

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: 05  
Task Order Amendment: 01

Subject to the Agreement between the City of Pinellas Park, FL [the **CLIENT**] and Rostan Solutions, LLC [ROSTAN], effective May 28<sup>th</sup>, 2020, the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

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**1. Basic Project Information**

Project Name: DR-4673 (Ian) Grant Management Services

Project Location: City of Pinellas Park, FL / Pinellas CLIENT

CLIENT Representative: Joy Yeates, Assistant Finance Administrator

ROSTAN Representative: Kyle Jones, Vice President

2. **Scope of Services:** ROSTAN shall perform its Basic and Optional Services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
3. **Period of Service:** The period of service shall be October 5, 2022, through May 27, 2023.
4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is being increased by \$10,000 for a revised total of **\$40,000.00**.
5. This Task Order's Pricing Schedule is attached and incorporated as Attachment 2.

**ISSUED AND AUTHORIZED BY:**

CITY OF PINELLAS PARK, FL

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ACCEPTED AND AGREED TO BY:**

ROSTAN SOLUTIONS, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Approved by City Council (Over \$35,000.00): \_\_\_\_\_

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### **Attachment 1**

#### **Scope of Services**

##### **Grants Management Consulting Services:**

- Provide general grant management consulting.
- Assist in the development of a disaster recovery team.
- Assist in the development of a comprehensive recovery strategy for various funding programs.
- Provide strategic advice to disaster recovery team as appropriate and participate in meetings.
- Prepare draft correspondence to State, FEMA, SBA as necessary.
- Facilitate the management of all submitted documentation, including Procurement Specifications for Restoration phase efforts and respond to all STATE/FEMA/SBA Requests for Information (RFI).
- Facilitate meetings with applicable agencies
- Preliminary Damage Assessments, DDD Development and EEI Formulation.
- Meetings regarding the PA Program or overall PA damage claim
- Organizing PA damage sites into logical groups
- Preparing correspondence
- Conduct / Facilitate Site inspections and Eligibility Determinations
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Preparing Small and Large Projects
- Reviewing PW Formulation and Project Scoping
- Collecting copying, filing, or submitting documents to support a claim
- Requesting disbursement of PA funds

##### **Eligibility Tasks:**

- Review eligibility issues. Work with CLIENT to develop justifications for work performed to remediate, restore, and mitigate.
- Assist CLIENT in developing approach to filing and tracking costs.
- Assist CLIENT with Cost Analysis and RFI's
- Review contracts and purchasing documentation.
- Review documentation prepared by CLIENT.
- Assist CLIENT with compiling costs and damages for presentation to FEMA and STATE.
- Assist CLIENT to prepare Project Worksheets (PW) documentation.
- Assist CLIENT with any disputes and appeal/arbitration issues

##### **Engagement Task Deliverables:**

- Damage Assessment Team Mobilization and Deployment
- Work with STATE and FEMA representatives to facilitate the coordination of eligible damages for reimbursement for Emergency protective measures.
- Status meetings; Notes / Action Items

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- Recommendation Memos regarding FEMA Process and/or Policy (as needed)
- Draft Project Worksheet(s) / supporting documentation, Emergency work categories.
- Draft projects / grant applications for mitigation work / hazard vulnerability / resiliency improvements.
- Support Services for estimating and scope of work development

### **Attachment 2**

- 1.) **Pricing.** The scope of services set forth herein for Task Order 05 is being estimated conservatively based upon knowledge of the current status of claims. The budget estimate for this Task Order is a not-to-exceed amount of \$40,000.00.
- 2.) **Expenses and Travel.** Expenses and Travel: Rates are inclusive of all costs with the exception to those expenses related to federal per diem for meals and incidentals, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided.
- 3.) **Rate Schedule.** Please see the following page for ROSTAN's fee schedule under the Parties' Agreement

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ITEM NO.	TASK DESCRIPTION	POSITION DESCRIPTION	HOURLY RATE
1	PA/HMGP	Subject Matter Expert	\$195.00
2	PA/HMGP	Principal/Program Manager	\$185.00
3	PA/HMGP	Senior FEMA Specialist	\$180.00
4	PA/HMGP	Project Manager	\$165.00
5	PA/HMGP	Senior Grants Management Consultant	\$160.00
6	PA/HMGP	Project Grants Management Consultant	\$140.00
7	PA/HMGP	Grants Management Consultant	\$120.00
8	PA/HMGP	Junior Grants Management Consultant	\$100.00
9	PA/HMGP	Grants Administrator	\$80.00
10	PA/HMGP	DAC Specialist	\$115.00
11	PA/HMGP	Senior Consultant/Planner/Engineer	\$170.00
12	PA/HMGP	Project Consultant/Planner/Engineer	\$150.00
13	PA/HMGP	Consultant/Planner/Engineer	\$130.00
14	PA/HMGP	Junior Consultant /Planner/Engineer	\$105.00
15	PA/HMGP	Floodplain Management Specialist	\$150.00
16	PA/HMGP	BCA Specialist	\$150.00
17	PA/HMGP	Grants Data Specialist	\$105.00
18	PA/HMGP	GIS / HAZUS Specialist	\$120.00
19	PA/HMGP	Administrative Specialist	\$70.00
20	PA/HMGP	Senior Appeals Specialist	\$215.00
21	PA/HMGP	Appeals Specialist	\$180.00