



DEPARTMENT OF PUBLIC SAFETY
HERNANDO COUNTY FIRE RESCUE

15470 FLIGHT PATH DRIVE ♦ BROOKSVILLE FLORIDA 34604
P 352.540.4353 ♦ F 352.540.4355 ♦ W www.HernandoCounty.us



April 4, 2023

Jenene Helms
Florida Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

Re: RFP-DEM-22-23-026 HURRICANE LOSS MITIGATION PROGRAM

Dear Ms. Helms,

Hernando County, Florida is pleased to submit this request for proposal to the Division of Emergency Management which details our request to perform hurricane loss mitigation retrofit improvements to an approved fire station operated by the Hernando County Fire and Emergency Services. As Hernando County's Director of Emergency Management, I attest to the following:

1. This proposal is in response to RFP-DEM-22-23-026: Hurricane Loss Mitigation Program.
2. **Organizational Name:** Hernando County Fire and Emergency Services (HCFES). HCFES is a county agency providing fire, emergency medical, and emergency management services for the citizens of Hernando County, Florida. HCFES operates under the Hernando County Board of County Commissioners. Through this grant and aid appropriation, Hernando County, Florida qualifies as an eligible proposer by being a local governmental entity within the state of Florida.
3. **Project Title:** HCFEM Station 1 Hurricane Loss Mitigation Project 2023-2024
4. **Federal Tax ID Number:** 59-1155275
5. **Point of Contact:** David M. DeCarlo | Director of Emergency Management; Hernando County Fire and Emergency Services; 18900 Cortez Blvd., Brooksville, Florida 34601 352-540-6794: Work; 352-587-3065: Cell; email ddecarlo@hernandocounty.us.

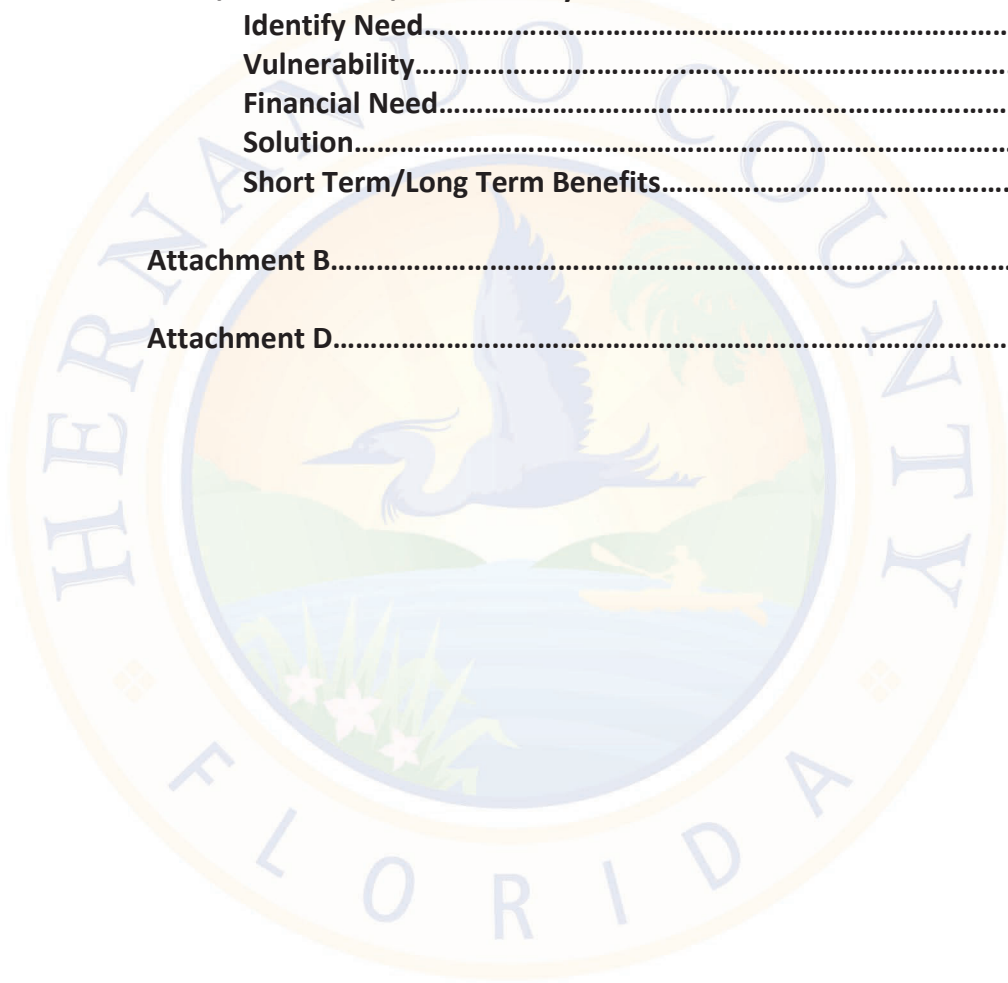
Thank you for your consideration of this proposal. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

David M. DeCarlo | Director of Emergency Management
Hernando County Fire and Emergency Service

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Executive Summary

Project Description:

Hernando County Fire and Emergency Services (HCFES) is an entity that operates within Hernando County, Florida. HCFES is a county agency providing fire, emergency medical, and emergency management services for the citizens of Hernando County, Florida. HCFES operates under the Hernando County Board of County Commissioners.

The purpose of this project is to perform hurricane loss mitigation retrofit improvements to an approved structure within the HCFES structural assets. HCFES Fire Station Number 1 is located at 1479 Parker Avenue, Spring Hill, Florida 34606. Fire Station Number 1 was constructed in 1994 and is located three (3) miles from the Gulf of Mexico. Fire Station 1 consists of 5,230 square feet that has four (4) garage bay doors; four (4) double windows, five (5) single windows, four (4) entry doors, and one sliding glass door. Fire Station 1 has a shingle typed roof that was replaced in 2007.

Currently, Fire Station 1 does not have hurricane rated or impact resistant garage bay doors, windows, or doors. This leaves not only the station vulnerable during a hurricane event, but the apparatus and personnel it hosts. The HLMP would also allow HCFES to replace all windows and sliding glass door with hurricane and impact resistant windows. It would also allow HCFES to replace the four (4) garage bay doors with hurricane and impact resistant garage bay doors. With the existing shingle roof coming of age, a new metal roof will be included in the HLMP cost estimation. These improvements would allow Hernando County in keeping crews, fire apparatus, and the station safe, allowing HCFES to be responsive to the residents of Hernando County.

Capabilities and Qualifications:

Hernando County has the experience, capabilities, qualifications to secure the appropriate resources through vendor and supply chain vetting, as successfully proven with past construction projects. The Project Manager, David M. DeCarlo, has the role of Director of Emergency Management and as such, is responsible for the development of hurricane loss mitigation strategies and plans to harden fire stations from natural and man-made disasters, including hurricanes and flooding. The Project Manager has more than thirty-three years of first responder experience serving as a Director of Emergency Management since 2015. The Project Manager has real world experience for overseeing the planning, response, recovery, and mitigation for tropical cyclones Colin, Hermine, Irma, and Michael, just to name a few. The Project Manager understands firsthand the area's most vulnerable to wind and flood damage.

The Project Manager will work with a Project Team to complete all tasks on time and on budget. The Project Team is already in place and has responsible experience with fire station renovations and construction projects within Hernando County, Florida. This includes personnel with the expertise needed to complete the project. By incorporating Hernando County's existing working

group in the project, HCFES is assuring that the process will be seamless and not miss any necessary perspective needed to complete the project. Each member of the Project Team contributes a unique and necessary skills to the project. Hernando County has procurement and purchasing policies in place that have been followed and adhered to with previous construction projects. Hernando County has experience relative to project and grant management as proven with the past and current state and federal grants such as the EMPA and EMPG.

Experience:

Hernando County's project team has completed several grant cycles. For example, we have received the EMS County grant, the EMS Matching Grant (both through FDOH), as well as the EMPA and EMPG (through FDEM). All grants have been successful in execution of the grant, procurement of equipment for the grants and quarterly reporting back to the appropriate agencies with all documentation as required.

Project Team and Responsibilities:

Our project team consists of the following:

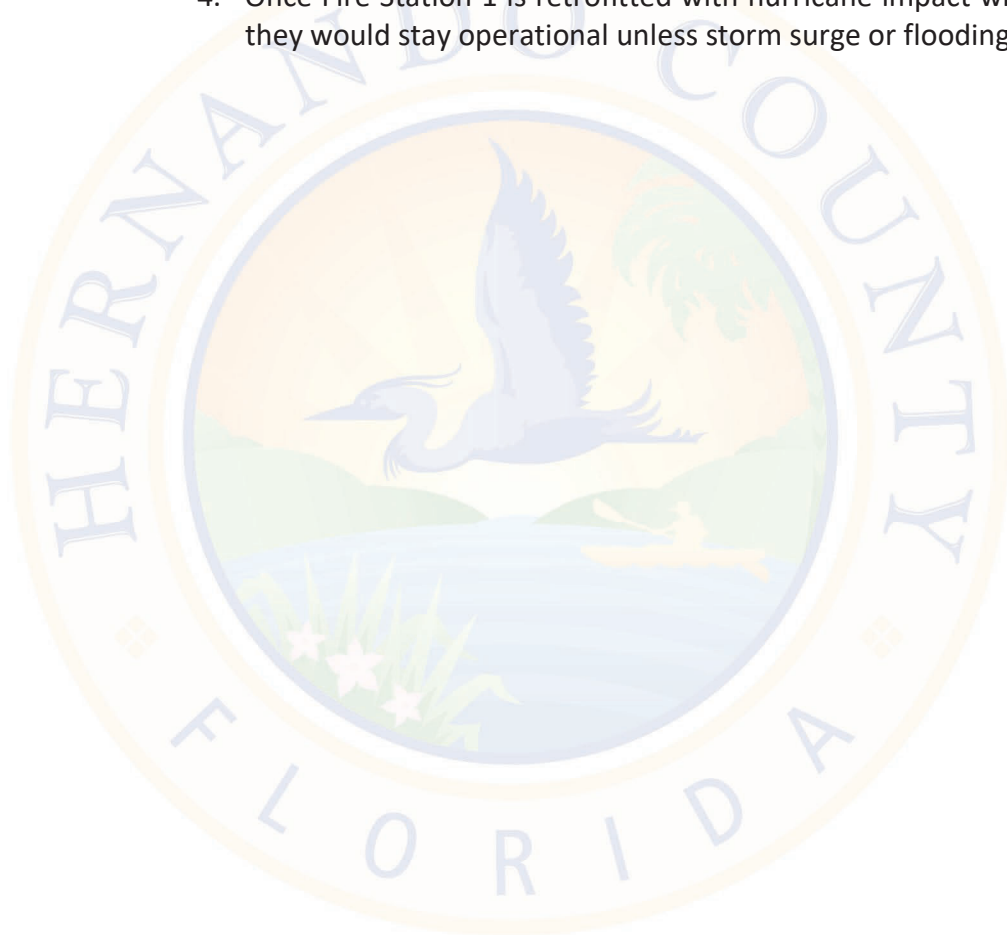
- **Fire Chief, Paul Hasenmeier** – Chief Hasenmeier has been a fire chief not only in Florida but also North Carolina where he weathered several hurricanes. His experience of relative needs during a hurricane event to keep the station, apparatus, and personnel safe from damage or harm while providing services to Hernando County residents. His role to lead the department during the event and the fall-out afterwards.
 - **Chief Hasenmeier** will oversee the total project at every level. His leadership will guide us to ensure the proper products will be utilized at a fair and reasonable cost.
- **Deputy Fire Chief, Patrick Taylor** – Chief Taylor has been with Hernando County Fire and Emergency Services for over thirty (30) years. His knowledge of the County and the services we provide to residents during hurricane events is invaluable. Although every hurricane event brings its own challenges, he is familiar with expectations during an event. His managerial development of our area and managing costs for an event of this nature to the benefit of the residents.
 - **Chief Taylor, Chief Sloane, and Logistic Manager Richard Russell** will be responsible for the scope of work as well as reviewing all bids and deciding on the best contractor to choose for project (or several contractors depending on bidders).
- **Division Chief of Operations, Kristian Sloane** – Chief Sloane has also been a thirty year plus (30+) HCFES employee and has incredible experience during hurricane events. In his role as Division Chief of Operations, it is his responsibility to ensure safety of all personnel as well as the facility and apparatus. His experience in the equipment is invaluable to the residents of the County.

- **Director of Emergency Management, David DeCarlo** – Director DeCarlo brings 33 years of first responder experience with eight (8) years in the role as Director of Emergency Management. He has real world experience with tropical cyclone/hurricane events dating back to 2015. His outstanding leadership during a real-world event brings insight as to what is needed before, during and after an event. His knowledge of successful prospective and resources is incredible. He has proven oversight of the EMPA and EMPG grant also increases our successes.
 - **Emergency Manager Director David DeCarlo** will be the Project Manager is responsible for the oversight of the grant processes and will ensure all pieces of the project are being completed correctly and meeting project deadlines.
- **Logistics Manager, Richard Russell** – Mr. Russell has 29 years of experience in the fire department and emergency management. He will be the project coordinator over the construction on the fire station. He currently is managing all repairs and maintenance over all fire stations within Hernando County and has overseen many construction projects.
 - **Logistic Manager Richard Russell** will be responsible for communication with the vendor(s) and ensure the work is being completed by each vendor according to the scope of work. He will also ensure the work remains on schedule.
- **Finance Manager, Kelly Trout** – As Finance Manager, Kelly has the purchasing and procurement experience as to the requirements for the grant. Her experience with grant management and County procurement procedures will keep those processes on track. She will oversee the bidding process of purchasing impact windows, doors, garage bay doors, and replacing the roof.
 - **Finance Manager Kelly Trout** is responsible to ensure all purchasing and procurement policies are followed throughout the bidding process. She will attend bid opening and will report to the other Chiefs and Mr. Russell for review of the bids. She will also ensure the project timetable is followed. She will ensure that the project remains on budget and remains in fiscal compliance.
- **Finance Specialist, Marie Austin** – Marie brings years of experience in reporting of the grant expenditures and progress of the grant management. Marie has years of experience in grant reporting of the EMPA and EMPG grants (meeting deadlines and providing appropriate backup documents as required).
 - Finance Specialist Marie Austin is responsible for all reporting of the grant and for the reimbursement requests. She will ensure all documents are sent to the State Division of Emergency Management as per the HLMP requirements.

Approach:

When the grant agreement is executed, Hernando County Fire and Emergency Services proposes to complete all the following project activities by May 31, 2023:

1. Hernando County's Fire and Emergency Services, Fire Station 1, located at 1479 Parker Avenue, Spring Hill, Florida 34606, was selected by Hernando County Fire and Emergency Services Fire Chief along with the Fire Chief's administrative staff. The selection was based upon the age of the structure, current condition of the structure, the proximity to the Gulf of Mexico, susceptibility of damage by strong tropical storm or hurricane force winds, contractor services along with contractor's quality control and compliance methods.
2. Fire Station 1 was also selected since during a tropical cyclone/hurricane event is forecasted to affect Hernando County, due to the stations structural issues as outline above, fire crews and apparatus are moved. Causing a deficiency of public safety service to the citizens of Hernando County that live within the Spring Hill area.
3. Hernando County Fire and Emergency Services' Fire Station 1 has not succumbed to damage in the past but has been routinely evacuated during a tropical cyclone/hurricane event because the station does not have any resiliency against the wind force.
4. Once Fire Station 1 is retrofitted with hurricane impact windows and garage bay doors, they would stay operational unless storm surge or flooding is forecasted.



Work Plan

Project Timeline: The following timeline identifies the milestones and number of days to complete them and projected date of completion. This includes DEM report submission deliverable dates, invoice dates and estimated project start to finish dates.

Start Date	Days to Complete/Estimated Completion Date	Milestones	Notes
7/1/2023	30 Business Days/No Later than 8/8/23	Complete contract agreement	Board of County Commissioners to Approve and Sign Agreement
8/8/2023	20 Business Days/No Later than 9/5/22	Identify Structures and Perform Inspection (Deliverable 1)	Team will identify structures, state certified mitigation inspector to perform inspections and complete reports.
9/5/2023	10 Business Days/No Later than 9/19/23	Scope of Work Development (Deliverable 2)	Develop Scope of Work for RFP Process
9/19/2023	30 Business Days/No Later than 10/31/23	RFP Process (Deliverable 2)	Choose qualified, licensed contractor to complete the scope of work.
10/2/2023	5 Business Days - 10/9/23	Submit Quarterly Report	Submit the first quarterly report on progress.
10/9/2023	10 Business Days/No Later than 10/23/23	Submission of PIS (Deliverable 3)	Team will fill out the Project Information Sheet, collect photos, and submit it to the Division for review.
10/23/2023	5 Business Days - 10/30/23	Approval of PIS	Team will provide any additional information required for PIS approval or await PIS approval
11/20/2023	120 Business Days/No later than 5/13/23	Construction (Deliverable 4)	Permit, complete and inspect all work including closing of any open permits

1/2/2024	5 Business Day - 1/9/24	Submit Quarterly Report	Submit the second quarterly report on progress.
4/1/2024	5 Business Day - 4/8/24	Submit Quarterly Report	Submit the third quarterly report on progress.
5/13/2024	15 Business Days - 6/3/24	Request inspection and prepare Final Close-Out Package (Deliverable 5)	The Project Manager will request an inspection and then create the final close-out package and submit it.
6/10/2024	52 Business Days - 8/21/24	Submit Final Reimbursement Request	Provide final reimbursement request and supporting documentation.
7/1/2024	5 Business Days - 7/8/24	Submit Quarterly Report	Submit fourth and final quarterly report.

Tasks and Estimated Time to Complete

Task	Estimated Time
Identify Building	Completed
Identify Official for Mitigation Inspection	Completed
Develop Scope of Work for Mitigation Project	Completed
Identify Vendors/Contractors for Pricing and Bids	3 - 4 Weeks
Select Vendor	1 Week

Construction Oversight	26 Weeks
Quarterly Reports	1 Week
Invoice Review	1 Week
Budget Close Out	1 Week
Final Closeout	2 - 3 Weeks

Performance Measure / Meeting Schedules

The Project Team will meet every other week to review project and assign other necessary tasks as they become needed. The deliverables from each task will be reported back at each meeting. This will ensure team member accountability for tasks that are assigned to them. The team will work in a coordinate effort throughout this project to ensure project efficiency and for the project to fall within the budgetary perimeters.

The Project Team will be responsible for reviewing vendor bids. The review rates the vendor on performance history, ability to perform task, including a review of similar work, review of insurance and licensing and proposed budget for the project. The vendor will then be selected based upon the procurement and purchasing policy of Hernando County, Florida.

Once a vendor is assigned, the project team will hold timely meetings, dependent upon the current phase of the project, with the contractor. These meetings will cover project construction schedule, delays, requests for information or any other issues in the field. It will also cover project submitted invoices, change orders and quality control. Other meetings will be held throughout the project to ensure compliance with scope of work.

Need / Justification Vulnerability

Need:

Fire Station #1 is located only three (3) miles from the Gulf of Mexico, making it more vulnerable than some of our other stations. We have not been able to fund the hurricane hardening to this point. With the tropical winds that are associated with hurricanes, we have had to evacuate this fire station in order to provide safety to our personnel. This leaves the residents in the area surrounding Fire Station #1 with a longer response time should an emergency arise.

Vulnerability:

Hernando County is located on the Florida's central Gulf Coast. Unincorporated Spring Hill resides within Hernando County, Florida. Hernando County is at a high risk of landfall by tropical cyclone/hurricanes that approach through or develops from the Gulf of Mexico. There are also areas that may be affected by large storms that cross the Florida peninsula from the east coast. While storm surge presents one risk from a tropical cyclone/hurricane event, wind speed is an additional risk associated with such events. Hernando County Fire and Emergency Services' Fire Station 1 is in a wind-born debris region.

Financial Need:

Hernando County Fire and Emergency Services is funded through Municipal Service Benefit Unit (MSBU) on the fire side of operations and a Municipal Service Taxing Unit (MSTU) on the EMS side along with EMS ambulance billing. With the increase in overall economic price increases, we are also having to raise our MSTU and MSBU rates to keep up with the increased costs of construction, medical supplies, fuel, etc. This has limited the amount of funds available to be able to perform capital projects such as hardening Hernando County fire stations. The \$194,000 from the Loss Mitigation Grant will allow for the hurricane windows, doors, garage bay doors, and metal roof.

Solution:

The solution to the threat from tropical cyclones/hurricane events is to harden fire stations within Hernando County, Florida to better withstand high winds and rising waters. When hardening a fire station, the typical mitigation strategies involve strengthening the envelope of the building. This is accomplished through impact resistant garage bay doors, windows, and entry doors. The more damage to a fire station and its infrastructure, the longer it takes to repair and restore public safety/emergency services to the citizens of Hernando County, FL. This potentially can result in the delay in response and presents a life safety issue. If Hernando County Fire and Emergency Services receives the HLMP grant, the grant would be used to harden Fire Station 1 by installing impact resistant doors and windows. This will reduce the potential damage from debris caused by high winds so that Fire Station 1 can respond to calls for emergency services.

Short-Term and Long-Term Benefits:

The short-term benefits from hurricane retrofit mitigation include preventing a disruption in operations should the personnel have to evacuate the fire station during a hurricane event. Hurricane hardening of the station will allow personnel to be available to continue operations from the station providing a quicker response during an emergency. Ensuring the residents of Hernando County have the absolute best response either during a medical emergency or a rescue scenario is our mission. It is important for our citizens to have complete trust that we are always available to them, especially during a tropical cyclone or hurricane event.


The long-term benefits of hurricane retrofit mitigation of this fire station allow the knowledge that these improvements to the station will remain in place for twenty plus years. A metal roof alone will not be vulnerable for fifty years which will solidify maintaining the operations of the fire house. A building is an obstruction to wind flow and causes a change in direction of airflow and pressure over a building's surface. Consequently, wind damage may occur indirectly from the impact of wind-born debris or directly through the pressure it exerts.

Generally, the direction of airflow corresponds to the pressure through positive pressure on windward surfaces; negative pressure on leeward surfaces; negative pressure at sharp discontinuities such as eaves, corners, and rakes. The presence of openings to a building interior also affects the roof as air infiltrates through openings and cracks the internal air pressure increases. This ranges from slightly elevated air pressure caused by HVAC equipment, for example, to strongly elevated air pressure caused by strong thunderstorms, tropical cyclones/hurricane force winds entering roof, window and door openings. When wind uplift is greater than what the building system was designed for, and in the worst-case scenario, the roof deck could potentially detach from the supporting structure.

The replacement of roof, windows and doors will also bring a cost savings for years to come in the reduction of electric bills. Currently, the electric bills are approximately \$7,000 annually. Recognizing that the new windows and doors will produce a 25% decrease in the electric bills, with an annual savings of \$1,750 and over 20 years will provide \$35,000 in savings.

**EXHIBIT B
ACKNOWLEDGEMENT
RFP-DEM-21-22-026
HURRICANE LOSS MITIGATION PROGRAM**

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the Proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: Hernando County Fire and Emergency Services FEID#: 59-1155275
Address: 15470 Flight Path Drive
City: Brooksville State: Florida
Zip Code: 34604
Telephone Number: 352-540-4353 E-Mail Address: phasenmeier@hernandocounty.us
Authorized Signature:  Date: 04/05/2023

Contract Point of Contact

Name: David DeCarlo Title: Director of Emergency Management
Address: 18900 Cortez Boulevard
City: Brooksville State: Florida
Zip Code: 34601
Telephone Number: 352-754-4083 E-Mail: ddecarlo@hernandocounty.us

Remittance for Payments:

Recipient: Hernando County Fire and Emergency Services
Address: 15400 Flight Path Drive
City: Brooksville State: Florida 34604

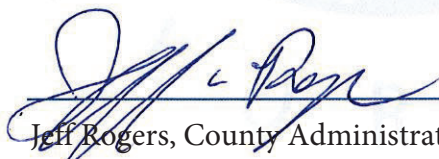
NOTE: In submitting a response, the Proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

EXHIBIT D
CERTIFICATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE BIDS – Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals are received from respondents which are both certified minority businesses (as set forth above), and which are equal with respect to price, quality and service, the proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection A.
- D. In the statement specified in subsection A, notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by an employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Jeff Rogers, County Administrator

Date: 04/05/2023