts by a jury.
11. **Amendments:** No Amendments or variation of the terms or conditions of this Contract shall be valid unless, such amendments or variations are in writing and signed by the parties.
12. **Payments:** CITY shall make payment and CONTRACTOR shall be in receipt of all sums properly invoiced within thirty (30) days of the City's receipt of such invoice. CITY shall pay contract amount of such invoice within such thirty (30) day period. If CITY shall give such notice to the CONTRACTOR within such fifteen (15) day period, such dispute over the proper amount of such invoice shall be resolved, and after final resolution of such dispute, CITY shall promptly pay the CONTRACTOR the amount so determined, less any amounts previously paid by CITY with respect to such invoice. In the event it is determined that CITY has overpaid such invoice, the CONTRACTOR shall promptly refund to the CITY the amount of such overpayment.

**Payments by Electronic Funds Transfer:** All payments made by the City of Cape Coral, Florida will be made by Direct Deposit (ACH) via electronic funds transfer. Paper checks will no longer be issued to new vendors. Every new vendor must register for direct deposit with the City by providing a "Vendor Authorization Agreement for Electronic Funds Transfer" form (ACH Form) to the City's Financial Services Accounting Division. It is strongly encouraged for current vendors to register for direct deposit with the City via Direct Deposit (ACH) Electronic Funds Transfer form. The form may be accessed on the City of Cape Coral website at:

<https://cms4files.revize.com/capecoralfl/Procurement/VENDOR%20EFT%20AUTHORIZATION%20-%20Updated%20Jan%202024.pdf>

Please contact the Procurement Division at the number shown on this solicitation document herein as the first point of contact for more information.

The link below will take you to the City of Cape Coral vendor Registration page:

[https://www.capecoral.gov/department/financial\\_services/procurement/vendor\\_registration.php](https://www.capecoral.gov/department/financial_services/procurement/vendor_registration.php)



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Suppliers submitting a response to any solicitation are not required to be registered vendors or set up EFT payment prior to submitting their response. Suppliers do need to become register vendors and have the EFT payment form in place prior to the award of any contract.

13. **Contractor's Representations:** In order to induce CITY to enter into the Contract CONTRACTOR makes the following representations:

CONTRACTOR has been familiarized with the Contract Documents and the nature and extent of the work required to be performed, locality, local conditions, and Federal, State, and Local laws, ordinances, rules and regulations that in any manner may affect costs, progress or performance of the work.

CONTRACTOR has made or caused to be made examinations, investigations and tests and studies as deemed necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.

CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

CONTRACTOR has given CITY written notice of all conflicts, errors or discrepancies that have been discovered in the CONTRACT DOCUMENTS and the written resolution thereof by CITY is acceptable to CONTRACTOR.

14. **Indemnity:** The CONTRACTOR shall indemnify and hold harmless the CITY, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR and any persons employed or utilized by CONTRACTOR in the performance of this Contract:

15. **Damage Liability:** The awarded CONTRACTOR shall be responsible for all claims filed for damage to private property, windows, screen enclosures, real estate signs, etc. Additionally, the CONTRACTOR shall be responsible for damage to all public property or utility property, fire hydrants, catch basins, guy wires telephone pedestals, etc. Copies of all damage claims shall be submitted to the Procurement Division.

16. **Invalid Provision:** The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

17. **Insurance:**

**Minimum Insurance Requirements:** *The following are the required minimums the vendor must maintain throughout the duration of this contract. The City reserves the right to request additional documentation regarding insurance provided.*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

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\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 personal and advertising injury

- b. Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL); or  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

Workers' Compensation:

Statutory

Employers' Liability will have minimum limits of:

\$1,000,000 per accident  
\$1,000,000 disease limit  
\$1,000,000 disease – policy limit

***\*The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

**Verification of Coverage:**

- 1.** Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. The "Certificate Holder" shall read as follows:**

City of Cape Coral  
P.O. Box 150027  
Cape Coral, Florida 33915-0027

- b. The "Description of Operations/Locations/Vehicles" shall read as follows:**

*"The City of Cape Coral is named as an Additional Insured with respect to the*

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*General Liability policy, including Products and Completed Operations coverage."*

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

**Project-Specific Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract for specific risks in addition to minimum requirements. The City reserves the right to request additional documentation regarding insurance provided.*

- **Umbrella/Excess Liability** – A form of excess liability insurance, umbrella policies cover claims exceeding the limits stipulated by the underlying policy's terms, while also providing broader coverage encompassing losses outside of those outlined within the initial policy.

\$1,000,000 per occurrence

\$1,000,000 general aggregate

- **Professional Liability** – A type of business insurance that provides coverage for professionals and business to protect against claims of negligence from clients or customers. Professional liability insurance typically covers negligence, copyright infringement, personal injury, and more. This coverage is also known as errors and omissions insurance.

\$1,000,000 per occurrence

\$1,000,000 general aggregate

18. **Record Keeping:** The awarded bidder shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting principles, and the City of Cape Coral reserves the right to determine the record-keeping method in the event of non-conformity. If a Public Construction Bond is required records shall be maintained for ten (10) years, after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Records of the Contractor's personnel, sub-consultants, and the costs pertaining to the Project shall be kept in accordance with generally accepted accounting practices. Contractor shall keep full and detailed accounts and financial records pertaining to the provision of services for the City. Prior to commencing work, Contractor shall review with and obtain the City's approval of the accounting procedures and records to be utilized by the Contractor on the Project. Contractor shall preserve the aforementioned Project records for a period of ten (10) years after final payment, or for such longer period as may be required by law.

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The failure of Contractor to comply with the provisions set forth in this Section shall constitute a Default and Breach of this Contract and the CITY shall enforce the Default in accordance with the provisions set forth. If an audit inspection or examination in accordance with this article discloses overpricing or overcharges to the CITY (of any nature) by Contractor and/or sub-contractor(s) the CITY shall be entitled to adjustment and reimbursement or recovery in the amount of such overpricing or overcharging. If the amount of the overpricing or overcharging is determined to be more than One Hundred Thousand and No/100 Dollars (\$100,000.00), in addition to adjusting for the overcharges, the reasonable actual cost of the CITY's audit shall be reimbursed to the CITY by Contractor. Any adjustments and/or payments which must be made because of any such audit or inspection of Contractor's invoices and/or record shall be made within a reasonable amount of time (not to exceed thirty (30) calendar days) from presentation of the CITY's findings to Contractor. This provision survives the expiration of this Agreement.

The contractor agrees to provide the City of Cape Coral, Lee County, the HUD Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to F.S. 20.055(5).

19. **Contract Cancellation:** Pursuant to Florida Statute §287.058 (1) (c), this contract may be unilaterally cancelled by the City if the Contractor, refuses to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with this contract, unless the records are exempt from disclosure.

20. **Public Records:**  
The CITY is a public agency subject to Chapter 119, Florida Statutes. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICABILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, AT (239) 574-0411, ctyclk@capecoral.gov, City of Cape Coral, 1015 Cultural Park Boulevard, Cape Coral, FL 33990.

The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

Keep and maintain public records required by the public agency to perform the service;

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

Ensure that public records that are exempt or confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of

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the contract term and following completion of the contract if the contractor does not transfer the records to the CITY;

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**21. Safety and OSHA Compliance:**

- A. The Contractor shall comply in all respects with all Federal, State and Local safety and health regulations. Copies of the Federal regulations may be obtained from the U.S. Department of Labor, Occupation Safety and Health Administration (OSHA), Washington, DC 20210 or their regional offices.
- B. The Contractor shall comply in all respects with the applicable Workman's Compensation Laws.

**22. Annual Appropriation Contingency:** Pursuant to FL Statute §166.241, the City's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the City Council. This Contract is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the City if the City Council reduces or eliminates appropriations.

**23. E-Verify Validation:**

As a condition precedent to entering into this CONTRACT and in compliance with The Immigration and Nationality Act (INA), 8 U.S.C. Section 1324a(e) Section 274A(e) and Florida Statute State Section §448.095, Contractor or Consultant and their subcontractors shall register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. The Employment Verification System (E-Verify) is operated by the Department of Homeland Security in partnership with the Social Security Administration.

A public agency must require in any contract that the contractor, and any subcontractor thereof, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system (emphasis mine).

**Contractor must include E-Verify Memorandum of Understanding (MOU) Verification document.**

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24. **Prohibition Against Considering Social, Political, or Ideological Interests in Government Contracting:** In accordance with Florida Statute 287.05701 the City may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. An awarding body may not give preference to a vendor based on the vendor's social, political, or ideological interests.
25. **Electronic Signatures:** The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
26. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together will constitute one and the same instrument.
27. **Entire Agreement:** This Contract constitutes the entire and exclusive agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements, whether written or verbal.
28. **Scrutinized Companies List:** Pursuant to 287.135 Florida Statute, s. 215.4725 and s. 215.473, A Company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency (state) or local governmental entity for goods or services of:
- a. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or
  - b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
    1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473; or
    2. Is engaged in business operations in Cuba or Syria.
29. **Clean Air Act and Federal Water Pollution Control Act**
- Clean Air Act**
- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
  - (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees

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that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), U.S. Department of Housing and Urban Development, and the appropriate Environmental Protection Agency Regional Office.

- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

**Federal Water Pollution Control Act**

- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), U.S. Department of Housing and Urban Development, and the appropriate Environmental Protection Agency Regional Office.
- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by HUD.

**30. Suspension and Debarment**

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid

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and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

31. **Florida Civil Rights Act:** Pursuant to 760 Florida Statute, the contractor shall comply with the Florida Civil Rights Act of 1992, which states that individuals in the state are free from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

32. **Anti-Discrimination/Equal Employment Opportunity:** During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.



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(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

*Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government

**CITY OF CAPE CORAL  
CONTRACT #REM2523KMR  
CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN**

contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

33. **Copeland Anti-Kickback Act:** The Contractor or Consultant shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts - The Contractor or Consultant or Subcontractor shall insert in any Subcontracts the clause in subparagraph (1) above and such other clauses as the City or the State may, by appropriate instructions, require, and a clause requiring the Subcontractor to include these clauses in any lower tier subcontracts. The prime Contractor or Consultant shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all of these Contract clauses.

Breach - A breach of the subparagraph contract clauses (1) or (2) above may be grounds for termination of the Contract, and for debarment as a Contractor or Consultant and Subcontractor as provided in 29 C.F.R. § 5.12.

34. **Patent Rights, Copyrights and Rights in Data:** The Contractor or Consultant must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
35. **Revision of Budget and Program Plans:** The Contractor or Consultant are required to report deviations from budget or project scope or objective and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with 2 CFR 200.308.
36. **Section 3 Requirements:** Pursuant to 24 CFR Part 75, to the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by Subpart C shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.
37. **Inspector General Cooperation:** In accordance with Florida Statute 20.055(5), it is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.
39. **Background Screening:** In accordance with Florida Statute 435, all employees required by law to be screened must undergo background screening as a condition of

**CITY OF CAPE CORAL  
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employment and continued employment which includes, but need not be limited to, employment history checks and statewide criminal correspondence checks through the Department of Law Enforcement, and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

40. **Contracting with Entities of Foreign Countries of Concern Prohibited:** Pursuant to Florida Statute 287.138 (2), a governmental entity may not knowingly enter into a contract with an entity which would give access to an individual's personal identifying information if:

- (a) The entity is owned by the government of a foreign country of concern;
- (b) The government of a foreign country of concern has a controlling interest in the entity; or
- (c) The entity is organized under the laws of or has its principal place of business in a foreign country of concern.

Beginning July 1, 2025, a governmental entity may not extend or renew a contract with an entity listed in paragraphs (2)(a)-(c) if the contract would give such entity access to an individual's personal identifying information.

Beginning January 1, 2024, a governmental entity may not accept a bid on, a proposal for, or a reply to, or enter into, a contract with an entity which would grant the entity access to an individual's personal identifying information unless the entity provides the governmental entity with an affidavit signed by an officer or representative of the entity under penalty of perjury attesting that the entity does not meet any of the criteria in paragraphs (2)(a)-(c).

Beginning July 1, 2025, when an entity extends or renews a contract with a governmental entity which would grant the entity access to an individual's personal identifying information, the entity must provide the governmental entity with an affidavit signed by an officer or representative of the entity under penalty of perjury attesting that the entity does not meet any of the criteria in paragraphs (2)(a)-(c).

The Attorney General may bring a civil action in any court of competent jurisdiction against an entity that violates this section.

41. **Human Trafficking:** Pursuant to Florida Statute 787.06, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in F.S. 787.06.

42. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together will constitute one and the same instrument.

**CITY OF CAPE CORAL  
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CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN**

43. **Liquidated Damages:** The CONTRACTOR agrees that liquidated damages in the amount of \$3,000 per calendar day for each calendar day that contract is not completed beyond the agreed upon 365 days from Notice to Proceed.
44. **Convicted Vendor List:** In accordance with Florida Statute 287.133(2)(a), a person or affiliate may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
45. **Business Organizations Florida Business Corporations Act:** Per F.S. 607.150, a foreign corporation may not transact business in this state until it obtains a certificate of authority from the department.
46. All notices, demands, or other communications made pursuant to this Agreement shall be in writing and copies thereof shall be simultaneously directed to the parties listed below. Further, all notices, demands, or other communications shall be deemed to have been duly given by mailing, unless otherwise specified, by United States registered or Certified Mail, Return Receipt Requested, with proper postage prepaid at the following address:

Notice to Consultant: Daniel Martin  
220 S. Buchanan Street  
Edwardsville, IL 62025

If to the City: Procurement Division  
Attn: Kelsey Reed  
  
PO Box 150027  
Cape Coral, FL 33915

With a copy to City Legal: Aleksandr Boksner, Esq.  
Attorney for the City of Cape Coral  
P.O. Box 150027  
Cape Coral, FL 33915

(End of Section)

**CITY OF CAPE CORAL  
CONTRACT #REM2523KMR  
CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN**

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed, by their duly authorized officials this Contract in one counterpart which shall be deemed an original on the date last signed as below written:

**(CITY SEAL)  
ATTEST:**

Signature: \_\_\_\_\_  
Typed Name: Kimberly Bruns, CMC  
Title: City Clerk  
Date: \_\_\_\_\_

**CITY:**

City of Cape Coral, Florida

**Contracts over \$50K:**

Signature: \_\_\_\_\_  
Typed Name: Michael Ilczyszyn  
Title: City Manager  
Date: \_\_\_\_\_

**Contracts under \$50K:**

Signature: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CITY LEGAL REVIEW:**

*W/L* *4/29/2025*  
*PA* Aleksandr Boksner Date  
City Attorney

**WITNESS CONTRACTOR:**

Signature: *Lauren Martin*  
Typed Name: Lauren Martin  
Title: Managing Director  
Date: 5/5/2025

**CONTRACTOR:**

Company: Integrated Solutions Consulting, Corp.  
Signature: *Daniel Martin*  
Typed Name: Daniel Martin  
Title: Managing Principal  
Date: 5/5/2025



**INTEGRATED SOLUTIONS**  
CONSULTING

# Cape Coral, Florida

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Request for Proposal (RFP) #  
REM2523KMR

## Cape Coral Business Resiliency Plan

847.737.5395 | [www.i-s-consulting.com](http://www.i-s-consulting.com)

**BUILDING A MORE RESILIENT FUTURE**

## Letter of Interest

City of Cape Coral  
1015 Cultural Park Boulevard, Cape Coral, FL 33990  
Ms. Kelsey Reed  
kreed@capecoral.gov

March 19, 2025

Dear Ms. Reed,

Thank you for providing **Integrated Solutions Consulting (ISC)** with the opportunity to respond to the City of Cape Coral's (the Client's) Request for Proposal (RFP) for a Business Resiliency Plan. As a leading provider of emergency management professional services, ISC is specifically qualified to perform the entire range of activities.

We believe the proposed ISC Team offers a unique, unmatched, and valuable team of committed and experienced individuals that will provide a structured, proven, and integrated approach supported by local knowledge and recognized emergency management expertise. Our team embodies all the elements critical to the success of this project, and offer consulting services that include:

- ✓ **Unmatched Disaster Recovery, Emergency Operations, Functional Annexes and Hazard-Specific Planning Experience.** As provided in the following proposal, the ISC Team has supported the development and update of Disaster & Cost Recovery Plans as well as functional, operational, and hazard specific annexes at the local, county, state, and federal levels.
- ✓ **Local Presence and Local Experience.** The ISC Team includes seasoned professionals with specific experience supporting emergency planning efforts for communities, cities, and counties throughout the State.
- ✓ **Dun & Bradstreet Top Supplier Performance Rated emergency management and homeland security consulting services.** After evaluating over 50 ISC consulting engagements, Dun & Bradstreet awarded ISC a Top Supplier Performance Rating.



The proposal which follows introduces ISC, describes our team's organizational qualifications, provides details on the individuals who will work on the project, details our project approach, and gives an overview of our team's specific project management process.

As the signatory, and individual responsible for this submittal, I can confirm that the ISC Team understands the scope of the project and will comply with all terms and conditions in the RFP. We are grateful for the opportunity to submit this proposal and look forward to the potential of being of service to the City of Cape Coral.

Respectfully Submitted,

A handwritten signature in black ink that reads "Daniel Martin".

**Daniel Martin, Ph.D., CEM, CFM**  
Principal, Integrated Solutions Consulting, Corp.

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## Firm Background & Experience

### Firm History

**Integrated Solutions Consulting (ISC)**, incorporated in 2005, is a professional services firm specializing in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follow relevant federal, state, and local programmatic directives and requirements. We are staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals.



Throughout *our 20+ years of service*, ISC has had the privilege of supporting diverse communities nationwide as a single-source provider of emergency planning services. Unlike our competitors, we are exclusively focused on providing emergency management and homeland security consulting services to the private and public sector. Our focus in these services provide our staff a wealth of experience and lessons learned, granting Team ISC the ability to not just meet our clients' needs, but deliver services that go above and beyond.

**Our Mission** is to provide consulting solutions from a professional emergency management perspective for public and private entities. This mission is carried out by our extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. We accomplish our mission from our regional offices, located throughout the nation.

**Our Principles** drive us to achieve continued project success with value-added products:

- **Trust:** We treat each relationship as a two-way Partnership with Trust at the core of the relationship.
- **Integrity:** We deliver client-focused results that meet or exceed all FEMA and State compliance demands.
- **Innovation:** By leveraging our experience and research with science and technology, we look to be difference makers by establishing new standards and efficiencies in the industry.
- **Performance:** As evidenced by our D&B Top Supplier Performance Rating, we consistently out-perform our client expectations, setting them up for success in the future.



**Our Services.** ISC's core preparedness philosophy takes a holistic approach to crisis management, prevention, and recovery. We craft an interconnected strategy of planning, training, and crisis response to ensure a client's needs are met in totality. Their approach addresses all conceivable hazards, incorporates ongoing lessons-learned from industry research and client AARs, and accounts for the latest industry standards and best practices.



ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our plans have been highlighted as industry best-practices and have received significant client recognition.

**Our Service Portfolio includes:**



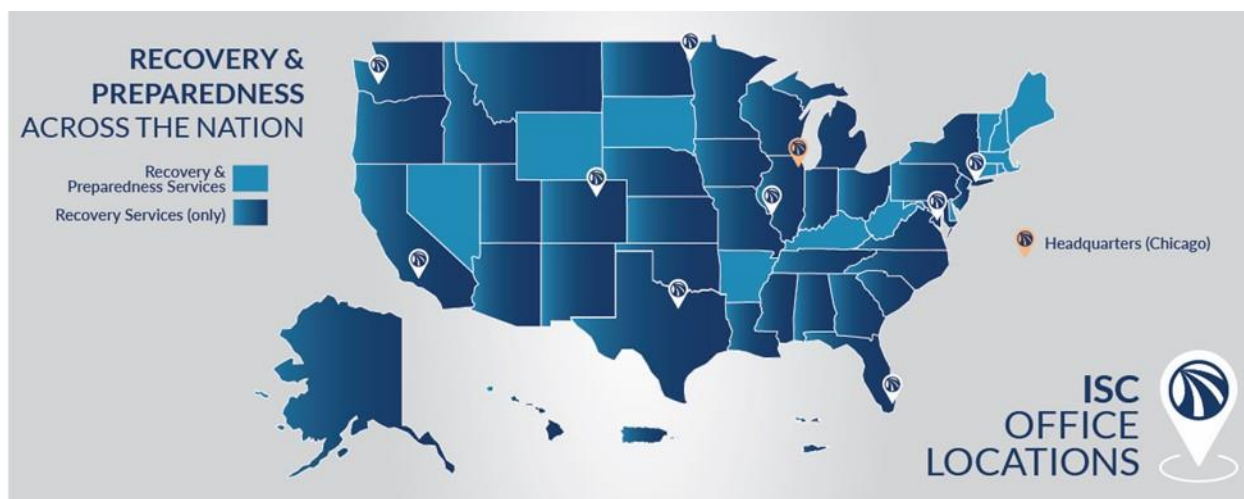
**Our People** are a group of professionals whose expertise and skill sets are based on a mix of academic achievement, direct practice, and proven subject-matter experience. ISC recognizes that the successful management of any project is dependent upon our ability to effectively deliver exceptional professionals with a documented record of success. Our continued success has served to strengthen our belief that our team must be coordinated and versed in a wide array of fields that support

20+ Years of Experience
120+ Disaster Operations
350+ Employees & Consultants
3000+ Client & Customer Engagements

emergency management operations, especially in the discipline of mitigation planning, public engagement, and risk assessment.

ISC's personnel include Recovery & Response Specialists, Certified Floodplain Managers, Certified Emergency Managers (CEMs), Mitigation Specialists, Technical Experts (engineers, architects, construction managers), and proven subject matter experts. Collectively, our staff has responded to over several hundred disasters and contributed to hundreds of consulting engagements, including recovery, response, grant management, project management, hazard mitigation planning, risk assessment, community outreach, and comprehensive emergency planning.

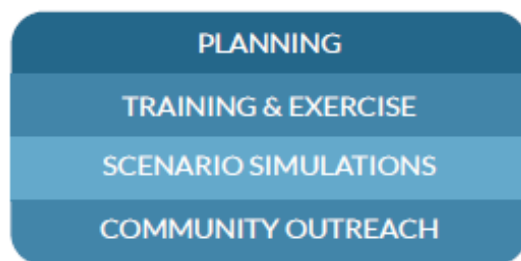
**Our Capacity** to respond to federal, state, and local governments and private entities alike, within a moment's notice, is possible through ISC's network of regional offices and strategically located staff. Our extensive reach and local availability connect ISC to its clients allowing for close oversight, direct communication, and expedient solutions to problems and requirements.



## Preparedness at Our Core

For almost two decades, ISC has been proud to have served hundreds of cities, counties, states, federal agencies, tribal nations, and special districts across the country in the development of various aspects of their community preparedness programs. From the creation of regional community vulnerability and hazard risk assessment models and Comprehensive Emergency Management Plans (CEMP), to developing training curriculum and interactive exercise simulations, to conducting community preparedness survey studies and public service announcements with special-effect graphics, our preparedness experience is exhaustive.

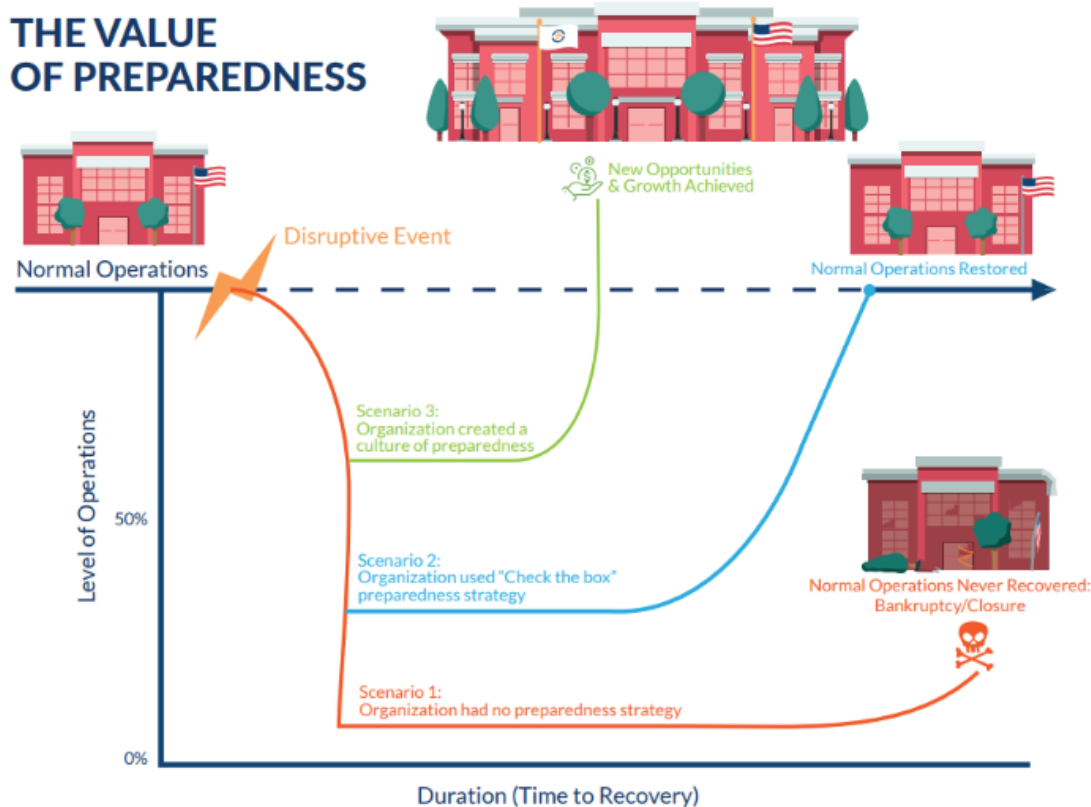
### Our Preparedness Services:



We believe that our diverse portfolio of preparedness projects, as well as the opportunity to provide service to such a diverse client base, is a testimony of our pursuit for excellence and exceptional client service with every project engagement. Our national client base allows our project team to develop a best practice perspective for preparedness programs that are comprehensive in focus,

address all hazards, and that are inclusive and represent the whole community. Our plans have been highlighted as industry best-practices and have received significant client recognition.

At ISC, we understand the value of a comprehensive preparedness program that is thorough, incorporates evidence-based knowledge, involves an inclusive engagement process, and serves as a cornerstone of community resiliency. **Our approach to preparedness has allowed our clients to expand their reach and more efficiently and cost-effectively build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.**



ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our plans have been highlighted as industry best-practices and have received significant client recognition.

Our emergency management services include:

- **Strategic Planning**
  - Comprehensive Emergency Management Plans
  - Hazard Mitigation Plans
  - Community Disaster Recovery Plans
  - Integrated Preparedness Plans
- **Emergency Action Planning**
- **Operational Planning**
- **Emergency Preparedness Training & Exercises**
  - Natural Disaster
  - Active Shooter
  - Terrorism
  - Public Health Emergencies
  - Special Events
- **Comprehensive Disaster Recovery Services**



- Emergency Operations Plans
- Emergency Support Function Annexes
- Support Annexes
- Incident Annexes
- Continuity of Operations Plans
- Evacuation Plans
- Damage Assessment Plans
- Debris Management Plans
- Environmental Response Plans
- FEMA Public Assistance
- Local Recovery Planning
- Project Closeout
- **Program Assessments**
  - Threat and Hazard Identification and Risk Assessments (THIRA) and Stakeholder Preparedness Reports (SPR)
  - Organizational Assessments
  - Capability Assessments
  - After-Action Reports and Improvement Plans

## ISC's APPROACH IS DIFFERENT

**Goes Beyond Response to Build Comprehensive Resiliency** -We recognize the importance of not only a cooperative response strategy but also appreciate the vital role preparedness has in building community resiliency.

**IS NOT "Check the Box" or "Cookie Cutter" Planning** -Our approach not only ensures compliance with regulatory requirements and policy guidance, but also guarantees that every plan is tailored to meet the specific needs of the community.

**Ensures Representation of the Whole Community** -Our preparedness strategies involve an inclusive community engagement and outreach process that involves not only community leadership and key stakeholders but also those that are underserved and most vulnerable to disaster.

**Synthesizes Complex Information to Ensure a Shared Awareness** -Our approach not only ensures compliance with regulatory requirements and policy guidance, but also guarantees that every plan is tailored to meet the specific needs of the community.

**Leverages Evidence-Based Knowledge to Inspire Innovative Solutions** -Our preparedness programs build upon the 100+ years of disaster research and incorporates new knowledge in disaster science to establish new and proven methods, techniques, and strategies in preparing for, responding to, recovering from, and mitigating for disasters.

## Business & Community Resiliency and Engagement Experience

As emergency managers, we recognize that government only is not enough to meet the challenges of a successful and comprehensive emergency management program. ISC has been intimately involved with the creation, development and implementation of FEMA's "Whole Community" approach. From the inception of the strategy following the catastrophic impacts of the 2004 hurricane season, to the creation FEMA's "A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action", ISC has been instrumental in promoting the principles and enhancing the resiliency and security of communities with a strategic framework that engages members of the community and key stakeholders as collaborative resources. Our approach to emergency management has allowed our clients to expand their reach

and deliver services more efficiently and cost effectively to build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

We recognize that obtaining stakeholder support before, during, and after the disaster is an absolute essential. The fact is successful emergency management programs reinforce the importance of FEMA's 'Whole Community Approach' and must leverage all of the resources of the community. FEMA's Whole Community Approach includes multiple components, such as:

- Understanding Community Complexity
- Recognize Community capabilities and Needs
- Foster Relationships with Community Leaders
- Build and Maintain Partnerships
- Empower Local Action
- Leverage and Strengthen Social Infrastructure, Networks and Assets.

However, we have learned that an effective Whole Community approach is much more than having meetings and public sessions with members of your community. An effective Whole Community program is much more complex.

To best utilize the many organizations and networks in a community's comprehensive emergency management program, the emergency management and public safety professional must have a clear understanding of the primary groups that are involved in community disaster preparedness, identify points of influence, understand the pre- and post-disaster needs of these organizations and networks, and know the strengths and gaps of their capabilities and capacities. Furthermore, by understanding the potential impacts and possible cascading effects of different disaster types, the emergency management community can proactively identify community organizational networks that will have vital roles and responsibilities, identify organizational gaps in key issues, identify strategies to build organizational capacity where needed, and incorporate these community organizational networks into the broader community strategy. Most importantly, the inclusion of these organizational types into disaster planning efforts will result in more informed community stakeholders and the reinforcement of the emergency manager's coordination role during all phases of emergency management. Understanding these orbits of organizational networks and their relation to the potential impact considerations will be an important element of the coordination strategy and involving these critical partners in the decision-making process. ISC has become a recognized leader in defining these influential community networks.

The ISC Team has successfully executed large, sophisticated public outreach strategies for planning efforts in multiple urban and regional settings. ISC and its team have documented success in implementing public outreach strategies that utilize mass media and public forums, build community consensus, and enhance the effectiveness of planning. These outreach efforts have required the development of public information materials and documents, such as press releases, fact sheets, manuals, and other education-related products.

## Business Continuity Planning Experience

For two decades, ISC has been a single-source provider of professional planning, training, and exercise services for a wide variety of crisis and consequence management topics to include Business Continuity Plans (BCP) and Continuity of Operations (COOP). Since our inception, ISC has planned, designed, developed, planned, prepared, and delivered numerous BCP and COOP plans and exercises, similar in size, scope, and complexity to that required by Port of Portland.

Even the most prepared organizations cannot prevent a crisis or a disaster from happening and potentially affecting essential functions and business operations. For this reason, businesses and governments, big or small, should invest in the development of a BCP, COOP and/or Continuity of Government (COG) plan and establish a strategy to continue to perform during a wide range of emergencies, including localized acts of nature, accidents, technological failures, or attacks.

However, to ensure success of any BCP or COOP, the plan must be accompanied by a continuous cycle of planning, testing, evaluation, and improvement. Establishing a standardized continuity program management cycle will ensure consistency across the organization, promulgate best practices, identify areas of deficiency, and continuously evolve as the organization, its business processes, and its essential functions change over time.

Listed below are some notable examples that demonstrate and describe ISC's history and experience delivering COOP exercise events, over the previous five years.

ISC BCP and COOP: Five Plus Years' Experience 2019 - 2024			
2018	2019 - 2020	2021 - 2022	2023 - 2024
<ul style="list-style-type: none"> <li>• University of Wisconsin-Madison BCP</li> <li>• University of Puerto Rico – Hurricane Maria Recovery &amp; Resiliency Planning</li> <li>• Miami-Dade County BCP Cyber Security TTX Miami Children's Hospital BCP</li> <li>• Navajo Tribal Utility Authority BCP &amp; TTX</li> <li>• Niagara County NY COOP</li> <li>• City of Hialeah (FL) COOP</li> <li>• Chicago, Pandemic Continuity Planning</li> <li>• Maricopa County Continuity Program</li> </ul>	<ul style="list-style-type: none"> <li>• TriMet Westside Express Service BCP TTX</li> <li>• New York University Business Continuity Plan &amp; THIRA</li> <li>• University of Utah BCP &amp; Mitigation Plans</li> <li>• Super Bowl LV Continuity of Operations FX</li> <li>• Napa County COOP</li> <li>• City of Portland COOP</li> <li>• State of Ohio Cabinet-level Pandemic COOP Strategies</li> <li>• Hamilton County (OH) COVID Adaptive Continuity of Services Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Florida Gulf Coast University BCP</li> <li>• Clemson University BCP &amp; THIRA</li> <li>• Acelero Learning Corp BCP</li> <li>• Providence, RI COVID Support</li> <li>• Catalent Pharmaceuticals BCP</li> <li>• City of Portland COOP TTX</li> <li>• Miami-Dade Cyber Attack BCP TTX</li> <li>• Sacramento County COOP</li> <li>• San Antonio COOP Program Support</li> <li>• Hamilton County (OH) Covid Continuity Strategies</li> <li>• NYC Planning, Training &amp; Exercise Services</li> </ul>	<ul style="list-style-type: none"> <li>• Multnomah Co Drainage District BCP TTX</li> <li>• Florida International University EM Support and Continuity Planning</li> <li>• Miami-Dade BCP/COOP/COG EMAP Compliance Strategy</li> <li>• Cook County (IL) Regional BCP/COOP Program</li> <li>• Ohio, Cyber Security BCP TTX Series</li> <li>• Kansas City Region COOP/BCP FX Series</li> <li>• New Hanover County (NC) COOP</li> <li>• Dept of Interior, Dam COOP &amp; EAP Planning &amp; Exercises</li> </ul>

## Technologies & Innovation Experience

At ISC, we understand that capacity building and improving practices are critical for communities across the Nation to quickly recover, effectively implement resiliency, and efficiently prepare for the next disaster. With the increased frequency of disasters and emergencies, there is a growing demand to provide transparency to the citizens and to invest in new methods and techniques in communication via the web and social media.

We have had the honor to assist multiple clients across the county in modifying existing websites to capture additional content, integrate with other tools, and manage external communication. Our team of technical specialists have experience in developing custom websites using CSS, HTML, JavaScript, and SQL and have also utilized existing platforms such as Weebly, Wix, and WordPress. Our solutions for clients have included but are not limited to custom reporting tools, developing and updating websites, rebranding, establishing communication plans, and managing content.



## Recognized Emergency Management Accreditation Program Experts

Over the years, ISC has had the pleasure of supporting several clients with their Emergency Management Accreditation Program (EMAP) requirements. ISC's recognition in the industry resulted in our personal invitation to attend the first delivery of the **EMAP Business Consultant training initiative**. ISC is now one of a select few firms in the world [[click here](#)] that have been qualified by EMAP to assist emergency management entities with their EMA accreditation and compliance needs.



We feel that this designation, coupled with over twenty years of EMAP experience, makes us well versed in ensuring our work products adhere to EMAP standards and assist our clients in complying with EMAP standards. Furthermore, our accomplishments serve as testimony to our commitment to elevating compliance standards through collaboration, integration, and research. ISC takes a comprehensive approach for every project engagement, ensuring that our clients adhere to the latest regulatory requirements and industry standards to include those set by EMAP.

## Our Innovations: Odysseus™ EM 365



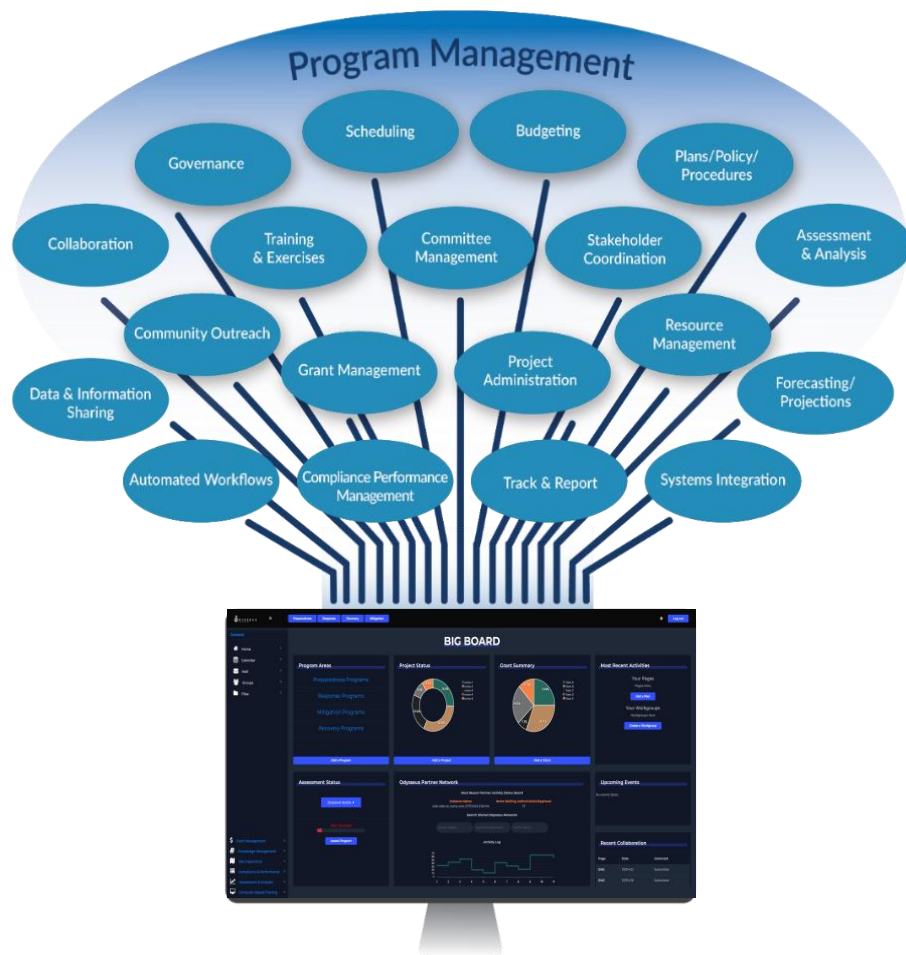
**D Y S S E U S**™ The Odysseus™ Enterprise System (Odysseus™ or OES) is a cloud-based system, developed by our team of disaster recovery and technical experts, that offers a suite of tools and systems designed and dedicated to the efficient management of comprehensive disaster and emergency management programs. Odysseus™ features the unique characteristic of providing standardization and flexibility, and concurrently utilizes a suite of applications to promote increased participation, collaboration, transparency, and compliance. This union of technological and programmatic features offers organizations an efficient and effective method to systematically design, develop, maintain, and continually improve all elements of a comprehensive emergency management program.

Odysseus is a revolutionary software that is transforming preparedness, recovery, and resiliency program management for the modern emergency management professional. Unlike other industry-specific software solutions, Odysseus™ is not solely an 'incident management' software. Instead, it is considered a comprehensive, program management software solution that has been



designed specifically for the emergency management industry. Hazard mitigation planning and programs are at the cornerstone of Odyssey™ functionalities; however, this software offers many other functionalities that are needed for managing a statewide comprehensive emergency management program. It is designed to serve as a force-multiplier programmatic solution that offers efficiency and compliance across all aspects of managing a comprehensive emergency management program.

To date, Odyssey™ is being used by over 1,000 clients across the emergency management and public safety industry. With over 15,000 users, Odyssey™ is managing over \$8.5 billion in emergency management, disaster recovery and public health federal grants and over 25,000 programs, plans, and projects. It has been heralded by our customers for its performance and its ability to elevate the productivity of their comprehensive emergency management program.



## Odyssey™ in Work: Emergency Planning & Disaster Recovery

Odyssey™ is a cloud-based system that offers a suite of tools and systems designed and dedicated to the efficient management of comprehensive preparedness efforts. Odyssey™ features the unique characteristic of providing standardization and flexibility. This union of technological and programmatic features greatly increases the preparedness capabilities by efficiently and effectively enabling emergency preparedness organizations to design, develop, maintain, and continually improve programs and operations throughout the preparedness, response, recovery and mitigation/protection phases. Specifically, in regard to emergency operations plans and preparedness programs, Odyssey™ offers:

- Track Plan Development and Update:** Odyssey™ provides a collaborative, cloud-based environment to validate and document the emergency operations planning process and allow agency authorities real-time access to planning doctrine.



- **Plan Maintenance:** Many communities are challenged with the regular maintenance and update of their emergency plans. Odysseus™ provides users with scheduled reminders to convene planning committees, document committee participation, and track plan updates and project implementation.
- **Planning Committee Management Tools:** Odysseus™ documents the emergency operations planning participation of committee members and stakeholders, providing usage logs that can be used to support a jurisdictions in-kind match for FEMA grant funds.
- **Interactive Mapping and Hazard Modeling:** Odysseus™ web-based format allows for interactive community base maps and hazard modeling maps.
- **Emergency Planning Crosswalk Compliance Metrics:** Odysseus™ has a library of compliance metric tools that allow users to validate their plans against federal, state, and industry requirements, to include FEMA CPG 101, Emergency Management Accreditation Program and other industry compliance standards.
- **Community Outreach Tools:** Odysseus™ offers a variety of outreach tools that are designed to engage plan participants by using adult learning techniques and accessible cutting-edge technologies.
- **Grant Management:** Odysseus™ provides users with a ready-to-use or customized grant management system to allow your organization to track, administer, report, and maximize grant funding for a variety of FEMA and DHS programs, to include preparedness, mitigation, disaster recovery and other emergency management grant funding programs.

Additional information on the Odysseus™ EM 365 software is provided in Appendix B

## Key Personnel Information

### Key Staff

The ISC Team consists of 40+ full time employees and maintains a cadre of **250+ emergency management professionals** with experience completing Emergency Operations Planning services. We are confident that no other firm can match our team's extensive experience and locally focused approach to this project. All our proposed key personnel have consistent records of successful leadership, innovation, client-service, and technical expertise.



The proposed key project personnel have been drawn from our Team's extensive pool of highly experienced and qualified resources. The table below details the capability, relevant experience, and the specific work assignments to the project, of our proposed project key personnel.

**Resumes can be found included in Appendix A.**

Key Staff		
Staff & Role	Qualifications	Relevant Experience
<b>Daniel Martin, PhD, CEM</b> <i>Managing Principal</i>	<ul style="list-style-type: none"> <li>Managed over 350 emergency management consulting engagements</li> <li>EMAP Certified Assessor</li> <li>Multiple Presidential awards and recognition</li> <li>PhD, Emergency Management</li> <li>BS, Environmental Engineering</li> <li>Certified Emergency Manager</li> </ul>	<ul style="list-style-type: none"> <li>25+ years of comprehensive, all hazards planning and exercise projects</li> <li>100+ Disaster Recovery Operations</li> <li>Miami-Dade Disaster &amp; Cost Recovery Plan</li> <li>Martin County Disaster &amp; Cost Recovery Plan</li> <li>Miami-Dade EMAP Compliance and Plan Updates</li> <li>MARC Regional Recovery Plan</li> <li>Sacramento Disaster Recovery Plan</li> </ul>
<b>Glen LaFond</b> <i>Subject Matter Specialist</i>	<ul style="list-style-type: none"> <li>Program Manager for multiple emergency plans world-wide</li> <li>Planning SME</li> <li>Experienced emergency management and public safety administration practitioner</li> </ul>	<ul style="list-style-type: none"> <li>RDPO THIRA/SPR</li> <li>Cook County EOP &amp; Annex Updates</li> <li>MARC Regional EOP &amp; Annex Update</li> <li>Teton &amp; Sheridan County, WY EOP</li> <li>Multiple HMPs in FEMA R9 and R10</li> <li>Chatham County, GA Recovery Plan</li> </ul>
<b>Bryan Stoll, MEP</b> <i>Senior Consultant</i>	<ul style="list-style-type: none"> <li>MS in Human Service Administration</li> <li>BS in Human Services/Psychology</li> <li>Master Exercise Practitioner (MEP)</li> <li>Incident Command System Trainer (L-449)</li> <li>Homeland Security Exercise Evaluation Program (HSEEP) Train-the-Trainer</li> <li>Trained to the ICS-300/400 level in Incident Command</li> <li>Al-Hazards Planning Section Chief course (IFSI)</li> </ul>	<ul style="list-style-type: none"> <li>University of Illinois Chicago Spark 2021 (concert); Campus Emergency Operations Center Director – October 2021</li> <li>University of Illinois Chicago Novel Coronavirus Response; Campus Emergency Operations Center Director – January 2020 to August 2020</li> <li>University of Illinois Chicago 2020 Presidential Election; Campus Emergency Operations Center Director – November 2020</li> </ul>

Key Staff		
Staff & Role	Qualifications	Relevant Experience
	<ul style="list-style-type: none"> <li>• Crisis and Emergency Risk Communication (CERC)</li> <li>• Strategic National Stockpile (SNS) Receive, Stage and Store (RSS) Operations Course</li> <li>• Completed all required FEMA/ICS courses, including the Professional Development Series</li> <li>• Advanced Campus Behavioral Threat Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• University of Illinois Chicago Spark 2019 (concert); Campus Emergency Operations Center Director – September 2020</li> <li>• University of Illinois Chicago Planned Power Outage (Restoration); Campus Emergency Operations Center Director – June 2019</li> <li>• University of Illinois Chicago Commencement Ceremony Campus Emergency Operations Center Director – May 2019</li> <li>• University of Illinois Chicago “Active Threat Readiness” Seminars (20 colleges, 2,600 trained); Co-Facilitator – 2019</li> </ul>
<b>Yahiritza Álvarez, Planner</b>	<ul style="list-style-type: none"> <li>• 10+ years of experience</li> <li>• Executive Master of Professional Studies in Emergency and Disaster Management</li> <li>• Bachelor of Science</li> </ul>	<ul style="list-style-type: none"> <li>• Miami-Dade County Office Emergency Management, Emergency Management Planner</li> <li>• Experienced in Training and Instruction, Exercise Design and Delivery, Plan Development and Management, and Emergency Operations Plans.</li> </ul>
<b>Daiko Abe Planner</b>	<ul style="list-style-type: none"> <li>• Program Manager for multiple emergency plans world-wide</li> <li>• Planning SME</li> <li>• Experienced emergency management and public safety administration practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• RDPO THIRA/SPR</li> <li>• Cook County EOP &amp; Annex Updates</li> <li>• MARC Regional EOP &amp; Annex Update</li> <li>• Teton &amp; Sheridan County, WY EOP</li> <li>• Multiple HMPs in FEMA R9 and R10</li> <li>• Chatham County, GA Recovery Plan</li> </ul>

## Availability & Other Resources

The ISC Team understands that availability of key staff for task assignments is critical to moving programs and projects forward. The ISC Team’s proposed staff is available immediately, upon award of the project. Moreover, we are prepared to commit our proposed key staff for the duration of the project and will not replace any key staff without prior consultation with, and approval.

For those circumstances beyond our control, the ISC Team will submit the replacement key staff’s qualifications for review and approval. If any additional resources are required the ISC Team will provide approved additional staff, as necessary.



## Demonstrated Knowledge & Resources

This section describes ISC's understanding of and approach to performing the services required to produce an all-hazards, all-threats Disaster Recovery Plan, using a whole-community inclusive planning process, based on the FEMA CPG 101, v.3. It is important to note that while the narrative that follows details our recommended approach, our methodology is flexible to meet the needs of our clients. ISC anticipates that changes will be made during the interview and scope development process; however, the project approach below will provide our clients with a baseline understanding of ISC's plan development methodology.

## Our Philosophy in Business Community Resiliency

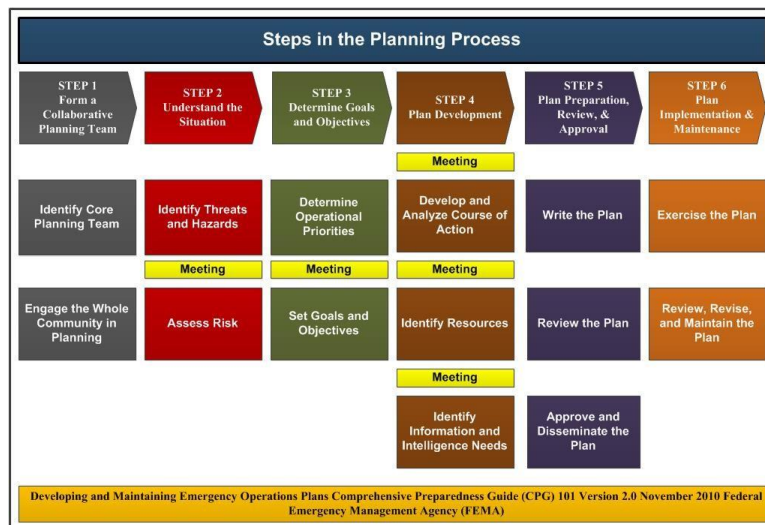
Even the most prepared communities cannot prevent a crisis or a disaster from happening and potentially affecting essential functions and business operations. For this reason, businesses and governments, big or small, should invest in the development of strategies and plans, to include business continuity plans and public-private stakeholder partnerships, to continue to operate and support one another during a wide range of emergencies, including localized acts of nature, accidents, technological failures, or attacks.

However, to ensure success of business community resiliency, the plan must be accompanied by a continuous cycle of planning, testing, evaluation, and improvement. Establishing a standardized resiliency and continuity program management cycle will ensure consistency across the organization, promulgate best practices, identify areas of deficiency, and continuously evolve as the organization, its business processes, and its essential functions change over time.



## Our Philosophy in Planning

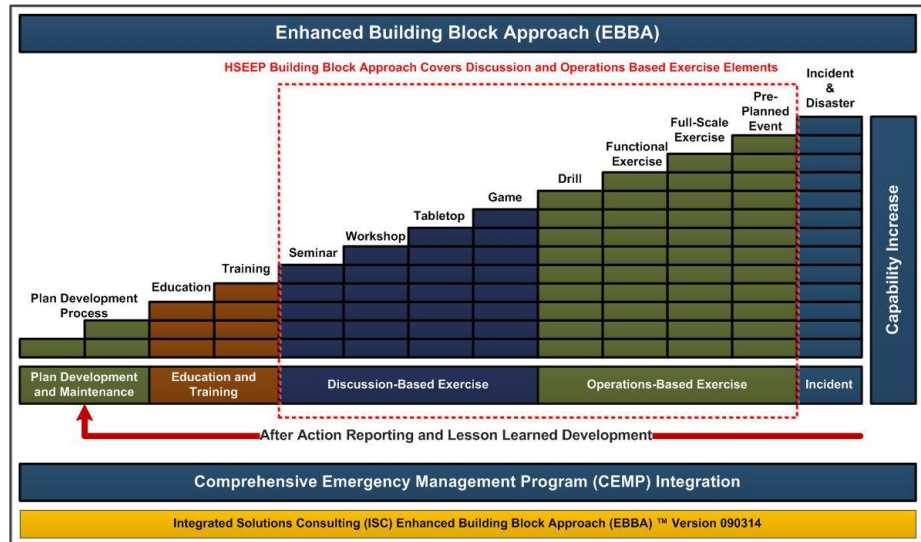
The ISC Team has in-depth experience and knowledge in developing plans for comprehensive emergency management operations, to include disaster recovery. Our experience with similar engagements has demonstrated that establishing a collaborative planning team (Step 1 of the planning process) is a critical step that ensures the planning is functional and practical based on the operational requirements as defined by the client. FEMA's Comprehensive Preparedness Guide (CPG) 101 planning process steps are simple and easy to understand and should be considered in every planning environment. In some cases, the time, resources, and objectives of the task order will dictate a modification of the



planning process. However, the overall concept of the planning process and the 6 steps are an excellent guide to effectively complete strategic, operational, and tactical planning. Once the planning team develops an understanding of the planning process, plan development projects become more intuitive and easier to accomplish.

## Our Philosophy of Continuous Improvement

Our philosophy for exercising is a slight modification of the original building block approach from the first version of Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP) guidance. We believe that the HSEEP process must work in concert with the planning, training, and after-action reporting to provide a comprehensive program that enhances the capability and capacity of the organization. The concept in the diagram below highlights an aligned overall strategy for an approach to meet the overarching objective of this project.



## Task 1: Project Management

To be successful, it is necessary that an infrastructure, or organization, of supporting tools, materials, and/or references, accompanied by clearly defined roles, responsibilities, timeframes, and communications pathways be in place prior to the commencement of the planning process.

### Subtask 1.1: Project Kick-off Meeting

Upon notification of contract award, the ISC Team Project Manager will immediately contact the designated client Project Manager to set up a Project Initiation Meeting. The ISC Team will be prepared to schedule and conduct this meeting within seven days of the contract award. Additionally, the ISC Project Manager will request contact information for additional participants and confirm with the designated client Project Manager the desired format or location for this meeting (i.e., in-person, remote, preferred platform, etc.). Once these elements are confirmed, the ISC Team will schedule participants to the Project Initiation Meeting via MS Outlook Calendar Invitations.

#### Best Practice #1

ISC offers a customized interactive emergency planning participation module that allows committee members and stakeholders to learn about the mitigation process and provide real-time feedback and input in the plan development. Data analytics track and document your team's participation in the planning process.

During the initial meeting, we will introduce the proposed ISC Team, present the Project Work Plan (PWP), identify initial data requests, and establish processes for collecting data, the designation of control, points of contact, and quantity of and schedule for project deliverables. Additionally, we will discuss and define administrative requirements for the project, including correspondence, invoicing, and other related project issues. This project kick-off meeting will outline expectations and responsibilities.

## Subtask 1.2: Project Work Plan Development and Internal Controls



Central to ISC's project management approach is the development of the Project Work Plan (PWP). Simply put, the PWP is a formal, approved document used to guide both project execution and project control borne out of consultant and client collaboration.





The ISC Project Manager will utilize the PWP to guide the execution of all project tasks and to manage the quality of the overall project engagement. The PWP will guide the execution of the project, measure progress, and depict the proposed team structure with assigned functions, duties, and responsibilities that will meet the project needs.



## Subtask 1.3: Project Reporting & Meeting Planning

From our experience completing similar projects, ISC believes that, given the importance of project reporting, all associated activities must be clearly defined, precisely completed, and evaluated, and agreed upon by both our Team and the client. Key **PWP** tasks are included below.

Team ISC's Project Management Approach	
 <b>1. Scope Management</b>	Identifies the project description, goals, and objectives; evaluates the project structure, scope management, and controls; supports quality assurance procedures, and manages project risks and mitigation.
 <b>2. Resource Management</b>	To facilitate increased coordination and provide a technical contractor that will meet and exceed expectations, ISC has selected the most qualified staff for this project. In the unfortunate event that key personnel assigned to this project become unavailable, ISC has identified support staff and potential candidates that would be available to fill in. <i>These changes would be implemented only with approval.</i>
 <b>3. Communications &amp; Information Management</b>	ISC and its team have invested in advanced technologies to facilitate communication and information sharing between our key personnel and staff. The video conferencing and desktop sharing capabilities of our company has proven to be extremely helpful in past projects and have served to increase internal and external communication.

Team ISC's Project Management Approach	
 <b>4. Potential Risks &amp; Mitigation Strategy</b>	At the beginning of the project, identified and potential risks will be recognized to anticipate and manage, as far as possible, the potential impacts of the project, including reporting all risks. Each time a new risk is detected, it shall be managed (identified, assessed, etc.) by the Project Manager or designee. Preventive and corrective treatment will be implemented to reduce the severity and probability of the occurrence of these risks.
 <b>5. Quality Assurance &amp; Control</b>	ISC's Quality Assurance Plan (QAP) defines the organization and the methodology used for all ISC project engagements. The QAP: 1) Identifies processes that will be applied to assure quality; 2) Defines roles and responsibilities to ensure a successful, timely project with deliverables on time; 3) Provides the indicators to allow appropriate decisions and tracks/reports progress; 4) Describes software management practices: procedures, rules, and applicable methods for the project; and, 5) Outlines documentation management/delivery.
 <b>6. Project Status Reports</b>	The ISC Project Manager will provide a "Project Status Report" to the designated client representative(s) at the agreed-upon interval (typically biweekly or monthly). The Report will include a summary of accomplishments by task, project progress assessment, major deliverables for the reporting period, a summary of the tasks due during the next reporting period, any foreseeable project risks and solutions, and financial status for individual tasks as well as the overall project budget.
 <b>7. Invoices &amp; Quarterly Grant Reporting.</b>	The ISC Project Manager will provide invoices to the designated client representative(s), which can be sent either by deliverable or monthly. To ensure the client meets all compliance and reporting requirements, the ISC Team will maintain detailed records of work and expenditures and submit financial and contract performance reports following the grant reporting schedule.

## Subtask 1.4 Odysseus™ EM365 - Planning & Stakeholder Management

Utilizing our experience and expertise in the application of the Odysseus™ EM365 software, ISC will use Odysseus'™ preparedness program environment to collaborate with participating jurisdictions, document the planning process, share planning templates, evaluate plan review, and validate the plan through an interactive exercise environment. The ISC team will provide as-needed support to participating jurisdictions in navigating the Odysseus™ environment, to include their respective shared instance, and ensure that their participation in the planning process is thoroughly documented.

The ISC team will develop strategies for (1) development of emergency plans, (2) accompanying annexes, (3) the creation of business continuity templates, (4) engagement/outreach to key stakeholder partners, (5) collaborative environment for information sharing, (6) template training, and (7) development of exercises to test Project Plans. Additional information on the Odysseus™ EM365 platform is provided in Appendix B.



## Task 2: Develop Draft Business Community Resiliency Plan

ISC will work closely with the client (as necessary) as well as Steering Committee members, and other appropriate stakeholders throughout the development of the Cape Coral Business Community Resiliency Plan (BCRP). ISC's active participation will help to ensure that the strategy adheres to and is programmatically consistent with the Emergency Management Accreditation Program (EMAP) and relevant emergency management and other plans, ordinances, procedures, and policies. More specifically, ISC will assist in developing a plan that is compliant and operational both before and after a disaster and incorporates lessons-learned and evidence-based best practices for business community resiliency as well as strategies for short-term, intermediate-term, and long-term recovery actions.

The BBCRP will leverage traditional planning measures, technology, and community/stakeholder engagement to assess short and long-term disaster-related business needs, develop continuity of operations (COOP) and continuity of business guidance and procedures, and more importantly, identify resilience measures to support the local and regional economy during and after disaster events comparable to the magnitude of past disasters, to include Hurricane Ian. The BCRP will emphasize preparedness with the development educational materials detailing structural and economic resilience, and the navigation of disaster-related financial resources. Additionally, the BCRP will outline clear and concise communications between the City, community stakeholders, and local businesses. Commercial corridors across Cape Coral will be assessed, encompassing goods and services on which the community relies both during blue skies and pre- and post-disaster conditions. The development of the BCRP will include, but not limited to, the following tasks:

- ISC will conduct an assessment by collecting research including identification of risks and gaps specific to the Business Community.
- ISC will develop a COOP for Business Guide, focusing on what to expect and how to prepare for and recover from emergencies.
- ISC will facilitate two stakeholder engagement meetings.
  - The first stakeholder engagement meeting with the City, local stakeholders, and the business community, providing an overview of the BCRP, and begin the information gathering process.
  - The second stakeholder event will be hosted to encourage engagement between the community regarding the development of the COOP for Business Guide development and the assessment of long-term business recovery needs.
- ISC will review best practices and identify resiliency measures identified. ISC will work with the City to identify and summarize up to three case studies on cities of comparable sizes and demographics to Cape Coral.
- ISC will review strategic goals to ensure the recommendations are in line with the City's goals. The City staff and ISC will collaboratively discuss the needs and opportunities while formulating the plan.
- ISC will develop reasonable strategies through a collaborative planning process for financing the needs and opportunities the plan identifies through research and assessment.

- ISC will engage the City to provide feedback and approval of the COOP for Business Guide and the Assessment for Long-Term Business Recovery Needs. The feedback should include input from the public as well as key stakeholders within the Business Community

## **Subtask 2.1: Pre-Hurricane Season Preparedness and Business Community Engagement**

### **Subtask 2.1.1: Business Community Assessment**

Building off the previous work performed, and analysis conducted, the project team will complement this effort by providing additional context and considerations for a resilient business community in the City of Cape Coral. Although this step may seem extracurricular, we strongly encourage our clients to consider conducting a richer analysis of the potential response and recovery needs of the business community, the capacities of vital organizational networks that will be involved in response and recovery operations, and a more defined strategy that identifies the best method to effectively engage these resources before and after disaster. ISC will review and leverage our extensive library of over 4,500 vulnerability indicators and metrics of community hazard impact such as:

- social conditions such as special populations, at-risk communities, etc.;
- physical structures including infrastructure, key resources, and building stock;
- economic conditions;
- the environment,
- special properties such as historic places, and
- other community concerns such as political support, government satisfaction, social cohesion, and other qualitative measures that play a vital role in a community's post-disaster recovery success.

Building off this information, ISC will conduct an assessment to identify hazards, risks, and gaps specific to the City of Cape Coral's business community. This will include, but will not be limited to, physical, economic, and social risks that may impact business operations; gaps in City response, recovery, and preparedness measures; deficiencies in communications between the City, community stakeholders, and the business community. ISC will also evaluate the City's capacity to coordinate between stakeholders, business community, and federal, state, and local organizations.

The Business Community Resiliency Plan will provide recommendations and strategies to address the gaps that are identified during the assessment.

### **Subtask 2.1.2: Enhance Business Community Outreach**

Referencing the gaps identified in Task 2.1, ISC will develop an equitable, accessible, and impactful communication and outreach strategies tailored to the diverse needs of businesses within the City of Cape Coral. This will include increased community engagement and awareness efforts prior to the hurricane season detailing structural hardening methods, maintaining lines of communication mid and post-disaster, COOP guidance, and post-disaster financial resources.

### **Subtask 2.1.3: Innovative Business Communication Strategies**

ISC will develop short-code messaging for post-landfall communication and utilize durable message boards to disseminate critical information to the business community during emergencies when traditional communication channels are compromised. ISC will identify resilient, communication methods and strategies to disseminate and receive information from the business community. For example, after a hurricane, these communication strategies will allow businesses to notify the City of critical resources that would reduce the City's reliance on external resources such as food, water, and fuel that can be distributed to the public.

## **Subtask 2.2: Information Sharing with Local Business**

### **Subtask 2.2.1: Business Emergency Coordination Center**

ISC will work with the City to continue to upgrade the Business Emergency Coordination Center (BECC) dashboard which serves as a virtual EOC during disasters. ISC will prepare training materials for businesses and local stakeholders to ensure the BECC serves as an effective tool for information sharing between the City and business community during emergencies. ISC will solicit feedback from stakeholders and the business community to enhance the BECC's functionality and relevance.

### **Subtask 2.2.2: Partnership with the Chamber of Commerce of Cape Coral**

ISC will facilitate discussions with the Chamber of Commerce to explore the potential capabilities of local businesses in augmenting the City's response and recovery efforts during emergencies. This includes identifying businesses that can provide goods and services and serve as resource points of distribution (PODs), connectivity hubs, or emergency service providers following a disaster.

## **Subtask 2.3: Leveraging Technology and Infrastructure**

### **Subtask 2.3.1: Enhance the BECC Dashboard Development**

ISC's technology team will assist in further developing the BECC dashboard and continuously enhance its functionalities to provide a reliable, interactive information source for businesses before, during, and after emergencies. ISC will ensure the dashboard remains adaptable, allowing for effective situational awareness and resource coordination between the City and the business sector, and accommodate ongoing improvements and modifications to meet evolving partnership needs and address future gaps as they emerge.

### **Subtask 2.3.2: Infrastructure Resilience**

Based on the vulnerabilities exposed by Hurricane Ian, particularly in communication infrastructure, identify gaps and explore resilient technologies and improvements to promote a continuity of operations and open lines of communication capabilities in future emergencies.

### **Subtask 4.3: Feedback Mechanism**

ISC will work with the City and the business community to establish a feedback mechanism to continuously gather input from stakeholders, business community, and the public on the effectiveness of preparedness and resilience strategies. This feedback mechanism will help to identify and implement iterative adjustments and improvements to the BCRP.

### **Subtask 4.4: Training and Exercises**

ISC will develop educational materials and training exercises for the business community, emergency management personnel, EOC activation personnel, and local stakeholders to ensure familiarity with the roles and responsibilities outlined in the BCRP. ISC will work with the City to identify exercise scenarios that test the resilience measures and communication strategies developed through the plan.

### **Subtask 4.5: Partnership and Coordination**

ISC will work collaboratively with the City to strengthen partnerships with local, state, and federal agencies, as well as private sector and non-profit partners, to ensure a coordinated and comprehensive approach to resilience and recovery for the Cape Coral business community. ISC will assist the City to explore opportunities for joint exercises and mutual aid agreements between the City and Chamber of Commerce.

## **Task 3: Develop the Final Business Community Resiliency Plan**

After consolidating and adjudicating comments provided by the City through the open comment review period, ISC will develop a final draft of the Business Community Resiliency Plan (BCRP) and supporting annexes and reference guides. This will be provided to the City's project manager for review approval. We propose a Planning Team meeting to review the final draft BCRP and its supporting documents. After review of the final draft of the BCRP and supporting documents, ISC will deliver a final BCRP to the City for approval. Upon approval of the entire BCRP, ISC will support presentation of the plan to leadership for formal adoption.

## Prior Experiences and References

ISC is proud to have served city, county, state, federal, tribal, and special districts across the nation in the development of Emergency Operations Plans and supporting operational, functional, and hazard-specific annexes, appendices, guides, procedures, and other supporting emergency doctrine. Our national client base gives our team the opportunity to develop a “best practice” perspective of comprehensive disaster/emergency management planning. This national perspective, when combined with our local experience and knowledge, enables our team to develop disaster/emergency plans that incorporate best practice solutions, while specifically addressing local needs, conditions, threats, hazards, sensitivities, and requirements. Our team’s plans have been highlighted as industry best-practices and have received client recognition.

### Sample of Similar Business Resiliency Projects in Florida

#### Disaster Cost Recovery Plan & Emergency Management Support Services

Martin County, Florida

<b>LOCATION</b>	Martin County, FL
<b>LENGTH OF CONTRACT</b>	May – October 2024
PROJECT DESCRIPTION	
<b>HIGHLIGHTS</b> <ul style="list-style-type: none"> <li>✓ Community &amp; Business Resiliency Study</li> <li>✓ Southeast Florida Private-Public Partnership Program</li> <li>✓ Training Services</li> <li>✓ Multiple Disaster Recovery TTX and FX</li> <li>✓ Developed Disaster Cost Recovery Plan               <ul style="list-style-type: none"> <li>▪ Recognized Best Practice by FDEM</li> <li>▪ EMAP Compliant</li> <li>▪ F-ROC Compliant</li> <li>▪ Incorporated evidence-based knowledge &amp; industry best practices</li> </ul> </li> <li>✓ Awarded Disaster Recovery &amp; Resiliency Services</li> <li>✓ Awarded Professional Emergency Management Consulting Services</li> </ul>	<p>ISC developed an EMAP and F-ROC compliant Disaster Cost Recovery Plan for Martin County that will assist the County in effectively guiding resilient recovery operations for public, private, and nonprofit organizations recovering from any large-scale incident that may impact Martin County. This Plan defined the roles and responsibilities of partners charged with recovery support activities and the Plan and scalable to support minor, major, and catastrophic levels of a disaster. The Martin County Disaster Cost Recovery Plan provides an overall framework for ensuring the coordination of disaster recovery activities including the appropriate oversight, tracking, reporting and management of disaster costs and federal reimbursement procedures. The Plan leveraged research-based best practices to establish a governance structure for Martin County to make post-disaster recovery decisions that are in the best interests of the County and a unified approach for the County to restore its essential community resources and functions post-disaster.</p> <p>In addition, ISC was selected by Martin County as its standby contractor to support post-disaster recovery support services as well as the County’s emergency preparedness needs. ISC’s reputation as a go-to professional emergency management consulting firm, resulted in Martin County also awarding ISC with their Professional Emergency Management Consulting Services contract in 2022. Under this contract, ISC will provide as-needed emergency management training, exercises, and planning services.</p>

## Disaster & Cost Recovery Plan and Exercise Series

### Miami-Dade County Office of Emergency Management

#### HIGHLIGHTS

- ✓ Over 70 Task Orders executed
- ✓ Recovery projects include:
  - Disaster Recovery Plan
  - Disaster Cost Recovery Reimbursement Procedures
  - Post Disaster Housing Strategy
  - Damage Assessment SOP & TTX
  - Community Lifelines Damage Impacts Analysis
  - Disaster Recovery TTX & FX
- ✓ Recognized best practices by EMAP
- ✓ Successfully implemented in numerous declared disasters.

Since 2010, ISC has provided emergency management and homeland security professional service in support of Miami-Dade County and the South Florida Region through a multi-year contract. These services include but are not limited to homeland security/emergency management consultancy services, planning, training, exercise support, disaster recovery, mitigation and scope of service development. ISC was selected as a pre-qualified vendor because of our knowledge and hands-on experience of comprehensive emergency management, as well as our familiarity with federal, state, and local ordinances, statutes, laws, and regulations. Under this multi-year contract, ISC provides the following services:

- ✓ **Exercises:** ISC assists Miami-Dade in maintaining a steady-state of readiness and a high level of preparedness by testing plans, making certain necessary resources are available, and verifying that relevant personnel and agencies/organizations are familiar with those plans.
- ✓ **Planning:** ISC supports Miami-Dade in the development, implementation, maintenance, and improvement of planning doctrine that are comprehensive in design.
- ✓ **Training:** ISC assists the County in the development, delivery, and/or evaluation of emergency management and/or homeland security related training programs.

#### RELEVANT PROJECT ENGAGEMENTS

**Public-Private Disaster Partnership Strategy:** ISC is assisting Miami-Dade OEM in researching the best practices with establishing pre-disaster Public-Private Partnerships and successfully involving private partners in disaster operations and the community recovery process. This information will be integrated in the County's recovery strategy and share with a regional coalition through a series of workshops designed to increase capacity of the region's Public-Private Partnership.

**Business Community Preparedness & Resiliency Study:** ISC developed and conducted a community study to better understand how the public and private-public partners perceive risks to the various hazards that could impact the County. The main goals of the study were to determine how county residents and private partners find information before, during, and after emergencies and to understand evacuation tendencies and needs of residents businesses. Questions were also included to gauge preparedness measures and risk perception in the County. The survey was translated in 3 languages and distributed in various formats to over 2,500 participants.

**Disaster Recovery Plan:** ISC was selected by Miami-Dade County to develop a FEMA-compliant Disaster Cost Recovery Strategy that clearly defined the roles, responsibilities, and procedures to prepare for, document correctly, apply for, and receive available expense reimbursement following a disaster. These procedures served as a critical enhancement to the Miami-Dade Recovery Plan and served as the governing document for the 25 departments and countless divisions of Miami-Dade County government, 34 incorporated municipalities, unincorporated areas of the County, numerous quasi-governmental bodies, and numerous private non-profit partners such as hospitals and social service providers. The procedures were compliant with the Emergency Management Accreditation Program, Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), and the programmatic improvements to disaster assistance programs required under the Sandy Recovery Improvement Act of 2013 (PL 113-2). Additionally, ISC identified over 400 various disaster assistance funding sources that could be accessed to offset local costs. These 400 funding sources were in addition to the approximately ninety-three federal disaster assistance programs that are offered after a Presidential disaster declaration.



## Disaster & Cost Recovery Plan and Exercise Series

### Miami-Dade County Office of Emergency Management

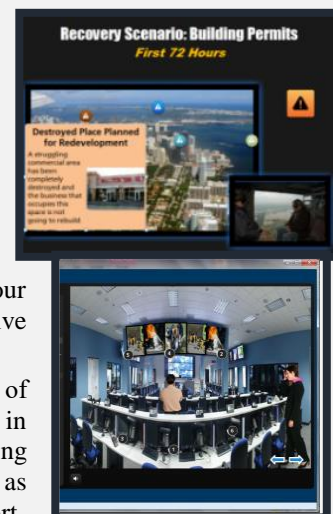
**Disaster Recovery Tabletop Exercise:** ISC was contracted by Miami-Dade Office of Emergency Management to develop and facilitate a HSEEP-compliant tabletop exercise using ISC's Odyssey™ Interactive Exercise Simulator. The tabletop exercise was developed to test Miami-Dade County's DHS-defined core capability to recover in a coordinated, efficient manner after a hurricane. Specifically, 1) resolve post-disaster recovery conflicts and issues, 2) coordinate recovery challenges with stakeholders and the public, and 3) manage and track federal disaster assistance funding. The tabletop exercise involved over 100 participants representing thirty-seven (37) local and regional stakeholders. To complement this exercise and to ensure active engagement of the exercise participants, ISC utilized our Odyssey™ interactive technologies to provide visual context and an interactive disaster recovery experience for the exercise participants.

**Post-Disaster Housing:** Following Hurricane Irma, Miami-Dade County's Office of Emergency Management contracted ISC to test and identify areas of improvement in the County's Post-Disaster Housing Plan and two of FEMA's post-disaster housing programs: the Temporary Sheltering Assistance (TSA) program (using hotels as shelters) and the Shelter and Temporary Emergency Power (STEP) program (short-term, low-cost repairs to make a home habitable). Although the TSA program is run by FEMA, it is expected that the County and its municipalities may need to support some TSA residents as they transition out of the hotels or if hotels cannot offer the TSA rate during a previously scheduled event (such as a major sporting event or wedding). Depending on how the State chooses to run the STEP program in the future, the County and/or its municipalities may have a significant oversight role, including tasks such as gaining legal entry to the property, working with contractors, and submitting regular reports to the State, among others. Although the discussion on STEP was useful and presented all currently available knowledge on the program, FEMA has not released official guidance on STEP. Therefore, exercise participants also practiced working together to identify who was familiar with the topic, what they knew, what questions remained, and who to ask those questions to – a process that will serve the County regardless of the program in question.

**Active Assailant Superbowl LIV Regional Recovery FX:** ISC designed and conducted a HSEEP-compliant functional exercise to validate Miami-Dade County's ability to provide a coordinated, multi-disciplinary and effective response to a significant coordinated attack. The exercise scenario involved a coordinated attack of Miami-Dade County computer network by an unknown source the week prior to Super Bowl LIV. The attack impacted critical infrastructures to include water management system, traffic control systems, and other critical systems that provide essential service to the County, City of Miami, and participating municipalities.

**Community Lifelines Damage Impacts Analysis:** ISC conducted an analysis of South Florida infrastructure and community lifeline assets. To complement the detailed Threat Hazard Identification and Risk Assessment (THIRA), ISC was requested by the client to develop a comprehensive Community Lifelines Vulnerability Analysis Strategy. The purpose of this project was to develop a comprehensive Community Lifelines Vulnerability Analysis Strategy in order to: 1) provide an initial baseline inventory of infrastructure and community lifeline assets, associated vulnerabilities, and criticality throughout the South Florida Region, 2) develop a comprehensive and all-hazard methodology to evaluate the criticality, vulnerability, and hazard risk of infrastructure and community lifeline assets, 3) evaluate current data assets, identify areas of proficiency and improvement, and 4) establish a regional strategy to maintain and update infrastructure and community lifeline data repositories.

**Operation Connect – Active Shooter Recovery Exercise:** ISC worked with Miami-Dade County to plan, execute, and evaluate a tabletop exercise focused on unmet needs in the community after an active shooter incident that causes mass fatalities. Following HSEEP guidelines, ISC hosted a series of planning meetings to determine key exercise aspects, including the exercise goals, scope, participants, evaluation metrics, and logistical details. Based on an active shooter scenario at a popular Christmas amusement park, ISC developed a four-module tabletop exercise to guide participants through the situation and discuss critical response benchmarks related to the identification, coordination, and provision of short-term unmet needs. Forty participants attended the exercise, including representatives from the American Red Cross, Florida Department of Children and Families, Florida Department of Health in Miami-Dade,





## Disaster & Cost Recovery Plan and Exercise Series

### Miami-Dade County Office of Emergency Management

Miami-Dade Fire Rescue, Miami-Dade Police Department, Miami-Dade Medical Examiner's Office, Miami-Dade County Communications Department, the Office for Victim Assistance FBI Miami, and the Miami-Dade County Office of Emergency Management. During the exercise, ISC's evaluators took notes on the discussion to determine how effectively the evaluation metrics were met. Immediately following the exercise, ISC distributed and collected Participant Feedback Forms to gather additional insights into the exercise. Using the evaluator notes and Participant Feedback Form data, ISC wrote an After-Action Report/Improvement Plan (AAR/IP) to highlight the strengths and areas for improvement identified through the process.

## Sample of Disaster Planning & Resiliency Projects in Florida

### Disaster Recovery & Resiliency Programs

#### Martin County, Florida

#### LOCATION

Bradenton Beach, FL

#### PROJECT DESCRIPTION

#### HIGHLIGHTS

- ✓ Developed the County Comprehensive Disaster Recovery Plan
- ✓ Ranked #1 Firm
- ✓ Awarded Disaster Recovery & Resiliency Services
- ✓ Awarded Professional Emergency Management Consulting Services

In 2021, ISC was selected by Martin County to help define and support Disaster Recovery/Resiliency programs intended to reduce threats before, during, and immediately after an event and address damages to reestablish the full operation of its facilities as quickly as possible. ISC will facilitate the comprehensive application, funding, and management process of state/federal disaster assistance reduce Martin County's risks and recover from potential impacts. This includes but is not limited to:

- Intergovernmental coordination
- Development of a comprehensive recovery strategy
- Consulting Services and Technical Support
- Damage Assessments
- Financial Tracking and Management
- Disaster Restoration Contract Management
- Oversee/administer disaster funding assistance programs including:
  - FEMA Public Assistance
  - FEMA Hazard Mitigation
  - HUD Community Development Block Grants (CDBG-DR)
  - Federal Highway Administration (FHWA)
  - Natural Resource Conservation Service (NRCS)

Insurance

### Hurricane Helene & Milton – Disaster Recovery Consulting Services

#### City of Bradenton Beach

#### LOCATION

Bradenton Beach, FL

#### PROJECT DESCRIPTION

## Hurricane Helene & Milton – Disaster Recovery Consulting Services

### City of Bradenton Beach

#### HIGHLIGHTS

- ✓ Hurricane recovery is 6 months ahead of schedule
- ✓ Mobilized within 24
- ✓ First community to secure Immediate Needs Funding (INF), totaling \$1+ million
- ✓ Impacted by multiple storms within a 2-week period
- ✓ Completed detailed damage assessments within 2 weeks, to include the 360-street damage assessment tour
- ✓ Managed 1+ million cubic yards of combined sediment, maritime, C&D, white goods, and vegetables
  - Coordinated with State to expedite debris removal operations – all debris removed within 4 weeks
- ✓ All damages were reported within 6 weeks.
  - Damage to all public buildings & equip.
  - Temp. relocation and emergency repairs
  - Extensive damage to public piers and docks
  - Extensive expenditures for emergency protective measures for multiple evacuations

In September 26, 2024, Hurricane Helene made landfall in Cedar Key, Florida, unleashing a 7-foot storm surge that completely inundated Anna Maria Island. The City of Bradenton Beach bore the brunt of the storm's impact, with over 1 million cubic yards of sand and sediment, maritime, C&D, white goods, and vegetative debris covering its infrastructure. Faced with a monumental recovery effort, city officials turned to ISC for its expertise in disaster recovery and grant management.

ISC's rapid deployment in the immediate aftermath of the storm earned high praise from city officials. Within a couple days of the hurricane, ISC assisted the City to be the first in Florida to secure Immediate Needs Funding (INF) totaling over \$1 million to offset the immediate costs for recovery efforts.

In addition, ISC conducted detailed damage assessments within just a couple weeks, ensuring that FEMA timelines were met. The team's use of advanced geospatial technology—similar to "Google Earth®"—allowed for a detailed comparison of pre- and post-storm conditions. These high-resolution images proved instrumental in FEMA's damage assessment process, eliminating the common challenge of establishing a sound Damage Description. As a result, FEMA applauded the City of Bradenton Beach for leveraging this innovative approach, which significantly expedited recovery efforts.

ISC's contributions extended far beyond damage assessment. One of the most critical achievements was compiling a comprehensive Damage Inventory Impact, which ultimately secured approximately \$4 million in cost recovery grant funding. However, this was just one of ISC's many professional highlights. The firm also assisted with drafting proposals to acquire contractors for essential road repairs and storm drainage restoration. Additionally, ISC played a key role in the city's Force Account efforts, meticulously documenting all personnel hours and temporary repair work performed by city crews. This thorough record-keeping directly translated into additional recovery dollars for the city, ensuring maximum reimbursement under FEMA's Public Assistance program.

FEMA's Program Delivery Manager personally acknowledged ISC's invaluable support, noting that the firm's expertise allowed FEMA to focus on more severely impacted sub-recipients. ISC's Project Manager, a well-respected professional in Florida's disaster recovery field, provided critical leadership in formulating all projects within FEMA's Grants Portal. His presence reassured both city officials and FEMA, streamlining the entire recovery process.

ISC's role in the City of Bradenton Beach's recovery underscores its commitment to efficient disaster response, strategic funding acquisition, and infrastructure restoration. Through its swift action, technological innovations, and hands-on support, ISC not only helped restore the city but also fortified



[Click to view Bradenton Beach's 360 Damage Inventory Windshield Survey.](#)

## Hurricane Helene & Milton – Disaster Recovery Consulting Services

City of Bradenton Beach

its ability to navigate the complex landscape of federal disaster recovery programs.

## Hurricane Ian – Debris Monitoring and FEMA PA Technical Services

City of Sarasota

LOCATION	Sarasota, FL
PROJECT DESCRIPTION	
<b>HIGHLIGHTS</b> <ul style="list-style-type: none"> <li>✓ Prepositioned resources for immediate response following Hurricane Ian</li> <li>✓ Currently implementing <b>FEMA's new policy on \$1 million small project threshold</b></li> <li>✓ First major city within disaster area to initiate and complete debris operations. <ul style="list-style-type: none"> <li>– 90% of all debris was collected within 3 weeks of the storm.</li> <li>– 99% of all debris was collected by December 7<sup>th</sup>.</li> <li>– Sarasota received <b>100% FEMA reimbursement</b> for all debris removal operations.</li> </ul> </li> <li>✓ Conducted damage assessments to all City-owned facilities and infrastructure within 2 weeks.</li> <li>✓ <b>Increased Sarasota's FEMA claim by a factor of 274%.</b> <ul style="list-style-type: none"> <li>– Initial City estimates were a few million dollars. ISC was able to identify over \$12 million in FEMA Public Assistance funding.</li> </ul> </li> </ul>	<p>One day prior to Hurricane Ian making landfall, the City of Sarasota provided ISC with a Notice to Proceed on September 27, 2022, to commence work in accordance with the Agreement from the above-referenced solicitation. ISC team members were positioned prior to the storm to support the Client the morning after the storm passed over Sarasota.</p> <p>Hurricane Ian devastated the City of Sarasota and its 55,000 residents. There was approximately 200,000 CY of debris across the City of Sarasota, and infrastructure throughout the City sustained damage from the storm. Additionally, the City initiated numerous emergency protective measures to protect the health, life, and safety of its residents and to reduce significant additional damage to the City.</p> <p>Hours after the storm passed, ISC rolled into Sarasota and initiated debris operations. ISC oversaw all debris monitoring operations to ensure that only eligible debris was removed. Monitors use an automated debris management system to maintain records of contract hauler's trucks, including cubic yardage or loaded weight, time in and time out, number of loads per day, and other data as requested by federal, state, or other involved agencies. All documentation collected is validated and compiled to complete a FEMA claim.</p> <p>Sarasota was the first major city within the disaster area to initiate and complete debris removal operations. ISC collected approximately 90% of the anticipated total debris within three weeks from when Hurricane Ian made landfall. By December 7<sup>th</sup>, 99% of all debris was collected, ensuring Sarasota received 100% FEMA reimbursement for debris removal costs.</p> <p>In addition, ISC assisted the City with its FEMA claim for all permanent work (Categories C-G). ISC conducted detailed damage assessments to City-owned facilities and infrastructure. All damage inspections were completed within 2 weeks. ISC identified over 32 properties that received storm-related damages that were eligible for FEMA Public Assistance reimbursement. ISC prepared all FEMA Project Worksheets and cost estimates.</p> <p>ISC was able to increase Sarasota's initial FEMA claim of a couple million dollars, to over \$12 million in eligible FEMA Public Assistance funding.</p>

## Sample of Other Resiliency & Recovery Planning Projects

### Whole Community Disaster Resiliency Summit

City of Chicago

#### HIGHLIGHTS

- ✓ Held summit for 4 consecutive years
- ✓ Involved public and private stakeholders
- ✓ Prepared best practices and after action reviews

The Whole Community project is a multi-year engagement (2022 - 2025) where ISC develop, host, and facilitate an annual, invitation only, one-day summit that will focus on increasing the capacity of Chicago Metropolitan Regions capability to prepare, respond, recover, and mitigate emergencies/disasters that impact the "whole community."

The first of these summits will be a re-engagement conference to bring back previous stakeholders and partners, but also engagement of the new workforce who have transitioned into stakeholder positions. The intention is to build upon each of the subsequent summits: (Preparedness) Training Summit (2022-2023), (Response) Training Summit (2023), and (Recovery) Training Summit (2024). A virtual component to the summits will be offered to allow access and participation from partners from all over the region. The Whole Community Training Summit attendees will be comprised of emergency management, first responder, private sector, and transportation entities, as well as CERT/MRC volunteer groups/councils, public health, human services and disability service/advocacy agencies, community and faith-based organizations, local emergency planning councils, and places of worship.

The Whole Community Training Summit will utilize keynote speakers, panels and/or facilitated discussions with subject matter experts representing federal, state, and local jurisdictions across the country. The first summit is expected to be held in Spring of 2023.

### Community Resiliency Study

San Diego County Emergency Management

#### HIGHLIGHTS

- ✓ 60,000 Surveys
- ✓ 95% Confidence Level
- ✓ 3% Margin of Error

ISC developed and distributed a survey, which utilized a methodology that resulted in the distribution of 60,000 surveys and generated results that ensured a 95% confidence level and less than a 3% margin of error. The results were shared with the public through various press conferences during the 2017 wildfire season.

All outreach material was prepared in multiple languages that are representative of San Diego County's diverse populations. Methods were used to ensure that the final product was representative of San Diego's cultural demographics and within 95% confidence and a 3% margin of error.

### Sacramento County Disaster Recovery and Damage Assessment

Sacramento County Office of Emergency Services (OES)

#### HIGHLIGHTS

- ✓ Recovery strategy that provides the link among

The Sacramento County Office of Emergency Services (OES) selected ISC, to develop the County's strategies and procedure for assessing damages, disaster cost reimbursement procedures, and establishing a framework for coordinating disaster recovery operations.

## Sacramento County Disaster Recovery and Damage Assessment

Sacramento County Office of Emergency Services (OES)

<p>local, state, federal and private organizations.</p> <ul style="list-style-type: none"> <li>✓ Integrate cost recovery procedures with normal business operations.</li> <li>✓ Aligned with County's current damage assessment software.</li> <li>✓ Ensures consistency with current Cal OES policy guidance and regulations.</li> </ul>	<p>Utilizing our expertise and past California disaster recovery, ISC designed the Sacramento County Recovery Strategy to provide a comprehensive framework for countywide recovery planning and operations, addresses the roles and responsibilities of local and county government organizations, and provides a link between local, state, federal, and private organizations and resources that may be activated to address disaster recovery in Sacramento County. Additionally, ISC created a Damage Assessment Field Operations Guide and Functional Annex that aligned with the County's current damage assessment software.</p> <p>Throughout the project, ISC coordinated with each Sacramento County department, local special districts with emergency services responsibilities, and the cities within Sacramento County. The disaster recovery strategy and damage assessment guide was crafted based upon guidance approved and provided by Cal OES and FEMA. Lastly, ISC conducted a discussion-based exercise to ensure that the Sacramento County Recovery Strategy provides consistency with current policy guidance and describes the interrelationship with other levels of government.</p>
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## Kansas City Bi-State Regional Disaster Recovery Plan

Mid-American Regional Council

### HIGHLIGHTS

- ✓ Over 30 executed projects.
- ✓ 9 counties and 119 municipalities across bi-state region
- ✓ Acknowledged by Plans Subcommittee for "expertise and excellence".
- ✓ Relevant projects include
  - ✓ Regional Disaster Recovery Plan
  - ✓ Regional Coordination Strategy
  - ✓ FAN CSP Resiliency Strategy
  - ✓ Recovery computer-based training
  - ✓ Recovery TTX

Since 2012, ISC has provided planning and exercise services, as needed, for various regional planning and exercise projects. Through this contract vehicle, ISC provides emergency services planning and exercise support to the 119 municipalities and nine counties of the bi-state Kansas City region.

ISC has witnessed firsthand the challenges faced by our clients that are caused by budgetary cutbacks despite the growing expectations of our client's communities that they serve. This is especially the case for Mid-America Regional Council (MARC) which has come to be recognized by DHS as an exemplary regional coalition. To best support our client, ISC has worked closely with MARC and the 9 counties and 119 municipalities in the bi-state region which it serves to scope projects that will meet the programmatic outcomes that are desired at the budget that has been allocated. ISC has introduced new solutions and technologies that will greatly enhance the overall readiness of the bi-state region while also providing cost efficiencies. Despite these scope modifications, ISC is still able to deliver exceptional and innovative results. From the development of a Regional Coordination Plan to the development of numerous computer-based trainings, ISC has demonstrated to be a valued added resource to MARC. In 2014, ISC was the only vendor to have the performance period of this MSA contract extended and be awarded the option years stipulated. ISC continues to work with MARC on current project engagements.

### RELEVANT PROJECT ENGAGEMENTS

**Regional Disaster Community & Community Lifeline Recovery Strategy:** ISC analyzed hazard-specific disaster impacts, potential post-disaster community needs, and recovery capabilities and incorporated this analysis into a Regional Disaster Recovery Annex that provides an overarching strategy for managing disaster recovery activities and assist in the proper decision-making process for allocation of resources, management of recovery funds, and incorporate resiliency throughout the community rebuilding process. Integrated Solutions Consulting reviewed



## Kansas City Bi-State Regional Disaster Recovery Plan

### Mid-American Regional Council

current Kansas City Regional recovery planning material and developed a methodology that aligns current regional operational strategies evidence-based knowledge of recovery best practices.

**Regional Coordination Strategy:** MARC selected ISC to conduct a comprehensive review, update and reformatting of the Regional Coordination Guide (RCG). The review and update incorporated the most current and relevant planning guidance as well as applicable after-action report/improvement plan items from past regional exercises. The RCG update included significant revisions and improvements to their Base Guide and 13 Emergency Support Functions. Additional annexes and plans were also updated as part of this initiative. Numerous workgroup sessions were held in order to ensure buy-in and feedback from key regional stakeholders. The update to the RCG increased readability, maximized use of visual aids to quickly and easily convey regional concepts, and was reorganized to capture perishable information (such as contact lists) in a centralized and coordination location to allow for simple upkeep and maintenance of the plan.

**Functional and Access Needs Community Service Provider Network Resiliency:** ISC assisted the Kansas City Region in establishing a network of Community Service Providers (CSPs) with the objective of increasing organizational and individual resiliency. The focus of the coalition is to identify and bring together CSPs that serve functional and access needs populations in the region. By working closely with CSPs, this will enable the region to increase organizational readiness, enhance cross organizational support, enhance service to clients, and better reach the individual. The purpose of this coalition is to build a network of organizations that have direct access to the individuals who will need assistance most during and after a disaster.

### Computer-based Custom Preparedness Training

Using our Odyssey™ technologies, ISC developed plan-specific, interactive training modules for MARC. These interactive trainings allowed MARC to create enhanced awareness of important operational and programmatic strategies with regional stakeholders and partners. ISC developed computer-based trainings specific to the region's procedures and protocol for Regional Coordination, ESF 8 Public Health & Medical, ESF 14 Community Recovery, Active Shooter Incidents, and Civil Unrest.



### Regional Disaster Recovery TTX

ISC developed a HSEEP-compliant, virtual disaster recovery tabletop exercise that tested the recovery mission core capabilities of housing, health and social services, operational response, and infrastructure systems. The exercise scenario consisted of a regional tornado outbreak that resulted in multiple tornadic vents, to include an ESF 5 tornado that caused catastrophic damage across a 16-mile path that impacted multiple towns across neighboring counties. The exercise was designed to validate the coordination of regional recovery activities associated with the impacts to multiple residential neighborhoods, schools, and public buildings. The exercise design objectives include:

- ✓ Impacted jurisdictions will understand the role of Recovery Support Function (RSF) Infrastructure and RSF Social Services.
- ✓ Impacted jurisdictions will understand the Post-Disaster Housing Process.
- ✓ Participants will recognize and identify capability and resource limitations, including the identification of Essential Elements of Information (EEI).
- ✓ Understand what temporary housing solutions are available at each step of the recovery process.
- ✓ Understand the dynamics of emergent groups and how they can help or hinder the recovery efforts in the jurisdiction.

## Comprehensive Disaster Recovery Plan

### Martin County Emergency Management

#### HIGHLIGHTS

- ✓ **Aligned with the program requirements of EMAP**
- ✓ Aligned state and federal recovery directives into once cohesive strategy
- ✓ Adhered to P.L. 100-707 [and subsequent amendments] and state statutes [163.317(2)(f), 252]
- ✓ **Recognized best practice** by:
  - ✓ Florida Department of Emergency Management
  - ✓ Emergency Management Accreditation Program (EMAP)

ISC was selected by Martin County, Florida to develop an EMAP-compliant, Disaster Recovery Plan that is intended to complement the County's Comprehensive Emergency Management Plan. The objective of the Disaster Recovery Plan was to increase the County's capacity to navigate the complexities of post-disaster recovery operations, minimize delays in identifying and addressing survivor needs, and successfully recover from disasters. The Disaster Recovery Plan was designed to accomplish the following:

- Offer operational guidance to decision-makers by providing checklists and sample documents.
- Serve as a training aid to familiarize local organizations with their roles and responsibilities during the recovery phase.
- Establish procedural directives by outlining the flow of decision-making and information.

In addition to detailing the roles, responsibilities, governance, coordination, and operational transition of the County's disaster recovery strategy, the Plan also detailed essential recovery actions that will be involved in a post-disaster environment. This plan was recognized as a best practice by the State of Florida Department of Emergency Management

## Disaster Cost Recovery & Redevelopment Plan

### Cook County Department of Emergency Management and Regional Security (EMRS)

#### HIGHLIGHTS

- ✓ **50+ EM projects successfully executed**
- ✓ Disaster Recovery & Redevelopment Plan
- ✓ Cost Recovery Guidance
- ✓ Whole Community Disaster Recovery Summit
- ✓ COVID-19 Recovery Support
- ✓ Hazard Mitigation Plan
- ✓ COVID-19 Response & Recovery Support

Through our multiple contract vehicles, ISC has been supporting Cook County Emergency Management and Regional Security (EMRS), and its 136 participating jurisdictions to include the City of Chicago with comprehensive emergency management consulting services since 2008. In addition to on-going planning support, ISC provides as-needed technical support in response to emergencies and disasters.

Cook County, Illinois, with a population of over 5 million residents, requested assistance of Team ISC to support their Emergency Operations Center (EOC). Specifically, ISC has dedicated both in-person and virtual staff to assist various sections of the Incident Command System. General responsibilities have included collecting, evaluating, and disseminating incident situation information and daily summary/lessons learned reports; conducting briefings and planning meetings; maintaining and building information dashboards; developing IAPs; and providing guidance on disaster cost recovery and reimbursement through the various federal disaster assistance programs and new legislation.

Over the years, ISC has performed over 50 projects, to include the following that are most relevant to this project:

- **Disaster Recovery and Redevelopment Plan:** ISC was engaged by the Cook County Department of Emergency Management and Regional Security (EMRS) to develop The Cook County Disaster Recovery and Redevelopment Plan (DRRP). The DRRP provides a comprehensive framework for countywide recovery planning and operations. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address disaster recovery in Cook County. The Cook County DRRP ensures consistency with current policy guidance and describes the interrelationship with



## Disaster Cost Recovery & Redevelopment Plan

Cook County Department of Emergency Management and Regional Security (EMRS)

other levels of government. This plan will continue to evolve as lessons are learned from actual disaster and emergency experiences; through ongoing planning efforts, training, and exercise activities; and with new federal guidance.

- COVID-19 Cost Recovery Guidance:** Since the beginning of the COVID-19 incident, Team ISC has encouraged a “recovery starts now” approach, encouraging the client to leverage Team ISC’s legacy of disaster recovery experience and lessons learned from H1N1 to implement key financial strategies and policies. Best practices, such as proper documentation, decision-making, contracting, and other strategies were shared at the onset of the crisis to proactively reduce eligibility and cost reimbursement pitfalls later. Using our vast cadre of recovery experts, Team ISC developed multiple cost recovery guides to support the Finance/Admin section. This recovery guidance was tailored specifically to two of the County’s largest operations that Team ISC was intimately involved with:
- Whole Community Disaster Recovery Summit:** The Whole Community project is a multi-year engagement (2022, 2023 and 2024) where ISC develop, host, and facilitate an annual, invitation only, one-day summit that will focus on increasing the capacity of Chicago Metropolitan Regions capability to prepare, respond, recover, and mitigate emergencies/disasters that impact the “whole community.” The first of these summits will be a re-engagement conference to bring back previous stakeholders and partners, but also engagement of the new workforce who have transitioned into stakeholder positions. The intention is to build upon each of the subsequent summits: (Preparedness) Training Summit (2022-2023), (Response) Training Summit (2023), and (Recovery) Training Summit (2024).
- Fatality Management Operations:** Team ISC has also been instrumental in playing a pivotal role in the county’s Fatality Management Operations Plan and specifically a 66,000 square foot refrigerated “Surge Center” to store more than 2,000 decedents. The plan details operations to document COVID-19 deaths, temporary storage at hospitals and other healthcare facilities (which includes all healthcare facilities within ten different Regional Healthcare Coalitions), pickup of reefer trailers and pre-positioning of trailers by the mobile support team, and the intake and storage process at the Surge Center. The Fatality Management Operations Plan also incorporates measures to ensure compliance with the Stafford Act and eligibility of FEMA’s Public Assistance Program and other COVID-19 federal relief assistance. Eligible FEMA Public Assistance funding for this project is approximately \$25 million.
- COVID-19 Recovery Support:** Team ISC has been supporting the unprecedented response to COVID-19 for the second-most populous county in the United States. Cook County, Illinois, with a population of over 5 million residents, requested the assistance of Team ISC to support their Emergency Operations Center (EOC). Specifically, ISC has dedicated both in-person and virtual staff to assist various sections of the Incident Command System. General responsibilities have included collecting, evaluating, and disseminating incident situation information and daily summary/lessons learned reports; conducting briefings and planning meetings; maintaining and building information dashboards; developing IAPs; and providing guidance on disaster cost recovery and reimbursement through the various Federal disaster assistance programs and new legislation. Team ISC continues to be instrumental in the development and implementation of multiple operations-based plans and activities.

**Hazard Mitigation Plan Updates:** The ISC Team recently completed the nation’s largest HMP Update within five months. ISC was recently engaged by the Cook County Department of Emergency Management and Regional Security (DEMRS) to conduct its 2019 and 2024 MJ-HMP Update, covering a total of 136 jurisdictions. The ISC Team worked closely with Cook County DEMRS, Illinois Emergency Management Agency (IEMA), and personnel to accomplish significant improvements in their 2014 MJ-HMP. Our Team increased participation in public outreach activities by over 230% and gained participation by previously non-participating counties. Recently, IEMA and FEMA formally approved this Plan.

## FEMA Disaster Recovery Technical Assistance Contract

Federal Emergency Management Agency

### HIGHLIGHTS

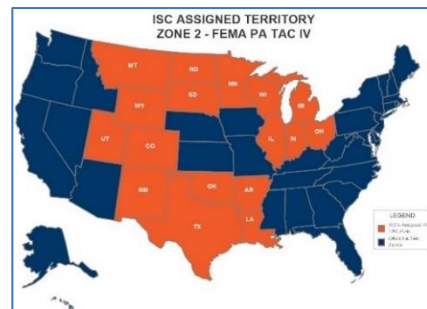
- ✓ Disaster recovery technical support to states and tribes within FEMA Regions V, VI, and VII.
- ✓ Provided as-needed technical support in implementation of FEMA PA Program and provisions of the Stafford Act to:
  - 129 Disaster Declarations
  - 67 Emergency Declarations
  - 51 Fire Management Assistance Declarations
- ✓ Technical Policy Support of FEMA's **Consensus-Based Condes and Standards**
- ✓ Technical expertise with **Section 428 PA Alternate Procedures**
- ✓ Technical Support of FEMA Consolidated Resource Center (CRC)
- ✓ Implemented latest FEMA policies to include **\$1 Million Small Project Threshold**.
- ✓ Routinely recognized by FEMA HQ and FEMA Regions for experience and expertise of staff.
- ✓ ISC's performance under this contract has resulted in multiple term awards since 2004.

ISC provides as-needed technical support services to FEMA's Recovery Directorate within the Office of Response and Recovery (ORR) in support of its mission to provide survivors and communities to include state, tribal, local government, and private non-profit organizations with grants and technical resources can quickly respond to and recover from major disasters or emergencies

declared by the President. ISC was selected to provide professional and non-professional services for the delivery of the FEMA Public Assistance Program in Zone 2 which includes FEMA Regions V, VI, and VIII. Specifically, ISC's provides essential professional services to ORR, as needed, to include:

- Impact Risk and Vulnerability Assessments,
- Preliminary Damage Assessments,
- Technical Assistance and Support,
- Policy Review, Guidance & Programmatic Assistance,
- Planning Technical Support and Review,
- Training, and
- Special Stafford Act Projects and Studies.

Since 2004, ISC has supported over 200 task orders to assist FEMA ORR in the response and recovery of over 129 Presidential Disaster Declarations, 51 Fire Management Administration Declarations, and 67 Emergency Declarations. Disaster events include:



## References

References are provided in Appendix A.

## Fees/Cost

As a recognized small business, ISC works diligently to keep costs as competitive as possible, while maximizing the return on investment for our clients.

Our significant experience in developing and preparing Business Community Resiliency Plan contributes greatly to our depth of understanding and awareness of reasonable costs of supporting the development of a Business Community Resiliency Plan. That same experience also allows us to foresee and respond to potential unexpected costs that may evolve and create programmatic disruption.

### Fee Schedule

Based on the scope of work, the estimated cost for this project will be **\$162,500**. This is a firm fixed price, inclusive of all labor, materials, travel expenses, and all other costs, direct and indirect, necessary for each task identified in the Scope of Work. ISC will bill monthly for work performed for each task, unless otherwise directed by the client.

### Fee Discount

ISC will offer the City of Cape Coral a 10% discount on all project fees if ISC is selected for all the following projects:

- RFP # REM2522KMR: Disaster and Cost Recovery Plan
- RFP # REM2521KMR: Cape Coral Communications Plan
- RFP # REM2523KMR: Cape Coral Business Community Resiliency Plan

## **Appendix A. References**



Reference surveys submitted should be no more than twelve (12) months old. Please clearly identify the project name and number the reference is being submitted for.

CITY OF CAPE CORAL PROJECT NAME: Business Community Resiliency Plan Project #: REM2523KMR Respondent

Information: **Please Return Completed Form with bid/proposal submittal.**

NAME: Sophia Delmar	
TITLE: Proposal Coordinator	
COMPANY: Integrated Solutions Consulting	
EMAIL: sophia.delmar@i-s-consulting.com	PHONE #: 847.737.5395

BIDDER/PROPOSER TO ENTER DETAILS OF A PROJECT PERFORMED FOR ABOVE REFERENCE RESPONDANT) If applicable, Submit references for projects of similar scope and size as the project being bid upon.

Reference Name:	CharledsCyrille	Reference Title:	Senior Advisor
Reference Email:	charles.cyrille@miamidade.gov	Reference Phone #:	786.331.5130
Reference Project Name:	Project Address:		Project Cost:
Miami-Dade Comprehensive EM Services			
Summarize Scope:			
Since 2010, ISC has provided emergency management and homeland security professional service in support of Miami-Dade County and the South Florida Region through a multi-year contract. These services include but are not limited to homeland security/emergency management consultancy services, planning, training, exercise support, disaster recovery, mitigation and scope of service development.			

**You as an individual or your company has been given as a reference on the project identified above. Please provide your responses to the question below.** Indicate: "yes" or "no"

1. Did this company have the proper resources and personnel by which to get the job done?	Yes
2. Were problems encountered with the company's work performance?	Yes
3. Were change orders or contract amendments issued, other than owner initiated?	Yes
4. Was the job completed on time?	Yes
5. Was the job completed within budget?	Yes
6. On a scale of 1-10, with 10 being the best, how would you rate the overall work performance including professionalism; final product; personnel; resources.	Yes
7. Would you rehire this company for future work?	Yes
Please provide any additional comments you deem important regarding this company and their work performed.	
See attached letter of reference	

**Please submit non-City of Cape Coral employees as references.**

Reference Name (Print)

Reference Signature

Date



Office of Emergency Management  
9300 NW 41 St  
Miami, FL 33178  
Email: [eoc@miamidade.gov](mailto:eoc@miamidade.gov)  
Phone: 305-468-5400  
Fax: 305-468-5401

May 9, 2024

Subject: Letter of Recommendation for Integrated Solutions Consulting

To Whom It May Concern:

This is to certify Integrated Solutions Consulting (ISC) has acted as a consulting entity for Miami-Dade County Office of Emergency Management (OEM). They have worked with us on various projects, including emergency management trainings, exercises, and planning. Our agency has chosen ISC for consulting services several times and the results we have gotten have always been very positive.

ISC has a robust team of principals, project managers, subject matter experts, and technical manpower. Their team has a plethora of emergency management experience. Their level of expertise within the field allows them to integrate seamlessly alongside our staff. They have always performed the work professionally and with devotion to complete the specified project tasks on budget, within the scheduled time, and to our satisfaction.

We would strongly recommend ISC to any agency who is looking for competent and dedicated emergency management consultants.

Please contact me if you have any questions regarding this recommendation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charles Cyrille', is positioned above the printed name.

Charles Cyrille  
Acting Director





Reference surveys submitted should be no more than twelve (12) months old. Please clearly identify the project name and number the reference is being submitted for.

**CITY OF CAPE CORAL PROJECT NAME:** Business Community Resiliency Plan **Project #:** REM2523KMR

Respondent Information: **Please Return Completed Form with bid/proposal submittal.**

<b>NAME:</b>	Sophia Delmar		
<b>TITLE:</b>	Proposal Coordinator		
<b>COMPANY:</b>	Integrated Solutions Consulting		
<b>EMAIL:</b>	sophia.delmar@i-s-consulting.com	<b>PHONE #</b>	847.737.5395

BIDDER/PROPOSER TO ENTER DETAILS OF A PROJECT PERFORMED FOR ABOVE REFERENCE RESPONDANT) If applicable, Submit references for projects of similar scope and size as the project being bid upon.

<b>Reference Name:</b>	Erin Lynch	<b>Reference Title:</b>	Program Director
<b>Reference Email:</b>	elynych@marc.org	<b>Reference Phone #:</b>	816.701.8390
<b>Reference Project Name:</b>	<b>Project Address:</b>		<b>Project Cost:</b>
MARC Professional EM Services			
<b>Summarize Scope:</b>  Since 2012, ISC has provided planning and exercise services, as needed, for various regional planning and exercise projects. Through this contract vehicle, ISC provides emergency services planning and exercise support to the 119 municipalities and nine counties of the bi-state Kansas City region.			

**You as an individual or your company has been given as a reference on the project identified above. Please provide your responses to the question below.** Indicate: "yes" or "no"

1. Did this company have the proper resources and personnel by which to get the job done?	Yes
2. Were problems encountered with the company's work performance?	Yes
3. Were change orders or contract amendments issued, other than owner initiated?	Yes
4. Was the job completed on time?	Yes
5. Was the job completed within budget?	Yes
6. On a scale of 1-10, with 10 being the best, how would you rate the overall work performance including professionalism; final product; personnel; resources.	Yes
7. Would you rehire this company for future work?	Yes
Please provide any additional comments you deem important regarding this company and their work performed.	
See attached letter of reference	

**Please submit non-City of Cape Coral employees as references.**

Reference Name (Print)

Reference Signature

Date

600 Broadway, Suite 200  
Kansas City, Missouri 64105-1659

816-474-4240  
816-421-7758 FAX  
www.marc.org



December 30, 2024

Subject: Letter of Recommendation for Integrated Solutions Consulting

To Whom It May Concern:

This letter is to certify Integrated Solutions Consulting (ISC) has acted as a consulting entity for the Mid-America Regional Council (MARC). ISC has worked with us on various projects, including emergency management training and planning. They most recently developed and delivered public safety related training that complements and supports the region's overall mission, goals, and objectives to prepare, protect, respond, mitigate and recovery from emergencies and disasters. Our agency has chosen ISC for consulting services on several occasions and the results we have received have always been positive. ISC listens intently to the client to understand our needs and challenges and works to address them. They are very responsive.

We would recommend ISC to any agency/organization that is looking for competent and dedicated emergency management consultants without hesitation.

Please contact me if you have any questions regarding this recommendation.

Sincerely,

A handwritten signature in dark ink, appearing to read "Erin E.S. Lynch", with a stylized flourish at the end.

Erin E.S. Lynch, Emergency Services Director  
Mid-America Regional Council  
600 Broadway, Suite 200  
Kansas City, MO 64105  
elynych@marc.org  
direct (816) 701- 8390 cell (913) 634-0178  
fax (816) 421-7758Insert Text Here]

Chair  
Rob Roberts  
Commissioner  
Miami County,  
Kansas

1st Vice Chair  
Jimmy Odom  
Commissioner  
Cass County,  
Missouri

2nd Vice Chair  
Harold Johnson Jr.  
Commissioner  
Unified Government  
of Wyandotte County/  
Kansas City, Kansas

Treasurer  
Eileen Weir  
Mayor  
Independence,  
Missouri

Secretary  
Carson Ross  
Mayor  
Blue Springs,  
Missouri

Executive Director  
David A. Warm



Reference surveys submitted should be no more than twelve (12) months old. Please clearly identify the project name and number the reference is being submitted for.

**CITY OF CAPE CORAL PROJECT NAME:** Business Community Resiliency Plan \_\_\_\_\_ **Project #:** REM2521KMR

Respondent Information: **Please Return Completed Form with bid/proposal submittal.**

<b>NAME:</b> Sophia Delmar	
<b>TITLE:</b> Proposal Coordinator	
<b>COMPANY:</b> Integrated Solutions Consulting	
<b>EMAIL:</b> sophia.delmar@i-s-consulting.com	<b>PHONE #</b> 847.737.5395

BIDDER/PROPOSER TO ENTER DETAILS OF A PROJECT PERFORMED FOR ABOVE REFERENCE RESPONDANT) If applicable, Submit references for projects of similar scope and size as the project being bid upon.

<b>Reference Name:</b>	Nck Crossley	<b>Reference Title:</b>	Program Director
<b>Reference Email:</b>	nick.crossley@hamiltoncountyohio.gov	<b>Reference Phone #:</b>	513.263.8201
<b>Reference Project Name:</b>	<b>Project Address:</b>		<b>Project Cost:</b>
MARC Professional EM Services			
<b>Summarize Scope:</b> Since 2017, ISC has provided Hamilton County with various professional emergency management consulting projects ranging from preparedness programs, disaster recovery, and hazard mitigation.			

**You as an individual or your company has been given as a reference on the project identified above. Please provide your responses to the question below.** Indicate: "yes" or "no"

1. Did this company have the proper resources and personnel by which to get the job done?	Yes
2. Were problems encountered with the company's work performance?	Yes
3. Were change orders or contract amendments issued, other than owner initiated?	Yes
4. Was the job completed on time?	Yes
5. Was the job completed within budget?	Yes
6. On a scale of 1-10, with 10 being the best, how would you rate the overall work performance including professionalism; final product; personnel; resources.	Yes
7. Would you rehire this company for future work?	Yes
Please provide any additional comments you deem important regarding this company and their work performed.  See attached letter of reference	

**Please submit non-City of Cape Coral employees as references.**

Reference Name (Print)

Reference Signature

Date



NICK CROSSLEY, CEM, CPM  
DIRECTOR

# County of Hamilton

## EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

2000 RADCLIFF DRIVE  
CINCINNATI, OHIO 45204  
PHONE: 513-263-8200  
FAX: 513-263-8222



EXECUTIVE COMMITTEE  
HON. DENISE DRUEHAUS, CHAIR  
HON. STEPHANIE SUMMERBOW DUMAS, VICE CHAIR  
HON. TRIFFON CALLOS  
MIKE DONOHUE  
HON. RYAN GRUBBS  
HON. CRAIG MARGOLIS  
CHIEF DENNIS MEADOR II  
HON. VICTORIA PARKS  
HON. CHERYL SIEVE  
ASSISTANT CHIEF SHERMAN SMITH  
CHIEF AARON L. TILLMAN III  
HON. THOMAS WEIDMAN

July 9, 2024

Subject: Letter of Recommendation for Integrated Solutions Consulting

To whom it may concern,

This is to certify Integrated Solutions Consulting (ISC) has served as a consulting entity for Hamilton County Emergency Management & Homeland Security Agency. ISC has supported Hamilton County on various preparedness and emergency planning engagements over the past several years. Recently, we utilized ISC's services to complete a COVID-19 Reopening Strategy. This project had a very short timeframe and ISC was able to deliver exemplary service despite these constraints.

ISC has a robust team of principals, project managers, subject matter experts, and technical manpower. Their team has a plethora of emergency management experience. Their level of expertise within the field allows them to integrate seamlessly alongside our staff. They performed the work professionally and with devotion to complete the specified project tasks on budget, within the scheduled time, and to our satisfaction.

I wish ISC every success in their future business and hope to have relations with them again on our future up-coming projects. We would strongly recommend them for any agency who is looking for competent and dedicated emergency management consultants.

Please contact me if you have any questions regarding this recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Crossley".

Nick Crossley, CEM, CPM  
Director

## Appendix B. Forms


**FORM 3A - INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS**

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE POSITION HELD
MAILING ADDRESS	AGENCY
CITY ZIP COUNTY	ADDRESS OF AGENCY

**WHO MUST FILE THIS STATEMENT**

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, Florida Statutes and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. This form has been promulgated by the Commission on Ethics for such disclosure, *if and when applicable* to a public officer or employee.

**INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS (Required by 112.313(12)(b), Fla. Stat.)**

1. The competitive bid to which this statement applies has been/will be (strike one) submitted to the following government agency: City of Cape Coral		
2. The person submitting the bid is: NAME: Daniel Martin		POSITION: Principal
3. The business entity with which the person submitting the bid is associated is: Integrated Solutions Consulting		
4. My relationship to the person or business entity submitting the bid is as follows: No Relationship		
5. The nature of the business intended to be transacted in the event that this bid is awarded is as follows:		
a. The realty, goods and/or services to be supplied specifically include: consulting services		
b. The realty, goods and/or services will be supplied for the following period of time: five years		
c. Will the contract be subject to renewal without further competitive bidding? ____ Yes <input checked="" type="checkbox"/> No. If so, how often? _____		
6. Additional comments:		
7. SIGNATURE	DATE SIGNED	DATE FILED
	3/18/2025	

**FILING INSTRUCTIONS**

If you are a state officer or employee required to disclose the information above, please file this form with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 3600 Maclay Blvd. South, Suite 201, Tallahassee, FL 32312. If you are an officer or employee of a political subdivision of this state and are subject to this disclosure, please file the statement with the Supervisor of Elections of the county in which the agency in which you are serving has its principal office.

NOTICE: UNDER THE PROVISIONS OF FLORIDA STATUTES #112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.00



**HUMAN TRAFFICKING AFFIDAVIT - S.787.06, FLORIDA STATUTES**

Before me, the undersigned authority, personally appeared  
Daniel Martin, whom after being duly sworn, deposes and states:  
 (Affiant)

1. My name is Daniel Martin and I am over eighteen years of age.  
 The following information is given from my own personal knowledge.
2. I am an officer or representative with Integrated Solutions Consulting,  
 a non-governmental entity. I am authorized to provide this affidavit on  
 behalf of Integrated Solutions Consulting.
3. The non-governmental entity, Integrated Solutions Consulting,  
 does not use coercion for labor or services as defined in s.787.06,  
 Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

March 18, 20 25  
  
 (Affiant)

STATE OF ~~FLORIDA~~ New Jersey  
 COUNTY OF ~~HILLSBOROUGH~~ Monmouth

Sworn to (or affirmed) and subscribed before me by means of      physical  
 presence or X online notarization, this 18 day of March, 2025, by

Daniel Martin  
 (Affiant)

<b>SOPHIA DELMAR</b> Commission # 50221704 Notary Public, State of New Jersey My Commission Expires May 08, 2029
--

*Sophia Delmar*  
 (Signature of Notary Public--State of ~~Florida~~) New Jersey

Sophia Delmar  
 (Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known X OR Produced Identification         

Type of Identification Produced




**CORPORATE RESOLUTION**

I, Lauren Martin, Secretary of Integrated Solutions Consulting  
, a corporation organized and existing under the laws of the State of Illinois,

hereby certify that at a meeting of the Board of Directors of the Corporation duly called and held on  
March 18, 2025, at which a quorum was present and acting throughout, the following resolutions  
 were adopted and are now in full force and effect:

RESOLVED that the following individuals of this corporation are authorized to execute on behalf of this  
 corporation a Bid and Agreement to City of Cape Coral, Florida for the purchase and delivery of ,  
 (Project Name)


I further certify that the names of the officers of this corporation and any other persons authorized to act under  
 this resolution and their official signatures are as follows:

NAME	OFFICIAL TITLE	OFFICIAL SIGNATURE
<u>Daniel Martin</u>	<u>President</u>	<u></u>
<u>Lauren Martin</u>	<u>Secretary</u>	<u></u>
<u>Daiko Abe</u>	<u>Treasurer</u>	<u></u>
<u></u>	<u></u>	<u></u>

Corporation address 220 S Buchanan Street, Edwardsville IL 62025

Corporation phone number 847.737.5395

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary and affixed the seal of the corporation  
 this 18 day of March, 2025

SECRETARY:  DATE: 3/18/2025  
 (Signature)



## Immigration Affidavit Certification


The City of Cape Coral Invitation to Bid; Request for Proposal or Quotation # **REM2523KMR**

Project Name: **Cape Coral Business Community Resiliency Plan**

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, Request for Quotation submittals.

Consultant's or Bidder's or Contractors are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the solicitation Consultant's/bidder's proposal shown above.

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 Consultant / Bidder/Contractor's proposal as nonresponsive. The City of Cape Coral will not intentionally award City contracts to any Consultant 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"). The City of Cape Coral may consider the employment by any Consultant/Bidder/Contractor 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 The City of Cape Coral. Consultant/Bidder/Contractor 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 Consultant's or Bidder's or Contractor's submitted proposal.

Company Name Integrated Solutions Consultin  
 Authorized Printed Name Daniel Martin Title President  
 Signature Date March 18, 2025 

State of New Jersey County of Monmouth

The foregoing instrument was signed and acknowledged before me this 18 day of March, 2025, by  
Daniel Martin who has produced Drivers License as identification.  
 (Print or Type Name) (Type of Identification and Number)

Sophia Delmar  
 Notary Public Signature

Sophia Delmar  
 Printed Name of Notary Public

Commission #50221704 / May 08, 2029  
 Notary Commission Number/Expiration

<p><b>SOPHIA DELMAR</b>          Commission # 50221704          Notary Public, State of New Jersey          My Commission Expires          May 08, 2029</p>
---

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.




**AFFIDAVIT OF COMPLIANCE WITH SECTION 287.138, FLORIDA STATUTES,  
CONTRACTING WITH FOREIGN ENTITIES OF CONCERN**

Before me, the undersigned authority, personally appeared **(Name of affiant)**  
Daniel Martin, who, after being first duly sworn, deposes and says of  
his or her personal knowledge the following:

1. Affiant is the **(Title)** Principal of **(Business Name)**  
Integrated Solutions Consulting which does  
business in the State of Florida, hereinafter called the "Vendor."
2. Vendor, pursuant to Section 287.138, Florida Statutes, certifies that (1) Vendor is not owned by a government of a foreign country of concern; (2) a government of a foreign country of concern does not have a "controlling interest" in Vendor, as defined by Section 287.138(1)(a), Florida Statutes; and (3) Vendor is not organized under the law of nor has its principal place of business in a foreign country of concern. For the purposes of this affidavit, foreign country of concern means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern, as defined in Section 287.138(1)(c), Florida Statutes.
3. This Affidavit is executed by the Vendor accordance with Section 287.138, Florida Statutes, for the purposes of preventing the County from entering contracts with foreign entities of concern which would provide Vendor access to an individual's personal identifying information.

Signed and Delivered on this 18 day of March, 2025.

BY:   
Signature of Affiant  
Daniel Martin  
Printed Name

STATE OF ~~FLORIDA~~ New Jersey  
COUNTY OF Monmouth

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☒ online notarization, this  
18 day of March, 2025, by Online notarization.

Personally Known OR Produced Identification  
Type of Identification Produced Personally known

  
(Notary Signature)

(SEAL)

**SOPHIA DELMAR**  
Commission # 50221704  
Notary Public, State of New Jersey  
My Commission Expires  
May 08, 2029

## Appendix C. Resumes

# Daniel Martin, PhD, CEM | Principal-in-Charge

## Expertise & Certifications

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional
- Certified Emergency Manager
- Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

## Years of Experience

- 30+ years of experience

## Education

- MA & PhD, Emergency Management
- BS, Environmental Engineering
- Graduate Studies, Public Health & Sociology
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

## Recognition

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award

## Profile

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises.

Dr. Martin has managed over 300 consulting engagements and managing several large Federal Emergency Management Agency (FEMA) and other U.S. federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry have been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

## Relevant Project Experience

- DHS – FEMA; National Response & Recovery Directorate Planning & Coordination Program; Program Director; ISC; 2010 – Present.
- DHS – FEMA; National Catastrophic Planning Technical Assistance Program; Managing Principal; ISC; 2015 – Present.
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – Public Assistance TAC Support; Managing Principal; ISC; 1998 – Present.
- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; ISC; 2014 – Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; ISC; 2009 – Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal
- Houston-Galveston Area Council All Hazards Preparedness, Planning, Recovery



# Glen LaFond | Senior Project Managing Director

## Expertise & Certifications

- FEMA Public Assistance
- FEMA Individual Assistance
- FEMA PA Policy, Guidelines and Regulations
- Project Management
- Construction Management
- 404 / 406 Hazard Mitigation
- Cost Estimating (CEF) and RS Means
- Section 428 PAAP
- Insurance
- Alternate & Improved Projects
- Program Delivery Manager (PDMG)
- Site Inspection
- Public Assistance Coordinator (PAC)
- Writing Project Worksheets

## Years of Experience

- 25+ years of experience

## Education

- BA, Business Administration
- Advanced Professional Series in Emergency Management from FEMA
- State of Florida's GOLD State Management Team (SMT)
- National Fire Academy's All Hazards Incident Management Team (AHIMT)
- Grants Manager / Grants Portal

## Profile

Glen LaFond has more than 25 years combined of Emergency, Construction, Project, and Financial Management experience in both the public and private sector. For the past 15 years, Glen has worked on 16 disasters, including flood, wind, and earthquake hazards. Due to his commitment to the emergency management discipline, Glen achieved FEMA's highly coveted Advanced Professional Series Certificate in Emergency Management and completed the National Fire Academy's Type 3 All Hazard IMT Technical Assistance Program. Mr. LaFond has the knowledge, skills, and abilities to manage a disaster at any level, including Federal, State, County, local jurisdiction, and private sectors. His experience in responding to and working multiple disasters, coupled with his background in the construction industry, give him a unique insight into the Emergency Management field that has proven invaluable to his applicants and clients. Glen is a FEMA policy and procedural expert with strong technical writing skills that he uses to write project worksheets as well as appeals to ensure maximum grant awards for his applicants.

Most recently, Glen has been serving as the Program Director for 3 clients in Southwest Louisiana. He is currently overseeing more than \$160 million in FEMA grants to help his applicants recover from the devastating effects of Hurricane Laura and its 150 mph winds. As a Section 428 PAAP Alternative project policy specialist, Glen has directed over \$80 million into this complicated FEMA grants program. This has allowed his clients to maximize their grant funding while also allowing them the greatest flexibility with their funding as they repair and rebuild their facilities. The experience and professional knowledge of Glen and his team has allowed his clients to far outpace the other applicants in this disaster in terms of the amount of obligated and hazard mitigation funds received.

Before his currently deployment, Glen served as a FEMA Emergency Management consultant in New York State on Hurricane Sandy DR-4085 where he wrote more than \$700 million in Public Assistance Project Worksheets across all categories of work for restoration and mitigation efforts, including grants written under the newly created Public Assistance Alternative Procedures Program (PAAP). He has used his construction management and estimating background to assist applicants in developing scopes of work and wrote his own restoration CEF estimates and mitigation Cost Benefit Analyses for critical infrastructure that included wastewater treatment plants, State, and prominent local government entities as well as school districts and housing authorities. Mr. LaFond also has been deployed as an Insurance Specialist where he prevented over \$120 million in duplication of disaster benefits and resolved outstanding insurance issues in appeal or OIG audit during the FEMA grant closeout process.

## Relevant Project Experience

### Emergency Management Consultant, Integrated Solutions Consulting, April 2013 – Present

- Project Manager for Hurricane Laura and damages to the Harbors and Airports.
- Primary PM and POC between clients and project reps.
- Technical Assistance Consultant (TAC) to FEMA for Hurricane Maria DR-4339; served as PDMG and Grants Manager reporting specialist.



# Glen LaFond | Senior Project Managing Director

- Technical Assistance Consultant to FEMA for Hurricane Sandy DR-4085; served as Project Specialist.
- Wrote over \$500 million in Public Assistance Project Worksheets (PW's) across all categories of work including writing Section 428 PAAP Projects
- Wrote projects for Airports, tunnels, bridges, school districts, housing authorities and wastewater treatment plants.
- Emergency Management Consultant to Florida League of Cities (FLC) / Florida Municipal Insurance Trust (FMIT)
- Worked with League members, FEMA and the State of Florida to reconcile claims and reduce municipal de-obligation exposure by over \$120 Million.
- As a Project Manager for FMIT, worked expeditiously to repair flooded NASA building with over \$5M in damages while staying within budget & timeline.
- Puerto Rico: DR-4339 Hurricane Maria, Public Assistance Emergency Grant Program, Disaster Recovery Specialist – October 2017 – May 2018

# Yahiritza Álvarez, MPS, FPEM | Planner

## Expertise & Certifications

- Emergency Management
- Program Management
- Policies and Standards
- Training and Instruction
- Problem Resolution
- Exercise Design and Delivery
- Incident Response and Recovery
- Community Outreach and Education
- Florida Professional Emergency Manager Certification
- Volunteer and Donations Management
- Resiliency Planning
- Plan Development and Management
- Meteorology
- Proficient with WebEOC
- Proficient with ARM360 (Damage Assessment Software)

## Years of Experience

- 10+ years of experience

## Education

- Executive Master of Professional Studies in Emergency and Disaster Management
- BS, Meteorology

## Profile

Innovative, dedicated, and experienced emergency management professional fluent in English and Spanish with demonstrated experience in supporting, developing and managing programs from inception through implementation. Exhibits effective communication and collaborative skills to reach a common goal with colleagues and stakeholders.

## Relevant Project Experience

### Integrated Solutions Consulting, Senior Consultant, 2022 – Present

- Salt Lake County, UT, MJHMP
- Cook County, IL MJHMP
- Hamilton County, OH HMP
- Project Manager for over 20 FEMA-approved hazard mitigation plans across the nation, in addition to providing subject matter and planning support to multiple other mitigation plans.

### Miami-Dade County Office Emergency Management, Emergency Management Planner, May 2018 – 2022

- Serves as the Emergency Operations Center (EOC) Municipal Branch Director for Miami-Dade County EOC activations. Supports Miami-Dade County's 34 municipalities and six (6) colleges and universities with information sharing, protective actions and coordination of resources. Works with municipal partners to identify locations that can be utilized for COVID-19 testing and vaccinations, evacuation centers, family assistance centers and shelters.
- Supports the Recovery Coordinator in the Miami-Dade County Recovery Operations Center.
- Oversees the Municipal Branch Program and serves as the Office of Emergency Management (OEM) Municipal Liaison to all municipalities, colleges and universities in Miami-Dade County.
- Responsible for the development, maintenance and enhancements of plans and procedures for protective measures and natural hazards. Plans and procedures include, but are not limited to, the following: Miami-Dade County's Protective Measures Plan, EOC Municipal Branch Operations Guide, Hazard Impact Assessment Plan, Cold Weather Policy & Procedure, Extreme Heat Policy & Procedure, Severe Weather Policy & Procedure, HURREVAC Policy & Procedure.
- Serves as the Program Manager for Miami-Dade County's Damage Assessment Program. This includes managing the implementation and training on the County's damage assessment software (ARM360).
- Coordinates and facilitates the Whole Community Engagement Quarterly Meetings for Miami-Dade County emergency management stakeholders, such as municipalities, colleges, universities, hospitals, law enforcement, fire rescue, County and State Departments, private sector, faith-based and community organizations.

# Yahiritza Álvarez, MPS, FPEM | Planner

- Selected as a member of the Project Management Team to develop the After-Action Report for the Surfside Building Collapse incident.
- Served as the Project Manager for the Miami-Dade County All-Hazards Evacuation Clearance Time project.
- Develops Miami-Dade County's Annual Emergency Preparedness Report.
- Assists with the development and enhancement of the annual Miami-Dade County Hurricane Readiness Guide.
- Enhanced the Miami-Dade County EOC Situation Report and Incident Action Plan template to present essential elements of information in a clear and concise manner to all EOC stakeholders.
- Serves as exercise controller and evaluator on numerous exercises.
- Supported the 2020 5-year update of Miami-Dade County's Local Mitigation Strategy (LMS).
- Completed the Big City Emergency Managers (BCEM) Emerging Leaders (EL) Program.
- Conducted a storm surge analysis to develop a series of evacuation scenarios based on the county's storm surge planning zones. This was developed by analyzing new Sea, Lake and Overland Surges from Hurricanes (SLOSH) data for South Florida and Geographic Information Systems (GIS) data.
- Gathered and documented Miami-Dade County's flood warning and response activities for the FEMA National Flood Insurance Program's (NFIP) Community Rating System (CRS) program.
- Enhanced evacuation center layout assessments as part of the Miami-Dade County shelter operations strategy.

**Miami-Dade County Office Emergency Management, Emergency Management Specialist, Jan 2015 to May 2018**

# Daiko Abe | Project Principal

## Expertise & Certifications

- Comprehensive Emergency Management Planning
- Hazard Mitigation Planning
- Hazard Risk & Vulnerability Assessments
- Emergency Management Research Methods
- Computer-Based Training
- Long-term Recovery
- Stakeholder Engagement
- Certified Floodplain Manager

## Years of Experience

- 15+ years of experience

## Education

- MS, Emergency Management
- BA, Communications

## Profile

As an experienced consultant and Director of Operations for Integrated Solutions Consulting (ISC), Daiko Abe has excelled in providing comprehensive all-hazard services in all phases of emergency management. As a thought leader and innovator, Mr. Abe brings expertise in the following areas: program management, technological/innovative solutions, organizational leadership, risk and vulnerability analysis, emergency planning, and public health preparedness. His disaster experience includes supporting COVID-19 response operations for the second largest county in the U.S.; supporting major flooding incidents in FEMA Regions VIII and V; recovery support for Hurricane Sandy (New York City); recovery support for Hurricane Maria (Puerto Rico); various tornadoes across the Midwest; and H1N1 response operations. Additionally, Mr. Abe personally and professionally experienced first-hand the devastating impacts of the 2011 earthquake and tsunami in Japan.

Mr. Abe is a leader in emergency management with a successful track record of supporting clients to prevent, protect against, mitigate, respond to, and recover from the multiple threats and hazards facing our nation. Mr. Abe has managed and supported over 100 consulting engagements, and currently oversees operations for all preparedness and recovery engagements for ISC. Clients have continuously recognized Mr. Abe for his professionalism, dedication, and work ethic. His aptitude and expertise have resulted in developing regional disaster response, recovery and administrative strategies; hazard mitigation plans; evacuation strategies; and a wide variety of other emergency management projects that have been recognized by the client, respective states, FEMA region and FEMA HQ. Mr. Abe received a master's degree in Emergency Management.

## Relevant Project Experience

- Lead Planner Hamilton County, OH COVID-19 Reopening Strategy; Lead Planner and Project Manager; Ohio; ISC, 2020
- Cook County, IL COVID-19 Response Operations; Mass Fatality Team; Illinois; ISC, 2020
- Salt Lake County, UT Hazard Mitigation Plan; Project Manager; ISC, 2020
- Cook County, IL Hazard Mitigation Plan; Project Manager; IL; ISC, 2019
- Phoenix Region, AZ Phoenix UASI Strategic Plan; Project Manager and Planner; Arizona; ISC, 2018
- Franklin County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; ISC, 2017 – 2018
- Hamilton County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; ISC, 2017 – 2018
- FEMA HQ Catastrophic Emergent Behavior Planning; Planner; Washington, D.C.; ISC, 2016 – 2017

# Daiko Abe | Project Principal

- Active Shooter/Assailant Interactive Course and Storyboard Development; Developer/Planner; Oakland County, MI; ISC, 2015
- Threat and Hazard Identification & Risk Assessment Update; Planner; Miami-Dade County, FL; ISC, 2014 – 2015
- Regional Emergency Support Function (ESF 8) and Regional Healthcare Coordination Plan; Project Manager; Kansas City Region; ISC, 2014
- Miami-Dade County Emergency Preparedness Study; Project Manager; Miami, FL; ISC, 2014
- Navajo Nation – Charley Day Dam BIA Emergency Action Plan; Lead Planner; Arizona; ISC, 2013 – 2014
- Santa Monica All Hazard Mitigation Plan; Project Manager; Santa Monica, CA; ISC, 2013
- Kansas City Regional Coordination Plan; Project Manager; Kansas City Region; ISC, 2013
- Kansas City Regional Recovery Strategy; Planner; Kansas City Region; ISC, 2013
- Tribal Hazard Response Plan; Project Manager; NW United States; ISC, 2012 – 2013
- Kansas City Regional Evacuation Plan; Senior Consultant and Project Manager; Kansas City Region; ISC, 2012
- Minnesota Region Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; ISC, 2012
- South Florida Threat and Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; ISC, 2012
- THIRA; Senior Consultant and Lead Planner; Miami-Dade County, FL; ISC, 2011 – 2012
- Bonneville County Emergency Operations Plan (EOP) Update; Project Manager; Bonneville County, ID; ISC, 2012
- NE Idaho EOC Go-Kit Development; Project Manager; Eight (8) counties in NE Idaho; ISC, 2011
- Kansas City Emergency Pet Services Plan; Lead Planner; Kansas City, MO; ISC, 2011
- NE Idaho Regional Coordination Plan - Evacuation & Mass Care Annexes; Project Manager, ISC, 2010
- MN Region 2 Critical Infrastructure & Key Resources; Senior Consultant; Minnesota, ISC, 2009 – 2010
- DuPage County EOC Management Plan; Senior Consultant; DuPage County, IL, ISC, February 2010 – April 2010
- DuPage County Emergency Public Information Plan Development; Senior Consultant and Lead Planner & Architect; DuPage County, IL, ISC, May 2009 – August 2009
- Chicago Pandemic Influenza Planning & Response; Senior Consultant; Chicago, IL; ISC, May 2008 – July 2008



# Bryan Stoll, MEP | Exercise Director

## Expertise & Certifications

- Master Exercise Practitioner
- HSEEP Train the Trainer, US DOH Security
- ICS Curricula Train the Trainer (L449): FEMA
- ICS Curricula Train the Trainer (L449): Center for Domestic Preparedness
- Emergency Preparedness and Public Health, Plan Review/Audit for Compliance
- Project Management
- Exercise Design, Development, Conduct, and Evaluation
- Stakeholder Coordination and Engagement
- Trained to the ICS-300/400 level in Incident Command
- All-Hazards Planning Section Chief course (IFSI)
- Strategic National Stockpile (SNS) Receive, Stage and Store (RSS) Operations Course
- Completed all required FEMA/ICS courses, including the Professional Development Series
- Senior Officials Workshop for All-Hazards Preparedness
- EOC Operations and Planning for All-Hazards

## Years of Experience

- 20+ years of experience

## Education

- MS, Human Service Administration
- BA, Psychology/Human Services

## Profile

Bryan Stoll is a seasoned professional with more than 20 years of experience gained in not-for-profit, consulting, and government organizations to include both public health and emergency management. He aims to provide support to organizations to increase resiliency and overall response capability. Mr. Stoll has experience in leading cross-functional teams using sound judgment, flexibility, initiative, and commitment while working in environments which may have ambiguity and experience rapid change.

Currently, Mr. Stoll serves as a Senior Consultant with Integrated Solutions Consulting, assisting several organizations with the development of preparedness exercises, After-Action Reports and the implementation of Improvement plans. Prior to re-joining ISC in 2022, Mr. Stoll held training and exercise positions in the arenas of higher education and public health, and was directly responsible for the design, development, conduct, and evaluation of preparedness exercises to validate each organization's planning efforts.

## Relevant Project Experience

- Cyber-Terrorism Tabletop Exercise, Miami-Dade County Office of Emergency Management, Project Manager/Exercise Director/Lead Planner, Integrated Solutions Consulting, 2022
- Statewide Virtual Tabletop Exercise, Ohio Department of Health, After-Action Report Author, Integrated Solutions Consulting, 2022
- Statewide Cybersecurity Webinar Ohio Department of Health, Co-Presenter/Authored Project Summary, ISC, 2022
- Integrated Preparedness Planning Workshop, Cook County Department of Public Health, Lead Planner, Integrated Solutions Consulting, 2022
- Integrated Preparedness Plan, Cook County Department of Public Health, Author, Integrated Solutions Consulting, 2022
- Ohio Department of Health Statewide Infectious Disease Tabletop Exercise; Evaluator – March 2022
- Cook County Department of Public Health Mass Vaccination Exercise (South Holland); Co-Planner –October 2018
- Cook County Department of Public Health Communicable Disease Tabletop Exercise; Facilitator, Co-Planner – November 2017
- Cook County Department of Public Health Mass Vaccination Exercise; Exercise Director – October 2017
- Village of Schaumburg/Cook County Department of Public Health Public Health Department “Operation Mad Hatter Revisited” Functional Exercise; Exercise Co-Director, Planner – July 2017
- Cook County Department of Public Health Mass Vaccination Exercise; Exercise Director – October 2016
- Miami-Dade County Office of Emergency Management; Exercise Director, Lead Planner, Facilitator, After-Action Report Author - May 2022

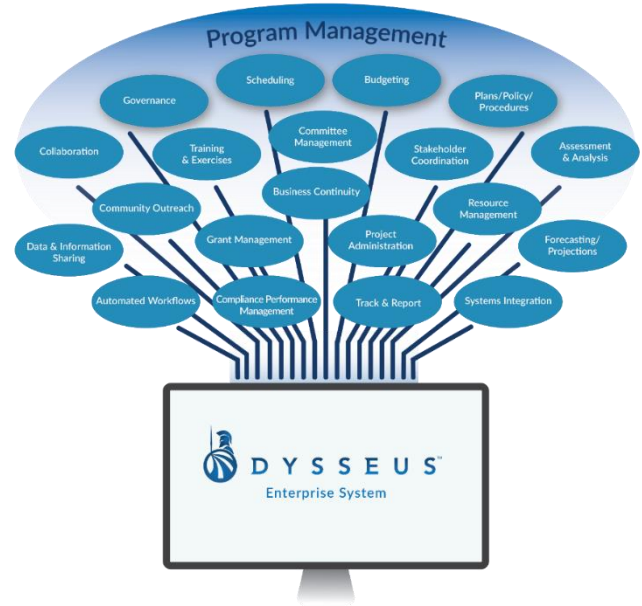


# Bryan Stoll, MEP | Exercise Director

- University of Illinois Chicago Student Suicide Tabletop Exercise (Policy Group); Exercise Co-Planner – December 2021
- University of Illinois Chicago Family Reunification and Assistance Center Tabletop Exercise; Exercise Co-Planner, Facilitator, and Evaluator – November 2019
- University of Illinois Chicago “Operation: Enter the Dragon” Active Shooter Full-Scale Exercise; Exercise Co-Planner, Evaluator – December 2018
- Chicago Healthcare System Coalition for Preparedness & Response Mass Casualty Incident Response Full-Scale Exercise; Planning Section Chief – June 2017
- University of Illinois Chicago Spark 2021 (concert); Campus Emergency Operations Center Director – October 2021
- University of Illinois Chicago Novel Coronavirus Response; Campus Emergency Operations Center Director – January 2020 to August 2020
- University of Illinois Chicago 2020 Presidential Election; Campus Emergency Operations Center Director – November 2020
- University of Illinois Chicago Spark 2019 (concert); Campus Emergency Operations Center Director – September 2020
- University of Illinois Chicago Planned Power Outage (Restoration); Campus Emergency Operations Center Director – June 2019
- University of Illinois Chicago “Active Threat Readiness” Seminars (20 colleges, 2,600 trained); Co-Facilitator – 2019
- University of Illinois Chicago Multi-Year Training and Exercise Plan (MYTEP); Author - November 2018

## Appendix D. Odysseus™ EM365

The Odysseus™ Enterprise System provides state emergency management agencies with a comprehensive program management solution that is designed specifically for the emergency management industry and easily customizable to meet their needs. The evolution of Odysseus™ was based on the recognition that emergency management programs rely on disparate software, technologies, and tools instead of one unified suite of tools that are integrated into one network to offer a truly comprehensive program management solution that can serve as a force multiplier and provide a high degree of efficiency for the industry. The Odysseus™ Enterprise System was developed by a team of seasoned and industry recognize emergency managers and technologists.



With Odysseus™, emergency managers have a single, unified platform that provides dashboard analytics of the status of their comprehensive emergency management program. The Odysseus™ Enterprise System serves as a force-multiplier, providing a level of efficiency never seen before in the emergency management industry. Its unique system-of-system architecture provides an integrated network for states, agencies, regions, counties, municipalities, and private/public partners to communicate, share, collaborate, and coordinate on preparedness, response, recovery, and mitigation initiatives.

### Odysseus™ Comprehensive Emergency Management Program Functionalities

The Odysseus™ Enterprise System gives you a complete platform to manage every aspect of a comprehensive emergency management program.

With Odysseus™, all of your programs are integrated with the other operational phases of preparedness, response, recovery, and mitigation, providing a unified and comprehensive program management solution.



## Preparedness Program Management Functionalities

### Program Management Functionalities

Planning  
 Training  
 Exercises  
 Governance  
 Scheduling  
 Budgeting  
 Committee Management  
 Stakeholder Coordination  
 Community Outreach  
 Program Assessments  
 Grant Management  
 Project Administration  
 Performance Monitoring  
 Compliance  
 Tracking & Reporting

### Programs

Emergency Planning  
 Continuity of Operations  
 Training & Exercise  
 Homeland Security Grant Program  
 DHS Threat Hazard Identification & Risk Assessments  
 Emergency Management Performance Grants  
 Public Health Emergency Preparedness  
 Healthcare Coalitions  
 Radiological Emergency Preparedness  
 School Safety Programs  
 Dam Safety Programs  
 Special Events Planning  
 Community Engagement  
 Nonprofit Security Grant Program  
 Port Security  
 Regional Catastrophic Preparedness

## Hazard Mitigation Program Management Functionalities

### Program Management Functionalities

Planning  
 Training  
 Exercises  
 Governance  
 Scheduling  
 Budgeting  
 Committee Management  
 Stakeholder Coordination  
 Community Outreach  
 Program Assessments  
 Grant Management  
 Project Administration  
 Performance Monitoring  
 Compliance  
 Tracking & Reporting

### Programs

FEMA Hazard Mitigation Grant Program (Section 404 & 406)  
 HUD Community Development Block Grant for Mitigation (CDBG-MIT)  
 FEMA Flood Mitigation Assistance  
 FEMA Building Resilient Infrastructure & Communities  
 Hazard Mitigation Planning  
 Hazard Risk Assessments  
 GIS Hazard / HAZUS Modeling  
 Community Outreach  
 Stakeholder Coordination  
 Mitigation Grant Management  
 In-Kind Grant Match Tracking  
 Program Reporting  
 Mitigation Project Monitoring

## Disaster Recovery Program Management Functionalities

### Program Management Functionalities

Project Tracking  
 Grant Management  
 Damage Assessments  
 Debris Monitoring  
 Project Administration & Closeout  
 Program Reporting  
 Compliance Monitoring  
 Tracking and Reporting  
 Project Budgeting & Scheduling  
 Grant Audits, Arbitration, and Appeals  
 Contractor Performance  
 Recovery Planning  
 Training & Exercises  
 Recovery Committee Coordination  
 Community Outreach  
 Governance

### Programs

FEMA Public Assistance  
 FEMA Individual Assistance  
 FEMA Housing Assistance Programs  
 FEMA Individual Assistance  
 HUD Community Development Block Grant  
 Fire Management Assistance Programs  
 Community Disaster Loan Program  
 American Rescue Plan Act  
 FEMA Hazard Mitigation Grant Program  
 (Section 404 & 406)  
 CARES Act  
 Section 428 Recovery Projects

## Emergency Response Program Management Functionalities

### Program Management Functionalities

Incident Action Planning  
 Incident Reporting  
 Resource and Asset Management  
 Cost and Expenditure Tracking  
 Coordination  
 Information Management  
 Situational Awareness Sharing  
 Preliminary Damage Assessments  
 Emergency Debris Removal Operations  
 Geospatial Analysis  
 Just-in-Time Training  
 Grant Management  
 Compliance Monitoring  
 Tracking and Reporting  
 Incident Management System Integration  
 Emergency Notification System Integration  
 After-Action Reviews

### Programs

Emergency Management  
 Public Safety & Security  
 Fire Fighting  
 Public Health  
 Medical Services  
 Public Works  
 Information and Planning  
 Finance & Administration  
 Logistics  
 Operations  
 Command  
 Mass Care and Shelter  
 Housing  
 Infrastructure  
 Continuity of Operations/Government



## Facilitate and Track the Planning Process

Home About Us Emergency Maps Contact Help System Administrator Login Performance & Settings Logout

Idaho County Emergency Management Agency

Emergency Management Agency

Welcome to Idaho County's Comprehensive Emergency Management Program (CEMP)

CEMP Admin	View	New Management, Coordination, and Order Issues	View
1. Emergency Resources		1. EOP: EOP	
2. Emergency Operations Plan (EOP)		2. EOP: EOP	
3. Incident Response Plan		3. EOP: EOP	
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Odysseus™ allows for the integration of ESRI maps and interactive models, turning static doctrine into interactive plans and procedures that engage and allow for easy analysis. Public facing portal allows you to share selected content to common public platforms.



## Training & Exercise Management



### Track Training Activities and Certifications

Odysseus™ provides organizations with an integrated learning management system that allows administrators to track training activities, manage training certifications, and measure understanding of strategies, programs, and procedures.



### Cross Reference & Track Understanding of Planning Activities

The Odysseus™ Learning Management System (LMS) is integrated with the planning environment, allowing organizations to cross reference training & exercises with their plans. Lessons learned and improvements can be easily documented and updated in your organization's plans.



### Generate Simulated Exercises and Custom Courses

Odysseus™ can deliver simulated scenarios that allow participants to engage in real-world decision making. Create and manage computer-based training, track course assessments, and report learning progress.

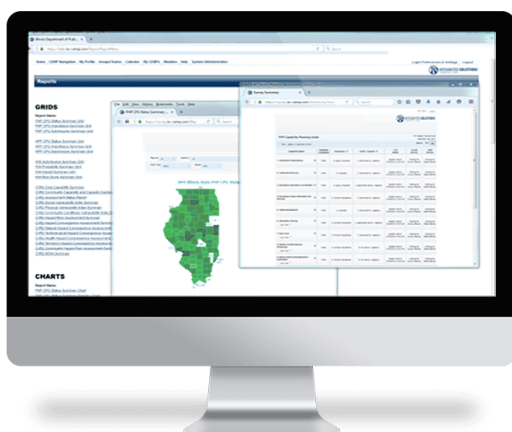
## Collaboration & Stakeholder Coordination



### Improve Collaboration, Quality and Efficiency

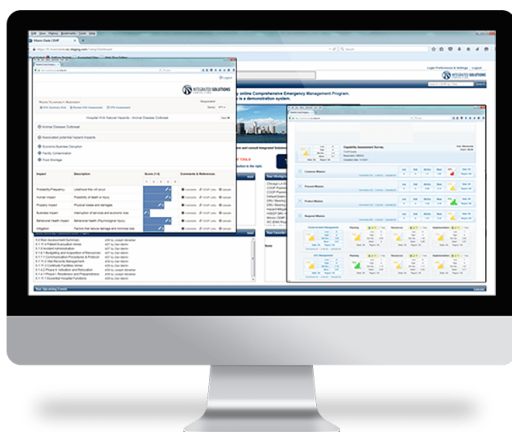
Our unique system-of-systems architecture allows for plans or portions of plans to be shared with other systems in a controlled environment. Odyssey™ features the unique characteristic of providing standardization and flexibility, while reducing redundancy and increasing version control with your organization's plans and doctrine.

## Program Compliance & Assessments



### Systematically Evaluate Program Compliance

Odyssey™ provides program analysts and directors with the ability to systematically evaluate the compliance of programs to various mandated, grant driven requirements and industry standards. Data analytics reporting provides users with ready access to status of program performance and tracking compliance.



### Create Customized Assessments

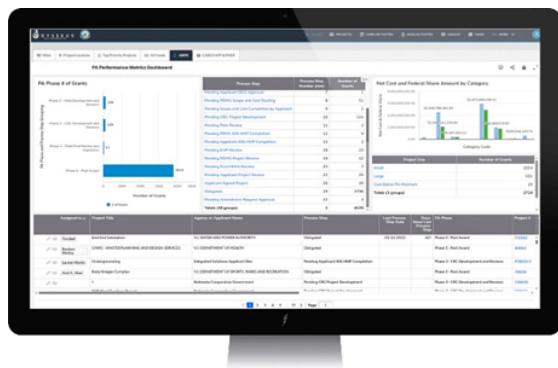
The Odyssey™ allows for the creation of customized assessment tools, enabling organization to set their own standards. Users can verify results by cross referencing documented accomplishments across the Odyssey™ enterprise.

## Grant Management



### Track and Administer Grants

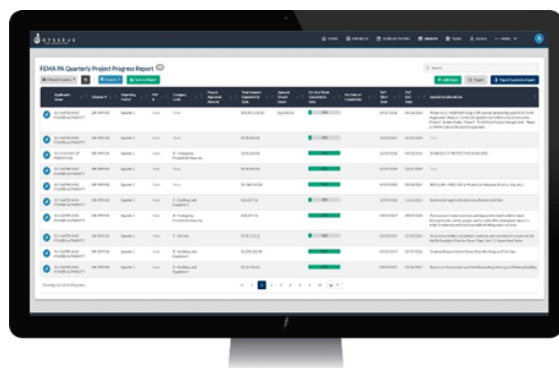
Odysseus™ offers organizations with real-time tracking and reporting of grant funding allocations. Track the status of preparedness grant funding and measure this investment.



### Project Tracking, Scheduling, and Management

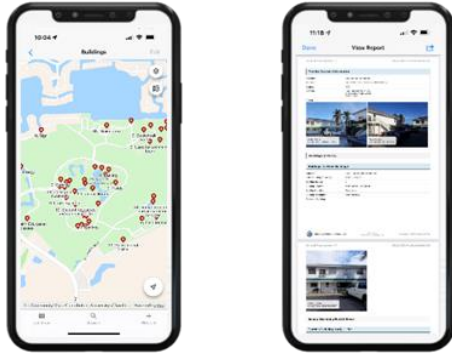
Odysseus™ allows users to track the projects associated with grant funds. Grant recipients and sub-recipients can use dashboard tracking reports to assure that projects stay on schedule and performance.

## Disaster Recovery



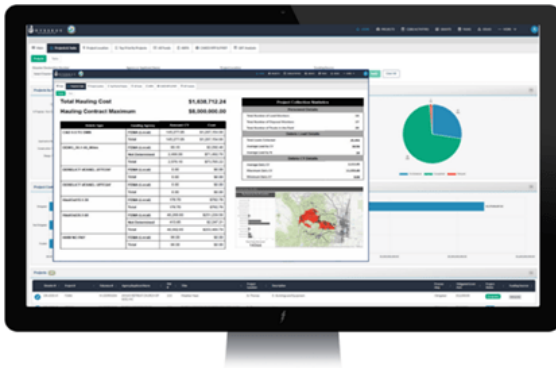
### Manage and Administer FEMA PA Requirements

Odysseus™ offers organizations with real time tracking and reporting of FEMA PA grant fund allocations. Track the status of vital community recovery projects and measure their progress. Odysseus™ allows you to track every FEMA dollar and find opportunities to leverage FEMA PA Program opportunities.



## Conduct Quick and Thorough Damage Assessments

Odysseus™ allows users to conduct quick and thorough damage assessments. Odysseus™ allows users to conduct damage assessments from their personal mobile device and report damage as well as repairs.



## Integrated Automated Debris Monitoring System

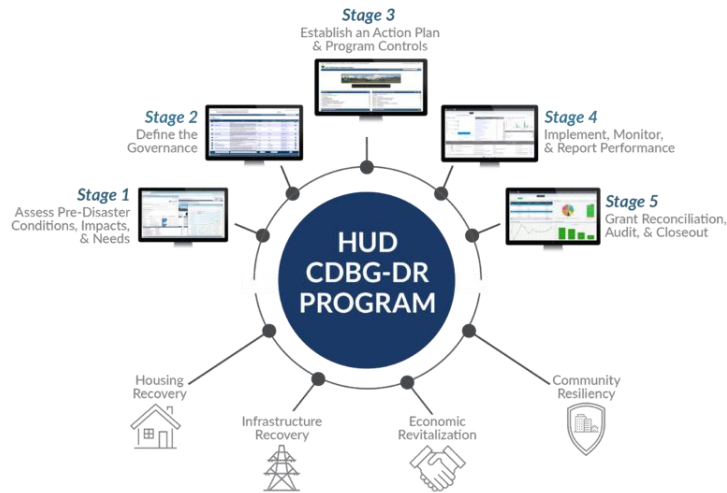
Odysseus™ allows for the systematic integration of popular Automated Debris Management Systems (ADMS). Integration ranges from real time reporting of debris monitoring activities to the synching of important debris monitoring data, expediting Category A debris management funds.



## Efficiently Validate FEMA PA Grants & Conduct Closeout

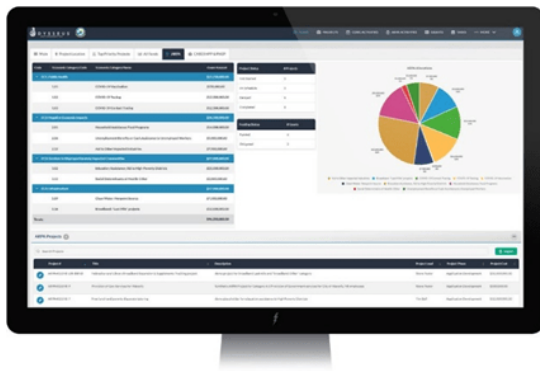
Odysseus™ includes a FEMA Closeout Validation Tool to help eliminate the administrative burden of 100% closeout validations. Odysseus™ guides users through FEMA's arduous Closeout Validation process and provides a systematic solution that reduces weeks of burden to simply hours.

## Manage the Full HUD Community Development Block Grant Process



Odysseus™ provides one comprehensive system to manage the full grant management life cycle of the HUD Community Development Block Grant for Disaster Recovery (CDBG-DR). Odysseus™ provides an integrated platform to develop a CDBG-DR Recovery Action Plan, streamline its annual update and maintenance, monitor governance and stakeholder participation, and document process controls.

## Manage other Disaster Recovery Programs



The Odysseus™ Enterprise System provides a flexible environment, giving organizations the ability to manage any number of disaster recovery programs. Odysseus™ has been used to manage FEMA Individual Assistance, Fire Management Assistance Programs, Housing Recovery Programs, Hazard Mitigation Grant Programs, and COVID-19 relief funds to include the American Rescue Plan Act and CARES Act grant funding.

## Response and Incident Management



## Incident Action Planning

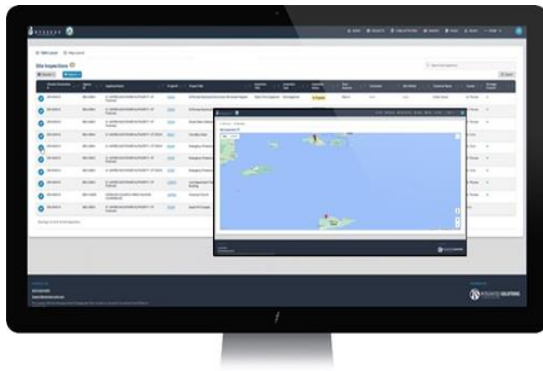
Odysseus™ provides a central platform to provide complete, comprehensive situational awareness. Odysseus™ flexible design allows for customized workflow and mission board reporting. Pre-established Incident Action Plans (IAPs) can be shared across multiple Odysseus™ environments, providing uniformed planning at the regional, state, or national level.





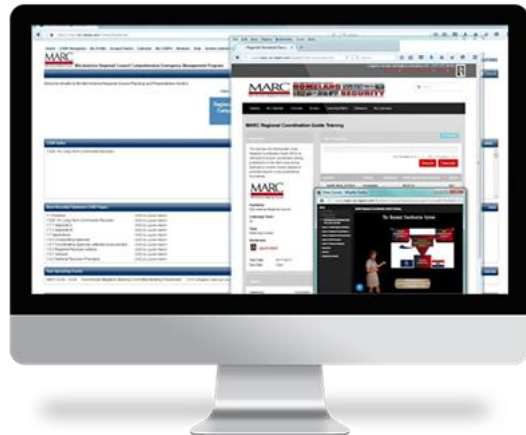
## Information Sharing & Coordination

Odysseus™ features the unique characteristic of provides a standardized and flexible environment, allowing incident management teams a controlled but collaborative environment to share vital information.



## Situational Awareness Sharing

Odysseus™ offers a dynamic environment and real-time collaboration across a system of-systems environment, promoting collaborative situational awareness and sharing throughout your community, neighbors, and supporting agencies.



## Just-in-Time Training

When crisis strikes, communities often need to rely on volunteers, community partners, or existing staff to take on new roles and responsibilities. Odysseus™ provides a virtual learning environment that is integrated into Odysseus™ comprehensive framework.



## Integrate with Other Systems

Today, users want flexibility. Whether its emergency notification systems or other incident management tools or Microsoft 365 or other unique software solutions, Odysseus™ promotes the integration of other software that can elevate the power of Odysseus™ creative and flexible platform.





INTEGRATED SOLUTIONS  
CONSULTING

Integrated Solutions Consulting, inc. (ISC) is a professional services firm focused on developing and implementing comprehensive crisis and consequence management solutions. We are recognized as innovative problem solvers, dedicated to the profession of emergency management and proficient in the disciplines that support it. As recipients of the Dun & Bradstreet top supplier performance rating for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, ISC proudly offers your community over 775+ years of experience, technical expertise, and unparalleled performance.



## REM2523KMR

### Integrated Solution Consulting Integrated Solution Consulting Supplier Response

#### Event Information

Number: REM2523KMR  
Title: Cape Coral Business Community Resiliency Plan  
Type: Request For Proposal - Non-CCNA  
Issue Date: 2/12/2025  
Deadline: 3/21/2025 03:00 PM (ET)  
Notes: The City of Cape Coral is seeking proposals from interested and qualified firms for the Cape Coral Business Community Resiliency Plan, #REM2523KMR from qualified firms experienced in the State of Florida, to provide these services. Responses to this RFP will be accepted via Electronic submission only.

Please upload all documents through Ion Wave.

#### Contact Information

Contact: Kelsey Reed Procurement Specialist  
Address: 1015 Cultural Park Blvd  
City Hall - 2nd Floor/Finance-Procurement  
Cape Coral, FL 33990  
Email: kreed@capecoral.gov

## Integrated Solution Consulting Information

Contact: Daniel Martin  
 Address: 220 S. Buchanan Street  
 Edwardsville, IL 62025  
 Phone: (847) 737-5395  
 Web Address: <https://www.i-s-consulting.com/>

The person submitting this bid or proposal represents and warrants that he or she is duly authorized and has legal capacity to do so. This bid or proposal is authorized and is a valid and legal binding offer subject to acceptance by the City. For purposes of this bid or proposal, electronic, mechanically-applied and printed signatures, seals and dates shall be considered original signatures, seals and dates, without regard to the order in which they were affixed. The Legal Entity Name of proposer must be provided on the proposal submittal and all proposal form documents that are being submitted for the proposed goods or services requested in this solicitation. The Legal Entity Name will be used when creating the proposed goods or services contract between the Awarded Firm and the City.

Daniel Martin

*Signature*

*Submitted at 3/21/2025 12:23:00 PM (ET)*

[dan.martin@i-s-consulting.com](mailto:dan.martin@i-s-consulting.com)

*Email*

## Requested Attachments

### RFP Required Forms for Submission

ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload your submission proposal package. Title it: RFP Proposal - (Supplier name)

### Form 3A

*No response*

Upload completed Form 3A, if applicable. Title it: Form 3A - (Supplier name)

### Corporate Resolution Form

ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload completed Corporate Resolution Form OR attach your company's corporate resolution form or document(s).  
 Title it: Corporate Resolution - (Supplier name)

### Certificate of Insurance

*No response*

ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS: Contractor acknowledges to provide proof of Minimum Insurance Requirements as stated under the "Attachments" Tab. Certificate of Insurance to be provided prior to contract execution and approved by the City before the commencement of any work activities. Title it: COI - (Supplier name)

### Reference Forms

ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload completed reference forms. Title it: Reference Forms - (Supplier name)

### E-Verify Memorandum of Understanding (MOU)

ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Provide completed and returned MOU from E-Verify with submittal. Title the Document: E-Verify MOU - (Supplier name)

### Immigration Affidavit Certification

ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Provide the completed, signed and notarized Immigration Affidavit Form with submittal. Title it: Immigration Affidavit - (Supplier name)

### Division of Corporations

*No response*

Upload copy of your registration from the website [www.sunbiz.org](http://www.sunbiz.org) Title it: Division of Corporations - (Supplier name)

**Business Licenses and Business Tax Receipts**ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload copies of all business licenses and business tax receipts as required by the solicitation. Title it: Licenses & BTR's - (Supplier name)

**Certified Minority Business***No response*

Upload documents to verify the classification being claimed, if applicable Title it: Minority Business Form - (Supplier name)

**Affidavit 787.06 - Human Trafficking Affidavit**ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload completed Affidavit 787.06 Human Trafficking Affidavit. Title it: Affidavit 787.06 (Supplier Name)

**Affidavit 287.138 - Contracting with Foreign Countries of Concern**ISC-Response\_Cape-Coral-  
FL\_Business Resiliency-Plan.pdf

Upload completed Affidavit 287.138 - Contracting with Foreign Countries of Concern. Label it: Affidavit 287.138 (Supplier name)

**Bid Attributes****1 Taxpayer Identification Number (FEIN or Social Security #)**

Please provide the Federal Employer Identification Number or Social Security Number of entity.

**2 Introduction, General Terms & Conditions, and Special Conditions**

Download the Introduction, General Terms and Conditions, and Special Conditions on the "Attachments" tab.  
Review and indicate below:

☒ I have Downloaded, Read and Agree.

**3 Specifications and Requirements**

Please download the Specifications and Requirements located in the "Attachments" tab.

☒ I have Downloaded, Read and Agree.

**4 State of Florida, Division of Corporations**

Please submit a copy of your registration and the corresponding document number from the website [www.sunbiz.org](http://www.sunbiz.org) establishing your firm as authorized (including authorized representatives) to conduct business in the State of Florida, as provided by the Florida Department of State, Division of Corporations.  
Indicate the document is attached and you can add any notes as required.

**5 Collusion Statement**

The undersigned Bidder/Proposer affirms that the proposal/bid is genuine and not collusive or sham; that the bidder/proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder/proposer, or to fix overhead, profit or cost element of said bid price, or that of any other bidder/proposer, or to secure any advantage against the City of Cape Coral of any person interested in the proposed contract; and that all statements in said proposal or bid are true.

☒ I Agree

**6 Scrutinized Companies Certification**

Pursuant to 287.135 Florida Statute, s. 215.4725 and s. 215.473, A Company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency (state) or local governmental entity for goods or services of:

a. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or

b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473; or

2. Is engaged in business operations in Cuba or Syria.

☒ I Agree

**7 Public Entity Crimes Act**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

☒ I Agree

**8 Discriminatory Vendor List**

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

☒ I Agree

**9 Form 3A - Interest in Competitive Bid for Public Business**

Sections 112.313(3) and 112.313(7), FL §, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, FL §, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), FL § (1983), provides certain limited exemptions to the above-referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of the submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. The Commission on Ethics has promulgated this form for such disclosure, if and when applicable to a public officer or employee.

If this disclosure is applicable request form "INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS" (Required by 112.313(12)(b), FL § (1983)) to be completed and returned with solicitation response. It is the bidder/proposer's responsibility to disclose this relationship, failure to do so could result in being declared non- responsive.

Form 3A can be found in the "Attachments" tab, if needed.

N/A

1  
0**Corporate Resolution**

The corporate resolution form is utilized to provide names of individuals that are legally authorized to execute agreements on behalf of the corporation, company, partnership, joint venture or entity. This may include signing of bid documents, contracts, forms, and agreements. The corporate resolution form includes the name of individuals, with their signatures and their official title with the entity submitting a bid or proposal.

Proposers must provide either the corporate resolution form (see Attachment Library) or the company's official letterhead, indicating the authority of the individuals who may sign and legally bind the company in proposals, bids, contracts, and agreements. The authorized individuals name(s) should be shown on the corporate resolution or letterhead with their typewritten name, their official title and actual signatures shown beside their name. The document should be signed and dated by an authorized agent of the company. The document should include the company's official address and phone number. If the primary qualifying agent is not the owner, an officer, a member, a joint venture managing partner, etc., describe the relationship to the company and provide proof of such relationship and/or license use agreement.

The City's form can be found in the "Attachments" tab, if needed.

☐ I am submitting City's Corporate Resolution Form

1  
1**Drug Free Workplace**

Florida Statutes Section 112.0455 is the "Drug-Free Workplace Act". The purpose of the Act is:

(a) promote the goal of a drug-free workplace within government through fair and reasonable drug-testing methods for the protection of public employees and employers.

(b) Encourage employers to provide employees who have drug use problems with an opportunity to participate in an employee assistance program or an alcohol and drug rehabilitation program.

(c) Provide for confidentiality of testing results.

☒ I Acknowledge and Agree

1  
2**Reference Survey Forms**

Submit three (3) completed Reference Survey Forms for past projects completed within the past year, preferably of projects of similar scope and size. The City reserves the right to contact these references.

The Reference Survey Form can be found in the "Attachments" tab.

☒ I have attached completed reference form(s).

1  
3**Insurance Requirements**

See attached Minimum Insurance Requirements form for information relative to insurance requirements, found in the "Attachments" tab.

Without limiting its liability under this Invitation to Bid, the awarded bidder(s) shall procure and continuously maintain, without interruption, at its own expense, insurance specified on the enclosed form.

Neither approval nor failure to disapprove the insurance furnished by awarded bidder to the City shall relieve the awarded bidder of the awarded bidder's full responsibility to provide insurance, as required by this contract. The awarded bidder shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; included any and all option years that may be granted to that awarded bidder. The certificate of insurance shall contain the provision that the City be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the awarded bidder shall be responsible for submitting new or renewed certificates of insurance to the City at a minimum of fifteen (15) calendar days in advance of such expiration.

By submitting a response to the solicitation, respondent is agreeing to meet the insurance requirements of the project, which are subject to change.

**ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS:**

Contractor acknowledges to provide proof of Minimum Insurance Requirements as stated under the "Attachments" Tab. Certificate of Insurance to be provided prior to contract execution and approved by the City before the commencement of any work activities.

☒ I Acknowledge and Agree



1  
4**Designated Contact**

Provide a primary contact that will be available during normal work hours by phone or in person and knowledgeable of all terms of the contract.

List the name, title, phone #, and email address for the primary contact below.

Daniel Martin, 847.737.5395

1  
5**Proposals to Remain Effective**

Proposals shall be effective for 120 days from Proposal Opening Date, and thereafter if accepted by the City for the term designated in this proposal. By submitting a proposal you are in agreement with this timeframe.

1  
6**Contract Time**

The number of calendar days after **the stipulated date of commencement in the Notice to Proceed** within which, or the date by which, the Work is to be completed (the Contract Time) is set forth below and will be included in the fully executed Agreement.

This contract will be for 365 calendar days from the commencement date indicated in the Notice to Proceed.

☒ I Acknowledge and Agree

1  
7**License Requirement**

It is required that the bidder hold a valid license through the State of Florida, have a local competency license and also be registered in the City of Cape Coral.

Bidder will attach copies of the documents as proof of qualifications.

☒ I Acknowledge, Agree and Attached Documents.

1  
8**City Employees**

Does your company employ any City of Cape Coral employees? Please indicate "Yes" or "No". If "Yes", note the employees name, department and division.

No

1  
9**Local Vendor Preference - Not Applicable**

Certain conditions may make the Local Vendor Preference section exempt, such as but not limited to cooperative purchases, piggybacks, purchases exempt from competition, where funding prohibits, grants, possible HUD reimbursements or when the City Manager or Council has good cause.

This solicitation is EXEMPT from Local Vendor Preference.

☒ I Acknowledge

2  
0**FEMA Compliance**

Download the FEMA Compliance 10.11.2024 Document on the "Attachments" Tab. Review and indicate below:

☒ I have Downloaded, Read and Agree

2  
1**Electronic Funds Transfer (EFT"S)**

**Payments by Electronic Funds Transfer:** All payments made by the City of Cape Coral, Florida will be made by Direct Deposit (ACH) via electronic funds transfer. Paper checks will no longer be issued to new vendors. Every new vendor must register for direct deposit with the City by providing a "Vendor Authorization Agreement for Electronic Funds Transfer" form (ACH Form) to the City's Financial Services Accounting Division. It is strongly encouraged for current vendors to register for direct deposit with the City via Direct Deposit (ACH) Electronic Funds Transfer. The form may be accessed on the City of Cape Coral website at:

<https://cms4files.revize.com/capecoralfl/Procurement/VENDOR%20EFT%20AUTHORIZATION%20-%20Updated%20Jan%202024.pdf>

Please contact the Procurement Division at the number shown on this solicitation document herein as the first point of contact for more information.

The link below will take you to the City of Cape Coral vendor Registration page:

[https://www.capecoral.gov/departments/financial\\_services/procurement/vendor\\_registration.php](https://www.capecoral.gov/departments/financial_services/procurement/vendor_registration.php)

Suppliers submitting a response to any solicitation are not required to be registered vendors or set up EFT payment prior to submitting their response. Suppliers do need to become register vendors and have the EFT payment form in place prior to the award of any contract.

☒ I Acknowledge

2  
2**E-Verify**

As a condition precedent to entering into this CONTRACT and in compliance with The Immigration and Nationality Act (INA), 8 U.S.C. Section 1324a(e) Section 274A(e) and Florida Statute State Section §448.095, Contractor or Consultant and their subcontractors shall register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. The Employment Verification System (E-Verify) is operated by the Department of Homeland Security in partnership with the Social Security Administration.

A public agency must require in any contract that the contractor, and any subcontractor thereof, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

**NOTE: Response to this Solicitation must include E-Verify Memorandum of Understanding (MOU) Verification document. Upload the E-Verify MOU document under the Response Attachment Tab.**

**PUBLIC AGENCY CONTRACTING**

**(a)** A public agency must require in any contract that the contractor, and any subcontractor thereof, register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

**(b)** If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract.

**(c)1.** A public agency, contractor, or subcontractor who has a good faith belief that a person or an entity with which it is contracting has knowingly violated s. 448.09(1) shall terminate the contract with the person or entity.

**2.** A public agency that has a good faith belief that a subcontractor knowingly violated this subsection, but the contractor otherwise complied with this subsection, shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.

**3.** A contract terminated under this paragraph is not a breach of contract and may not be considered as such. If a public agency terminates a contract with a contractor under this paragraph, the contractor may not be awarded a public contract for at least 1 year after the date on which the contract was terminated. A contractor is liable for any additional costs incurred by a public agency as a result of the termination of a contract.

**(d)** A public agency, contractor, or subcontractor may file a cause of action with a circuit or county court to challenge a termination under paragraph (c) no later than 20 calendar days after the date on which the contract was terminated.

☒ I Acknowledge and Agree

2  
3**Immigration Affidavit Certification**

Every contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

Complete the Immigration Affidavit Certification Form found under the Attachments Tab and upload the completed Notarized form under the Response Attachments Tab.

☒ I Acknowledge and Agree

2  
4**ARTICLE VII: Purchase and Sale of Real and Personal Property: CONE OF SILENCE**

**In accordance with Article VII, Division 1, Section 2-151 (k) of the City of Cape Coral Ordinance.**

**The Cone of Silence prohibits any communication regarding a particular RFP, RFQ or bid solicitation after they have been**

**advertised. This Cone of Silence is designed to protect the professional integrity of the procurement**

process by shielding it from  
undue influences prior to the recommendation of contract award.

## § 2-151

### (k) Cone of Silence.

(1) Prohibited communication. Except as set forth in subsection (4) below, during a Competitive Solicitation, a cone of silence shall be in effect between:

- a. Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to, or are currently being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative; and
- b. Any City Council member, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Council or the City Manager to evaluate, select, or make a recommendation to the City Council or the City Manager regarding a Competitive Solicitation.

(2) Effective dates. A cone of silence shall begin and shall end for Competitive Solicitations as follows:

- a. A cone of silence shall be in effect during a competitive solicitation process beginning upon the advertisement for the Competitive Solicitation, upon the receipt of an unsolicited proposal, or during such other procurement activities as declared by the City Council.
- b. The cone of silence shall terminate when either a contract is finally approved, a protest is filed pursuant to section 2-150, or the city rejects all bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation process.

(3) Notice. When the cone of silence becomes effective for a particular Competitive Solicitation, the City Manager or designee shall provide notice of the cone of silence to the City Council. The solicitation document for the goods or services shall generally disclose the requirements of this section.

(4) Permitted communication.

- a. The cone of silence shall not apply to written or oral communications to the Procurement Manager, Procurement Manager's designee or to the City Attorney's Office.
- b. Nothing contained in this section shall prohibit any person or entity subject to this section from:
  1. Making public presentations at pre-bid conferences or at a selection or negotiation meeting related to the competitive selection.
  2. Engaging in contract negotiations with the entity selected to negotiate the terms of the contract or with the City Council during a public meeting.
  3. Making a presentation to the City Council or the selection advisory committee related to the competitive solicitation.
  4. Communicating with the person or persons designated in the competitive solicitation as the contact person for clarification or information related to the competitive solicitation. The contact person shall not be a member of the selection/evaluation committee, or the person designated to negotiate the agreement.
  5. Communicating with the city attorney or purchasing and contract administration staff in writing as provided in subsection (c) below.

(5) Violations. Any action in violation of this section may be immediate disqualification of the Competitive Solicitation or shall result in the disqualification of the vendor.

(6) Exceptions. The cone of silence shall not apply to a competitive process which seeks to enter into a contract or award of money to

- perform governmental, or quasi-governmental, social or human services primarily for charitable, benevolent, humanitarian,
- or other philanthropic purposes, such as the award of grants or support assistance to organized nonprofit entities that
- promote or assist with the care, education, health, standard of living, or general welfare of people in the City of Cape Coral, or that promote or assist community or neighborhood enhancements.

(Ord. 25-95, 6-12-1995; Ord. 68-07, 7-23-2007; Ord. 25-23 , § 1, 4-5-2023)

☒ I Understand and Agree

2  
5

## Equal Employment Opportunity

Any contract that uses federal funds to pay for construction work is a "federally assisted construction contract" and must include the equal opportunity clause found in 2 C.F.R. Part 200, unless otherwise stated in 41 C.F.R. Part 60 (2 C.F.R. Part 200, Appendix II, § C).

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: "During the performance of this contract, the contractor agrees as follows:

**(1)** The consultant/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

**(2)** The consultant/contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

**(3)** The consultant/contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

**(4)** The consultant/contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**(5)** The consultant/contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

**(6)** The consultant/contractor will furnish all information and reports required by Executive Order 11246 of

September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

**(7)** In the event of the consultant's/contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**(8)** The consultant/contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings."

☒ I Acknowledge and Agree



2  
6**Debarment and Suspension**

The debarment and suspension clause is required for all contracts and subcontracts for \$25,000 or more, all contracts that require the consent of an official of a federal agency, and all contracts for federally required audit services (2 C.F.R. § 180.220(b); 2 C.F.R. § 3000.220). Non-Federal Entity's (NFEs), even for procurements under \$25,000, must also comply with the regulation requiring non-state entities to only award contracts to responsible vendors (2 C.F.R. § 200.318(h)). For contracts and subcontracts under \$25,000, a contract provision is only required if those contracts or subcontracts are for federally required audit services or require the consent of a federal agency. However, even where a contract provision is not required, non-state entities must still ensure they are only awarding contracts to responsible vendors).

"Suspension and Debarment"

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (2 C.F.R. § 180.995) or its affiliates (2 C.F.R. § 180.905) are excluded (2 C.F.R. § 180.940) or disqualified (2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by City of Cape Coral. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to City of Cape Coral, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

☒ I Acknowledge and Agree

2  
7**Byrd Anti-Lobbying Amendment**

Non-Federal Entity's (NFEs) who intend to award contracts of more than \$100,000, and their contractors who intend to award subcontracts of more than \$100,000, must include a contract provision prohibiting the use of federal appropriated funds to influence officers or employees of the federal government. Contractors that apply or bid for a contract for more than \$100,000 must also file the required certification regarding lobbying (2 C.F.R. Part 200, Appendix II, § I (31 U.S.C. § 1352); 44 C.F.R. § 18.110).

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency."

Complete the Certification Regarding Lobbying Form found under the Attachments Tab and upload the completed form under the Response Attachments Tab.

☒ I Acknowledge and Agree

2  
8**Access to Records**

Non-Federal Entity's and their consultants/contractors and subcontractors must give the Department of Homeland Security (DHS) and HUD access to records associated with their awards during the federally required record retention and as long as the records are retained (2 C.F.R. §§ 200.334, 200.337). All parties agree to comply with DHS provisions about accessing people, places, and things related to the federal financial award as necessary or as required by DHS regulations or other applicable laws and policies (DHS Standard Terms and Conditions, available at <https://www.dhs.gov/publication/fy15-dhs-standardterms-and-conditions>). Additionally, for contracts entered into after August 1, 2017, under a major disaster or emergency declaration under Titles IV or V of the Robert T. Stafford Disaster Relief Act, HUD is prohibited from funding any contracts that prevent audits or internal reviews by the HUD Administrator or Comptroller General (Sections 1202 and 1225 of the Disaster Recovery Reform Act of 2018, Pub. L. No. 115-254).

The Contractor agrees to provide the City of Cape Coral, the HUD Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the HUD Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

For Contract Entered into After August 1, 2017 Under a Major Disaster or Emergency Declaration:

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the City of Cape Coral and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the HUD Administrator or the Comptroller General of the United States.

☒ I Acknowledge and Agree

2  
9**Conflicts of Interest (2 CFR 200.318)**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officers, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from consultants/contractors or parties to subcontracts.

Any such activities may include termination of contract(s), termination of employment or other necessary actions as may be determined to be necessary.

☒ I Acknowledge and Agree

3  
0**Disadvantaged Business Enterprise - Small and minority Business, Women's Business Enterprises (2CRF Part 200.321)**

Contracting with disadvantaged/small and minority businesses, women's business enterprises, and labor surplus area firms 2 CFR PART 200.321 Procurement Standards identified in §§ 200.317 through 200.327:

The project/contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. A separate contract goal has not been established for this project.

(a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include the following for the City and prime contractor chosen in this solicitation:

(1) Place qualified small and minority businesses and women's business enterprises on solicitation lists.

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.

(3) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

(4) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.

(5) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.

(6) The prime contractor, if subcontracts are to be let for this project, must take the affirmative steps listed in paragraph (b) – Steps 1 through 5

☒ I Acknowledge and Agree

3  
1**Maintenance of Records**

a. The Bidder/Contractor will keep and maintain adequate records and supporting documentation applicable to all the services, work, information, expense, costs, invoices, and materials provided and performed pursuant to the requirements of this Agreement. Said records and documentation will be retained by the Contractor for a minimum of ten (10) years from the date of completion or termination of the Agreement, or for such period as required by law.

b. Contractor shall provide, when requested, access by the City, Federal granting agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

c. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

d. Contractor agrees to provide the federal agency or his authorized representatives' access to construction or other work sites pertaining to the work being completed under the resulting contract.

e. Contractor shall retain all records associated with this solicitation and any Agreements that are created in response to the solicitation for a period of no less than ten (10) years after final payments and all other pending matters are closed.

f. The City and its authorized agents shall, with reasonable prior notice, have the right to audit, inspect and copy all such records and documentation as often as the City deems necessary during the period of the Agreement, and during the period as set forth in the paragraphs above; provided, however, such activities shall be conducted only during normal business hours of the Contractor and at the expense of the City.

☒ I Acknowledge and Agree

**3  
2 Rights to Inventions Made Under a Contract or Agreement**

This contract provision outlines the rules governing the ownership of inventions created using federal funds. If the HUD award meets the definition of funding agreement (Funding agreement definition found under 37 C.F.R. § 401.2(a)) and the Non-Federal Entity (NFE) enters into any contract involving substitution of parties, assignment or performance of experimental, developmental, or research work under that funding agreement, then the NFE must comply with the requirements of 37 C.F.R. Part 401 and any implementing regulations issued by HUD.

Applicability: This provision does not apply to all HUD grant and cooperative agreement programs. NFEs should refer to applicable NOFO or other program guidance or contact their applicable HUD grant representative to determine if this provision is required for the procurement. However, the Rights to Inventions Made Under a Contract or Agreement clause is not required for procurements under HUD's PA Program.

Funding Agreements: The regulation at 37 C.F.R. § 401.2(a) defines funding agreement as "any contract, grant, or cooperative agreement entered into between any federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph."

☒ I Acknowledge and Agree

**3  
3 Clean Air Act**

For contracts over \$150,000, contractors must comply with the Clean Air Act (42 U.S.C. §§ 7401-7671q. This also includes all applicable standards, orders, or regulations issued pursuant to the Clean Air Act). Violations must be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA) (2 C.F.R. Part 200, Appendix II, § G).

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

The contractor agrees to report each violation to the City of Cape Coral and understands and agrees that the City of Cape Coral will, in turn, report each violation as required to assure notification to the U.S. Department of Housing and Urban Development,, and the appropriate Environmental Protection Agency Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by HUD.

☒ I Acknowledge and Agree

**3  
4 Federal Water Pollution Control Act**

For contracts over \$150,000, contractors must comply with the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387, as amended). Violations must be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA) (2 2 C.F.R. Part 200, Appendix II, § G).

The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.

The contractor agrees to report each violation to the City of Cape Coral and understands and agrees that the City of Cape Coral will, in turn, report each violation as required to assure notification to the U.S. Department of Housing and Urban Development,, and the appropriate Environmental Protection Agency Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by HUD.

☒ I Acknowledge and Agree

**3  
5****Changes To Project Requirements**

Modifications to alter the scope of work, price, or delivery schedule of the work for any reason shall be completed following the terms and conditions of the contract documents. No changes to the contract documents or the performance provided shall be made unless the same are in writing and mutually signed by both the Consultant and the City with an appropriate change order, work order and purchase order.

☒ I Acknowledge and Agree

**3  
6****Liquidated Damages**

The work to be performed under this Agreement may be subject to liquidated damages as identified in the technical specifications. The Contract time will commence on the day indicated in the Notice to Proceed. A formal Notice to Proceed shall be issued within thirty (30) days after the Effective Date of the Agreement. Liquidated damages will be assessed in the amount of \$3,000 per calendar day for each task not completed in the agreed upon timeframe.

☒ I Acknowledge and Agree



CITY OF CAPE CORAL  
FINANCIAL SERVICES DEPARTMENT  
PO BOX 150027  
CAPE CORAL, FL 33915-0027

## REQUEST FOR PROPOSAL

### CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN

**REM2523KMR**

**REQUEST FOR PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY  
THROUGH ION WAVE NO LATER THAN:**

3:00 PM EASTERN TIME (ET) ON MARCH 21, 2025, AT  
<https://capecoral.ionwave.net>

**NO QUESTIONS WILL BE ACCEPTED AFTER: 3:00 PM ET ON MARCH 5, 2025,** all questions  
must be submitted through Ion Wave at <https://capecoral.ionwave.net> and received by stated  
time.

**PROCUREMENT CONTACT:**

**Name:** Kelsey Reed  
**Title:** Procurement Specialist  
**Phone:** 239-574-0841  
**Email:** [kreed@capecoral.gov](mailto:kreed@capecoral.gov)





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**CITY OF CAPE CORAL  
LEGAL NOTICE  
REQUEST FOR PROPOSAL**

The City of Cape Coral, Florida, is seeking proposals for CAPE CORAL BUSINESS COMMUNITY RESILIENCY PLAN, in accordance with REM2523KMR, in the State of Florida. A copy of the Request for Proposal (RFP) Documents may be obtained online at <https://capecoral.ionwave.net>. Simply Create a User Login by completing the Supplier Registration.

**This Competitive Solicitation closes at 3:00 PM (ET), MARCH 21, 2025.** The time indicated on the Ion Wave System is considered the official time. Once the Closing Date and "Time Left" count down has expired, Ion Wave will no longer permit proposals to be submitted. It is the responsibility of the Supplier to ensure all proposals are submitted on time, through the Ion Wave System, by the Closing Deadline.

The City reserves the right to reject any or all proposals, award in whole or in part and to waive any irregularities or informalities when in the best interest of the citizens of the City of Cape Coral.

**The Legal Entity Name of proposer must be provided on the proposal submittal and all proposal form documents that are being submitted for the proposed goods or services requested in this solicitation. The Legal Entity Name will be used when creating the proposed goods or services contract between the Awarded Firm and the City.**

Pursuant to Florida State Statute 119.071 (2) Sealed bids, proposals or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.071(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

**All proposals are to be submitted through the Ion Wave System at the following link:**

<https://capecoral.ionwave.net>

By Order of the City Manager

Kimberly Bruns, City Clerk

Advertise: FEBRUARY 12, 2025



## **INTRODUCTION**

The City of Cape Coral was incorporated in 1970 and operates under the Council/City Manager form of government. The City Council has eight members consisting of the mayor and seven members all elected at large on a nonpartisan basis. City Council is responsible for all policy-making functions of the government and retains the services of a City Attorney, City Auditor and City Manager. The City Manager is responsible for all administration of the City, which provides a comprehensive range of municipal services including general government, public safety, community services, public works, planning, utilities, and parks and recreation.

Cape Coral is the 8th largest city by population and the 3rd largest by land mass in Florida. Cape Coral currently has a population of more than 200,000 residents and is experiencing high growth. As a pre-platted community, Cape Coral could have more than 360,000 residents at buildout. The city has a sub-tropical lifestyle with thousands of waterfront residential properties on almost 400 miles of canals. About two-thirds of these canals provide boaters with direct access to the Gulf of Mexico.

## **PART I: SCOPE OF WORK**

### **SECTION A: BACKGROUND**

Following disaster events of various magnitudes and impacts, the ability to recover is inherently tied to the resilience of local private sector, not-for-profit, and non-governmental organizations (“Business Community”) that provide essential goods and services, and whether operations can return to pre-impact capacity. The Business Community encompasses the fabric and well-being of Cape Coral as these partners are often relied upon to supply and support the distribution of critical resources post-disaster.

Many local business owners and other private sector partners sustained storm damages from Hurricane Ian to their homes, businesses, or both and have lacked sufficient resources to repair or rebuild their properties. Although businesses impacted by the disaster have largely resumed pre-storm operations, the financial repercussions of Hurricane Ian extended beyond mere revenue decline and expensive repairs. The community faced a significant financial strain, manifested not only through loss of tax revenue and a downturn in economic health but also through the diminished provision of community services, including the vital contributions of non-governmental organizations (NGOs), which play a crucial role in the city’s social and economic fabric.

To support the economic recovery of the business community in Cape Coral, the City has remained actively engaged with the public and community stakeholders, such as the Chamber of Commerce of Cape Coral, to ensure businesses and microenterprises are aware of the disaster resources available. Over one year after Hurricane Ian, the City continues its recovery efforts, but has dedicated internal resources towards planning efforts prior to the next disaster. Business economic resiliency has been identified as a priority for the City’s disaster preparedness efforts as Cape Coral continues to face severe weather risks.

In alignment with the Community Lifeline Emergency Operations Center (EOC) structure adopted prior to Hurricane Ian, the City is focused on protecting Community Lifelines and has identified two priority lifelines in the context of economic resiliency: Community Stability and Food, Hydration, and Shelter. the City was awarded Community Development Block Grant-Disaster Recovery (CDBG-DR) funding for the proposed Business Community Resiliency Plan (BCRP).

### **SECTION B: SCOPE OF WORK**

The Business Community Resiliency Plan (BCRP) will provide guidance to businesses for the implementation of preparedness and resilience measures to maintain essential functions during a variety of emergencies. At a minimum, the outcomes of the BCRP must include:



## TASK 1 : Pre Hurricane Season Preparedness and Business Community Engagement

- **Business Community Assessment:** Conduct an assessment to identify hazards, risks, and gaps specific to the Business Community. This should include, but will not be limited to, physical, economic, and social risks that may impact business operations; gaps in City response, recovery, and preparedness measures; deficiencies in City, stakeholder, and Business Community communications; and coordination between stakeholders, Business Community, and federal, state, and local organizations. As gaps are identified during the assessment, the BCRP will provide recommendations to guide business and economic resiliency.
- **Enhanced Business Community Outreach:** Referencing the gaps identified in the Business Community assessment, develop equitable, accessible, and impactful communication and outreach strategies tailored to the diverse needs of businesses within Cape Coral. This will include increased community engagement and awareness efforts prior to the hurricane season detailing structural hardening methods, maintaining lines of communication mid and post-disaster, COOP guidance, and post-disaster financial resources.
- **Innovative Business Communication Strategies:** Develop short-code messaging for post-landfall communication and utilize durable message boards to disseminate critical information to the business community during emergencies when traditional communication channels are compromised. Resilient means of communications will allow businesses to notify the City of on-hand critical resources such as food, water, and fuel that can be distributed to the public, ultimately, reducing the City's reliance on external resources following a disaster.

## TASK 2: Information Sharing with Local Business:

- **Business Emergency Coordination Center (BECC) Upgrade and Training:** Continue to upgrade the BECC dashboard which serves as a virtual EOC during disasters. Prepare training materials for businesses and local stakeholders to ensure the BECC serves as an effective tool for information sharing between the City and business community during emergencies. Solicit feedback from stakeholders and business community to enhance the BECC's functionality and relevance.
- **Partnership with Chamber of Commerce of Cape Coral:** Discussions with the Chamber of Commerce to explore the potential capabilities of local businesses in augmenting the City's response and recovery efforts during emergencies. This includes identifying businesses that can provide goods and services and serve as resource points of distribution (PODs), connectivity hubs, or emergency service providers following a disaster.

## TASK 3: Leveraging Technology and Infrastructure

- **Enhance the BECC Dashboard Development:** The development of the BECC dashboard will be continuously enhanced to provide a reliable, interactive information source for businesses before, during, and after emergencies. This approach ensures the dashboard remains adaptable, allowing for effective situational awareness and resource coordination between the City and the business sector, and accommodates ongoing improvements and modifications to meet evolving partnership needs and address future gaps as they emerge.
- **Infrastructure Resilience:** Based on the vulnerabilities exposed by Hurricane Ian, particularly in communication infrastructure, identify gaps and explore resilient technologies and improvements to promote a continuity of operations and open lines of communication capabilities in future emergencies.



## TASK 4: Monitoring, Evaluation, and Continuous Improvement

- **Feedback Mechanisms:** Establish feedback mechanisms to continuously gather input from stakeholders, business community, and the public on the effectiveness of preparedness and resilience strategies. Use this feedback to implement iterative adjustments and improvements to the BCRP.
- **Training and Exercises:** Develop educational materials and training exercises for the business community, emergency management personnel, EOC activation personnel, and local stakeholders to ensure familiarity with the roles and responsibilities outlined in the BCRP. Focus on scenarios that test the resilience measures and communication strategies developed through the plan.
- **Partnership and Coordination:** Strengthen partnerships with local, state, and federal agencies, as well as private sector and non-profit partners, to ensure a coordinated and comprehensive approach to resilience and recovery for the Business Community. Explore opportunities for joint exercises and mutual aid agreements between the City and Chamber of Commerce.

The Business Community Resiliency Plan (BCRP) will leverage traditional planning measures, technology, and community/stakeholder engagement to assess short and long-term disaster-related business needs, develop continuity of operations (COOP) and continuity of business guidance and procedures, and more importantly, identify resilience measures to support the local and regional economy during and after disaster events comparable to the magnitude of Hurricane Ian. The BCRP will emphasize preparedness with the development educational materials detailing structural and economic resilience, and the navigation of disaster-related financial resources. Additionally, the BCRP will outline clear and concise communications between the City, community stakeholders, and local businesses. Commercial corridors across Cape Coral will be assessed, encompassing goods and services on which the community relies both during blue skies and pre- and post-disaster conditions.

The awarded vendor will:

- **Conduct Assessment** by collecting research including identification of risks and gaps specific to the Business Community. The vendor will facilitate the first stakeholder engagement meeting with the City, local stakeholders, and the business community, providing an overview of the BCRP, and begin the information gathering process.
- **Vendor Will Begin Developing the COOP for Business Guide**, focusing on what to expect and how to prepare for and recover from emergencies.
- **Second Stakeholder Event Will Be Hosted** to encourage engagement between the community regarding the Business Guide development and Assessment of Long-Term Business Recovery Needs.
- **Best Practices** will be reviewed by vendor for resiliency measures identified by City staff. The vendor will work with the City to identify and summarize up to three case studies on cities of comparable sizes and demographics to Cape Coral.
- **Strategic Goals** will be reviewed to ensure the recommendations are in line with the City's goals. The City staff and the vendor shall collaboratively discuss the needs and opportunities while formulating the plan.
- **Financing and Implementation Planning** will occur with the vendor and City developing reasonable financing for the needs and opportunities the plan identifies through research and assessment.
- **Engage the City for Feedback and Approval of the COOP for Business Guide and the Assessment for Long-Term Business Recovery Needs.** The feedback should include input from the public as well as key stakeholders within the Business Community



## SECTION C: DELIVERABLES AND MILESTONES

The final Business Community Resiliency Plan (BCRP) must be completed in twelve (12) months. The following milestones are required following the notice to proceed:

Plan 25% Complete – within 3 months

Plan 50% Complete – within 6 months

Plan 75% Complete – within 9 months

Plan 100% Complete – within 12 months

Monthly reporting – by the 10<sup>th</sup> day of each month

Quarterly reporting – by the 10<sup>th</sup> day of each month following each quarter

After the plan is developed, the vendor will:

- Allocate Resources:
  - Define the specific types and quantities of resources (financial, human, technological) necessary for the successful implementation of each strategy.
  - Conduct a resource gap analysis to identify any shortages and develop a plan to secure additional resources, whether through reallocating existing resources, seeking additional funding, or leveraging partnerships.
- Train Key Stakeholders:
  - Develop comprehensive training modules tailored to the different roles and responsibilities of local businesses in disaster preparedness and recovery. o Include case studies and simulations to provide practical, real-world examples of how to apply the strategies in various scenarios.
  - Schedule regular training sessions, ensuring flexibility in timing and delivery methods (in-person, online) to maximize participation.
- Publicizing the Assessment of Long-Term Business Recovery Needs:
  - Utilize multiple communication channels (local media, social media, community meetings) to ensure widespread awareness of the assessment findings.
  - Create easy-to-understand summaries and infographics that highlight key findings and recommendations for different audience segments, including non-English speakers and people with disabilities.
- Launch the COOP for Business Guide for Public Consumption:
  - Launch the COOP for Business Guide for Public Consumption:
  - Organize a launch event that brings together local business leaders, government officials, and community stakeholders to officially release the guide.
  - Make the guide available in multiple formats (print, digital) and languages to ensure accessibility for all businesses in the community.
- Distribute Outreach Material for Public Consumption:
  - Develop a distribution plan that targets key locations where businesses and community members gather, such as business expos, community centers, and local chambers of commerce.
  - Consider creating a digital repository where all outreach materials can be accessed, downloaded, and shared, encouraging businesses to disseminate the information within their networks.





## **SECTION D: NOTICE OF COUNTY AND FEDERAL REPORTING REQUIREMENTS AND REGULATIONS**

The work or services funded under this solicitation and any executed Agreement(s) are funded in whole or in part through the Lee County Community Development Block Grant Disaster Recovery Program ("CDBG-DR") funds, which require compliance with certain financial, payroll, employment and performance reporting provisions, to include without limitation the regulations set forth in 24 CFR Part 570, the Community Development Block Grant (CDBG) Program Regulations. It is important that the Contractor or Consultant is aware of these reporting requirements, as the City may require, and the Contractor or Consultant agrees to provide all information, documentation, and other reporting to satisfy reporting requirements to Lee County which, in turn, will enable the Lee County to satisfy federal reporting requirements. Failure of the Contractor or Consultant or any Subcontractor to provide required data or information to ensure compliance with these reporting requirements is a material breach of any executed Agreement.

Federal procurement regulations are found in 2 CFR 200, notably sections 200.318-200.326. The current Code can be found online at <https://www.ecfr.gov/>

## **SECTION E: MANDATORY CONTRACTUAL REQUIREMENTS**

### **1. RECORDS AND RETENTION:**

The Contractor or Consultant agrees to maintain such records and follow such procedures as may be required under the CDBG-DR Program and any such procedures as the City may prescribe. In general, such records will include information pertaining to the Agreement, obligations and unobligated balances, assets and liabilities, outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to the Agreement and work or services performed thereunder shall be retained by the Contractor or Consultant for a period of three years after a final audit of the City's CDBG-DR project unless a longer period is required to resolve the audit findings or litigation. In such cases, the City shall request a longer period of record retention.

### **ACCESS TO RECORDS AND SITE WHERE APPROPRIATE:**

The City and other authorized representatives of the county and federal government shall have access to any books, documents, papers, and records of the Contractor or Consultant that are directly pertinent to the Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The Contractor or Consultant agrees to provide the City, Lee County, the federal agencies with interest in the Agreement or any of the activities undertaken pursuant thereto, or their authorized representatives access to construction or other work sites, if any, pertaining to the work being completed under this Agreement.

#### **AUDIT:**

The City, the County Auditor, and HUD or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the CDBG-DR project and the Agreement by whatever legal and reasonable means are deemed expedient by the City, the County Auditor, and HUD.

### **COMPLIANCE WITH LAWS AND INDEMNIFICATION:**

The Agreement is funded in whole or in part with CDBG funds through the City's Community Development Block Grant Program as administered by the Florida Division of Local Government, Department of Local Affairs, and/or with funds administered by the Division of Homeland Security and Emergency Management in the Department of Public Safety. The Contractor or Consultant shall comply with those regulations and restrictions normally



associated with federally funded programs and any other requirements that the county may prescribe, whether herein recited. The Contractor or Consultant shall comply with all applicable laws, ordinances and codes of the county and local government. The Contractor or Consultant shall indemnify and hold the City, its officials, agents, and employees harmless with respect to any damages arising or alleged to arise from any act performed by the Contractor or Consultant or which should have been performed by the Contractor or Consultant in performing any of the obligations under the Agreement.

#### **FLORIDA CIVIL RIGHT ACT:**

The Contractor or Consultant shall comply with Florida Statute 760, which states that the contractor shall comply with the Florida Civil Rights Act of 1992, which states that individuals in the state are free from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

#### **AGE DISCRIMINATION ACT OF 1975, AS AMENDED:**

The Contractor or Consultant shall comply with the Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination based on age under any program or activity receiving federal funding assistance. (42 U.S.C. 610 et. seq.)

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED:**

The Contractor or Consultant shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely by reason or his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds. (29 U.S.C. 794)

#### **AMERICANS WITH DISABILITIES ACT OF 1990:**

The Contractor or Consultant shall comply with Public Law 101-336, Americans with Disabilities Act of 1990, which provides, subject to such Act, that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

#### **COPELAND ANTI-KICKBACK ACT:**

The Contractor or Consultant shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

**Subcontracts** - The Contractor or Consultant or Subcontractor shall insert in any Subcontracts the clause in subparagraph (1) above and such other clauses as the City or the County may, by appropriate instructions, require, and a clause requiring the Subcontractor to include these clauses in any lower tier subcontracts. The prime Contractor or Consultant shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all of these Contract clauses.

**Breach** - A breach of the subparagraph contract clauses (1) or (2) above may be grounds for termination of the Contract, and for debarment as a Contractor or Consultant and Subcontractor as provided in 29 C.F.R. § 5.12.

#### **PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING:**

In accordance with Florida Statute 287.05701 the City may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. An awarding body may not give preference to a vendor based on the vendor's social, political, or ideological interests.

**INSPECTOR GENERAL COOPERATION:**

In accordance with Florida Statute 20.055(5), it is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

**CONFIDENTIALITY PROVISION:**

In accordance with Florida Statute 337.168, a document or electronic file revealing the official cost estimate of the department of a project is confidential and exempt from the provisions of s. 119.07 (1) until the contract for the project has been executed or until the project is no longer under active consideration.

The bid analysis and monitoring system of the department is confidential and exempt from the provisions of s. 119.07 (1). This exemption applies to all system documentation, input, computer processes and programs, electronic data files, and output, but does not apply to the actual source documents, unless otherwise exempted under other provisions of law.

**BACKGROUND SCREENING:**

In accordance with Florida Statute 435, all employees required by law to be screened must undergo background screening as a condition of employment and continued employment which includes, but need not be limited to, employment history checks and statewide criminal correspondence checks through the Department of Law Enforcement, and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

**DISCRIMINATORY VENDOR LIST:**

In accordance with Florida Statute 287.134, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

**CONVICTED VENDOR LIST:**

In accordance with Florida Statute 287.133(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

**ANTI-LOBBYING CLAUSE**

In accordance with Florida Statute 287.057 (23), respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**AFFIRMATIVE EFFORTS TO HIRE MINORITY AND WOMEN BUSINESS ENTERPRISES:**

The project/contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises. The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps, by the prime contractor, must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**SUSPENSION AND DEBARMENT:**

This solicitation is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (2 C.F.R. § 180.995) or its affiliates (2 C.F.R. § 180.905) are excluded (2 C.F.R. § 180.940) or disqualified (2 C.F.R. § 180.935).

**LOCAL GOVERNMENT PROMPT PAYMENT ACT:**

In accordance with Florida Statute 218.70, the City shall make payment of all sums properly invoiced within thirty (30) days of the City's receipt of such invoice. city shall pay contract amount of such invoice within such thirty (30) day period. If city shall give such notice to the contractor within such fifteen (15) day period, such dispute over the proper amount of such invoice shall be resolved, and after final resolution of such dispute, city shall promptly pay the contractor the amount so determined, less any amounts previously paid by city with respect to such invoice. In the event it is determined that city has overpaid such invoice, the contractor shall promptly refund to the city the amount of such overpayment.

**E-VERIFY:**

In accordance with Florida Statute 448.095, Contractor or Consultant and their subcontractors shall register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. An E-Verify Memorandum of Understanding (MOU) Verification document is required to be submitted when responding to this solicitation.

**ANTI-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY:**

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:



Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

*Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **PUBLIC BID DISCLOSURE ACT:**

Per F.S. 218.80, there are no permit fees for this project, therefore permitting fees to be paid for by contractor is zero dollars.

#### **BUSINESS ORGANIZATIONS FLORIDA BUSINESS CORPORATIONS ACT:**

Per F.S. 607.150, a foreign corporation may not transact business in this state until it obtains a certificate of authority from the department.

#### **LIQUIDATED DAMAGES:**

The work to be performed under this Agreement may be subject to liquidated damages. Liquidated damages will be assessed to tasks not completed in the agreed upon timeframe at \$3,000.00 per calendar day. Tasks to be performed are in the scope of work Part I, Section B and Section C.

### **PART II: SUBMISSION OF PROPOSALS**

It is imperative that the information submitted is precise, clear, and complete. All submittals are to be submitted through the Ion Wave website by uploading your Proposal and required attachments under the Response Attachments Tab. Submittals not conforming to this format may be disqualified from further consideration. All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Submittals which are substantially incomplete or lack key information may be rejected at the CITY's discretion.

Proposals should include the requirements listed below. Proposals submitted without meeting ALL the requirements may be considered non-responsive. Information submitted should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to





present a clear understanding of this project and of similar past projects, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

Respondents shall include the following information in their proposals. All additional information that the Respondent believes is unique to a section and does not fit the established outline may be included at the end of each section under a subheading "Additional Information."

Firms shall submit their responses to this RFP via the electronic procurement portal, Ion Wave. The information listed in sections 1 through 8 below, shall be provided in the order detailed below, via uploading onto the Ion Wave website as one document. All other documents and information requested shall each be uploaded as separate documents.

The following information shall be provided in the order detailed: failure to provide any one part of this section without appropriate explanation may result in disqualification of your proposal.

## **1.0 Title Page (1 Page)**

List the Request for Proposal subject, the name of the firm, address, telephone number, email address, contact person, and date of submittal, and who has corporate authority to sign for the Firm.

## **2.0 Letter of Interest (2 Pages)**

Provide an introduction to your company and describe why the City of Cape Coral should select your firm(s) to perform the described work and what your commitment will be to perform the work in a timely and professional manner.

## **3.0 Table of contents (1 Page)**

Include a clear identification of the material included in the submittal by page number.

## **4.0 Firm Background & Experience (15 Points)**

- 4.1 Describe the organization, date founded, size, office location(s) and ownership of your firm, staffing, history, and experience with projects of similar scope and size.
- 4.2 Provide a brief description of the Respondent's approach to provide the services requested in this RFP and the ability to perform the contract within the time specified.
- 4.3 Provide a sample of a plan provided for a project of similar scope and size.

## **5.0 Qualification & Experience of Key Personnel/Team (25 Points)**

- 5.1 Identify key members of firm's team that will service the City. Identify the primary day-to-day contact(s) for the engagement and their experience.
- 5.2 Provide resumes for key team members that will service the City, including title, role, number of years with the firm, number of years of experience, office location, professional designations or licenses, and other accomplishments or accolades as an Appendix.

## **6.0 Demonstrated Knowledge & Resources (25 Points)**

- 6.1 Describe the operational plan you plan to take in order to accomplish the tasks and needs outlined in this RFP Document.
- 6.2 Describe the knowledge and demonstrated success you have in similar work.

## **7.0 Prior Experience and References (15 Points)**





Describe in detail prior experience that the submitting firm has had and provide a verifiable reference. Please provide a minimum of three (3) references for projects similar in size and scope to this project, if available.

The minimum information required for each reference shall be as required on the Reference Survey Form located in the Attachments Tab and as stated in the Reference Attribute in the Attribute Tab. CITY and/or their designee must be able to make contact with the reference.

## 8.0 Fees/Costs (20 Points)

Provide the cost to perform the scope of work.

## PART III: PROPOSAL SUBMISSION TIMELINE

### 1. Request for Proposal Timeline

The **anticipated** schedule for this RFP is as follows:

Event	Date
RFP Available	FEBRUARY 12, 2025
Deadline for RFP Questions	MARCH 5, 2025
Proposal Due Date	MARCH 21, 2025
Internal Evaluation Committee	TBD
Begin Contract Negotiations	TBD
Council Approval	TBD

### 2. Evaluation Criteria

Cost may not be the primary factor in the selection of a proposal.

The evaluation and selection of a firm will be performed by the Evaluation Team. The following represent the principal selection criteria which will be considered during the evaluation process.

1) Firm Background & Experience	15 points
2) Qualification & Experience of Key Personnel/Team	25 points
3) Demonstrated Knowledge & Resources	25 points
4) Prior Experience & References	15 points
5) Fees/Cost	20 points

The evaluation team may request the most qualified firms to make a presentation and be available for an interview or presentation. All expenses, including travel expenses for interviews shall be borne by the proposer.

Upon selection of the most qualified firm meeting the City's requirements, the City reserves the right to negotiate the price structure and will present a formal contract to the City Council for approval.

**Upon submission, all proposals become the property of the City and are subject to public records law.**

(End of Section)