



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION NUMBER 86-2020

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA APPROVES THE THIRD YEAR OF FOUR (ONE YEAR) RENEWAL OPTIONS OF RFP NO. 2017-168: DEBRIS MONITORING SERVICES TO THE PRIMARY CONTRACTOR, THOMPSON CONSULTING SERVICES OF LAKE MARY, FLORIDA; AND THE SECONDARY CONTRACTOR, LANDFALL STRATEGIES, LLC OF SARASOTA, FLORIDA THROUGH AUGUST 31, 2021, PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

* * * * *

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart, Florida hereby approves the third of four (1 year) renewal periods of RFP# 2017-168: Debris Monitoring Services with Thompson Consulting Services of Lake Mary, Florida and Landfall Strategies, LLC of Sarasota, Florida for the renewal period effective September 1, 2020 through August 31, 2021.

SECTION 2: This resolution shall take effect upon adoption.

Resolution No. 86-2020

Approve renewal of RFP #2017-168, Debris Monitoring Services

Commissioner CLARKE offered the foregoing resolution and moved its adoption.

The motion was seconded by Commissioner MATHESON and upon being put to a roll call vote, the vote was as follows:

MICHAEL J. MEIER, MAYOR
EULA R. CLARKE, VICE MAYOR
BECKY BRUNER, COMMISSIONER
MERRITT MATHESON, COMMISSIONER
VACANT, COMMISSIONER

YES	NO	ABSENT	ABSTAIN
Y			
Y			
Y			
Y			

ADOPTED this 13th day of July, 2020.

ATTEST:


MARY R. KINDEL
CITY CLERK


MICHAEL J. MEIER
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:


MICHAEL J. MORTELL
CITY ATTORNEY





MEMORANDUM

To: Holly Vath, Financial Services Assistant Director

From: Alaina Knofla, Procurement Specialist

Date: June 25, 2019

Subject: Renewal of RFP No. 2017-168, Debris Monitoring Services

The renewal year of RFP #2017-168, is due to expire on August 31, 2019. This contract has provision for renewal under the original terms, conditions and specifications for four (4) additional one (1) year terms. This would represent the second of four one year renewal options. The contractor Landfall Strategies, LLC is the secondary contractor; and has agreed to the renewal. In accordance with the City of Stuart Code of Ordinances, you have the authority to award solicitations that are valued at less than \$25,000.00, where the funds for this project have been appropriated by the City Commission through the annual budgeting process and where the vendor was selected in accordance with the City Procurement Ordinance.

Please review the attached documentation and indicate by signature below your approval of this renewal. This renewal is effective for the period September 1, 2019 through August 31, 2020.

Holly Vath
Financial Services Assistant Director

Date



City of Stuart

Procurement & Contracting Services
121 SW Flagger Ave. Stuart FL 34994
Phone: 772.288.5306

June 6, 2019

Landfall Strategies, LLC
Attn: Mr. Craig Schultz, Owner/Senior VP, COO
7061 South Tamiami Trail
Sarasota, Florida 34231

Subject: Renewal for RFP# 2017-168, Debris Monitoring Services

Dear Mr. Schultz,

This is official notification to your firm that the City of Stuart wishes to extend your current contract for Debris Monitoring Services; as the secondary contractor, for the period beginning September 1, 2019 and ending on August 31, 2020, which represents the second of four (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract.

Please complete the bottom portion of this letter. Your response must be received **no later than 4:00 p.m., June 19, 2019**. You may fax your response to (772) 600-0134 or send by email to purchasing@ci.stuart.fl.us. Thank you for your cooperation and immediate attention to this matter. Please contact me at (772) 288-5320, if you should have any questions.

Best Regards,

Alaina Knofla
Procurement Specialist
cc: PW Staff
RFP# 2017-168 File

I hereby attest, by signature, to Florida Statutes (F.S.) 287.135-Scrutinized Companies that Boycott Israel list, F.S. 215.4725-Engaging in commerce with Cuba or Syria, and F.S. 215.473-Scrutinized Companies with activities in the Iran Petroleum Energy Sector List; and agree to the contract renewal as specified of the subject Agreement.

I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

CRAIG SCHULTZ
Printed Name

6/11/2019
Date

EXEC. VICE PRESIDENT
Title



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION NUMBER 74-2018

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA APPROVES THE FIRST YEAR OF FOUR (ONE YEAR) RENEWAL OPTIONS OF RFP NO. 2017-168: DEBRIS MONITORING SERVICES TO THE PRIMARY CONTRACTOR, THOMPSON CONSULTING SERVICES OF LAKE MARY, FLORIDA; AND THE SECONDARY CONTRACTOR, LANDFALL STRATEGIES, LLC OF SARASOTA, FLORIDA THROUGH AUGUST 31, 2019, PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

* * * * *

NOW TEHREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart, Florida hereby approves the first of four (1 year) renewal periods of RFP# 2017-168: Debris Monitoring Services with Thompson Consulting Services of Lake Mary, Florida and Landfall Strategies, LLC of Sarasota, Florida for the renewal period effective September 1, 2018 through August 31, 2019.

SECTION 2: This resolution shall take effect upon adoption.

Commissioner MCDONALD offered the foregoing resolution and moved its adoption.

The motion was seconded by Commissioner BLOUNT and upon being put to a roll call

vote, the vote was as follows:

KELLI GLASS LEIGHTON, MAYOR
BECKY BRUNER, VICE MAYOR
NICK BLOUNT, COMMISSIONER
EULA R. CLARKE, COMMISSIONER
TROY A. MCDONALD, COMMISSIONER

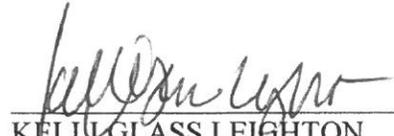
YES	NO	ABSENT	ABSTAIN
Y			
Y			
Y			
Y			
Y			

ADOPTED this 13th day of August, 2018.

ATTEST:



MARY R. KINDEL
CITY CLERK



KELLI GLASS LEIGHTON
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:



MICHAEL MORTELL
CITY ATTORNEY





City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement & Contract Services Division

Alaina Knofla
Procurement Specialist
aknofla@ci.stuart.fl.us

Telephone (772) 288-5320
Fax: (772) 600-0134
www.cityofstuart.us

June 7, 2018

Via Email Transmission: cschultz@landfallstrategies.com
jkyte@landfallstrategies.com

Landfall Strategies, LLC
Attn: Mr. Craig Schultz, Owner/Senior VP, COO
7061 South Tamiami Trail
Sarasota, Florida 34231

Subject: Renewal for RFP# 2017-168, Debris Monitoring Services

Dear Mr. Schultz,

This is official notification to your firm that the City of Stuart wishes to extend your current contract for Debris Monitoring Services; as the secondary contractor, for the period beginning September 1, 2018 and ending on August 31, 2019, which represents the first of four (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract.

Please complete the bottom portion of this letter. Your response must be received **no later than 4:00 p.m., June 19, 2018**. You may fax your response to (772) 600-0134 or send by email to purchasing@ci.stuart.fl.us.

Thank you for your cooperation and immediate attention to this matter. Please contact me at (772) 288-5320, if you should have any questions.

Best Regards,

Alaina Knofla
Procurement Specialist

cc: PW Staff
RFP# 2017-168 File

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- I hereby attest, by signature, to Florida Statutes (F.S.) 287.135-Scrutinized Companies that Boycott Israel list, F.S. 215.4725-Engaging in commerce with Cuba or Syria, and F.S. 215.473-Scrutinized Companies with activities in the Iran Petroleum Energy Sector List; and agree to the contract renewal as specified of the subject Agreement.
- I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

Craig Schultz
Printed Name

June 6, 2018

Date

Senior VP

Title



City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement & Contracting Services Division

Lenora Darden, CPPB
Procurement Manager
purchasing@ci.stuart.fl.us

Telephone (772) 288-5308
Fax: (772) 600-0134
www.cityofstuart.us

August 16, 2017

Via: Email transmission: cschultz@landfallstrategies.com
jkyte@landfallstrategies.com

Landfall Strategies, LLC
Attn: Mr. Craig Schultz, Owner/Senior VP, COO
7061 South Tamiami Trail
Sarasota, FL 34231

Subject: Notice of Award (Secondary)
RFP #2017-168: Annual Contract for Debris Monitoring Services

Dear Mr. Schultz,

The Stuart City Commission awarded RFP# 2017-168, Annual Contract for Debris Monitoring Services to your firm on Monday, August 14, 2017. Please consider this your formal notice of award. The City of Stuart requests that you provide all necessary insurance requirements within 10 days (August 26, 2017) as listed below:

A "Certificate of Insurance" which reflects all types and levels of coverage as noted in the Request for Proposal. The insurance certificate must also have printed in the "Remarks" box, words to the effect: **"The City of Stuart is an additional insured"**. The City requests that the insurance certificate lists the **project number and the project name**, 2017-168, Annual Contract for Debris Monitoring Services.

The initial contract period will be for one year, effective September 1, 2017 through August 31, 2018, with four (one-year) renewal options. The City reserves the right to exercise the option to renew annually, if mutually agreed upon in writing by both parties subject to the same terms and conditions of the original agreement. Annual renewals shall be subject to vendor's satisfactory performance and determination that the contract renewal is in the best interest of the City.

The City of Stuart looks forward to a mutually beneficial business relationship. If you have any questions, please feel free to contact me by email at purchasing@ci.stuart.fl.us or call me at (772) 288-5308.

Sincerely yours,

Lenora Darden
Procurement Manager

c: Public Works Staff
RFP 2017-168 Official File



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 87-2017

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO APPROVE THE AWARD OF RFP #2017-168, ANNUAL CONTRACT FOR DEBRIS MONITORING SERVICES TO THE TWO TOP RANKED FIRMS, THOMPSON CONSULTING SERVICES OF LAKE MARY, FLORIDA AS THE PRIMARY CONTRACTOR, AND LANDFALL STRATEGIES, LLC OF SARASOTA, FLORIDA AS THE SECONDARY CONTRACTOR, PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby approves the award of RFP #2017-168, Annual Contract for Debris Monitoring Services, and authorization to execute an agreement subsequent to review and approval by the City Attorney with the two top ranked firms: Thompson Consulting Services of Lake Mary, Florida (Primary); and Landfall Strategies, LLC of Sarasota, Florida, (Secondary) at the proposed rates.

SECTION 2: This resolution shall take effect upon adoption.

Resolution No. 87-2017

Award of RFP #2017-168, Annual Contract for Debris Monitoring Services

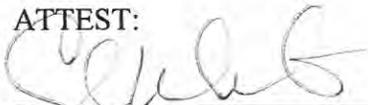
Commissioner GLASS LEIGHTON offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner KRAUSKOPF and upon being put to a roll call vote, the vote was as follows:

TROY A. MCDONALD, MAYOR
KELLI GLASS LEIGHTON, VICE MAYOR
JEFFREY A. KRAUSKOPF, COMMISSIONER
EULA R. CLARKE, COMMISSIONER
TOM CAMPENNI, COMMISSIONER

YES	NO	ABSENT	ABSTAIN
X			
X			
X			
X			
X			

ADOPTED this 14th day of August, 2017.

ATTEST:

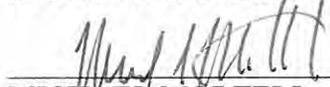


CHERYL WHITE
CITY CLERK



TROY A. MCDONALD
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:



MICHAEL MORTELL
CITY ATTORNEY





SECONDARY

CONTRACTOR: LANDFALL STRATEGIES, LLC
7061 SOUTH TAMiami TRAIL
SARASOTA, FL 34231

PROJECT: RFP #2017-168: ANNUAL CONTRACT FOR
DEBRIS MONITORING SERVICES

CONTRACT FOR SERVICES

THIS CONTRACT, hereinafter "Contract," adopted and entered into the 14th day of August, 2017 by and between Landfall Strategies, LLC, hereinafter referred to as "Contractor" and the City of Stuart, Florida, a municipal corporation, 121 SW Flagler Avenue, Stuart, Florida 34994, hereinafter referred to as "City", for and in consideration of the following terms, conditions and covenants.

I. PURPOSE OF CONTRACT

City intends to enter into a contract with Contractor for provision of Debris Monitoring Services by the Contractor and the payment for those services by City as set forth below.

II. SCOPE OF SERVICES

The Contractor shall provide Debris Monitoring Services pursuant to this Contract as hereinafter provided. These services will include all labor, equipment, and materials necessary to provide Debris Monitoring Services.

Contractor shall work with City staff regarding Debris Monitoring Services as rendered. The services will be those customarily attendant to Debris Monitoring Services. The detailed scope of services to be performed and schedule of rates for those services is described in Exhibit A (Contractor's response to RFP #2017-168 as accepted by the CITY) and Exhibit B (CITY's original Request For Proposals) incorporated herein.

Contractor must handle debris management activities in the City of Stuart Florida in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Florida Department of Health (FDH), Natural Resources Conservation Services (NRCS), South Florida Water Management District (SFWMD), and the Florida Department of Environmental Protection (FDEP) in conjunction with the City's needs. The Contractor shall have an excellent understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, or Other Federal Agencies, and other State relief programs regulations regarding edibility.

III. CONTRACT PROVISIONS

Section 1. Period of Service

1.1 Term of Contract

Upon award of this Contract, the effective date of this Contract shall be the date of Commission approval. Term of this contract shall be for an initial period of one (1) year with the option of four (4) additional one-year renewal periods, upon the mutual written agreement of the parties. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

Section 2. Compensation and Method of Payment

2.1 Fee Schedule

CITY will compensate Contractor for the Debris Monitoring Services in accordance with Contractor's pricing schedule formalized in "Exhibit A-Price Proposal Forms" to this Contract. Contractor's pricing schedule may be updated annually prior to each optional renewal period.

2.2 Invoices

Contractor shall submit invoices to the City for work accomplished and accepted by the City under this Contract for reimbursement from FEMA. Each invoice shall be detailed and include, but not be limited to, a legible copy of the estimate approved by the City Representative, and the date work was completed and accepted by the City.

2.3 Payment

Payment for services rendered is due within thirty days of receipt and approval of invoice by City. Payment is delinquent 30 days following receipt and approval of invoice by City.

Section 3. Guarantee

The Contractor guarantees to provide inspection services and make good to the satisfaction of the City at the time of the inspection but does not **guarantee** future condition, efficiency, or life expectancy of systems or components. Contractor further guarantees the successful performance of workmanship for the service intended. If the City deems it inexpedient to require the Contractor to correct deficient labor, an equitable deduction from the contract price shall be made therefore or in the alternative the City may sue for damages, or both.

Section 4. Audit

The Contractor agrees that the City or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Agreement. The Contractor agrees that payment(s) made under this Agreement shall be subject to reduction for amounts charged thereto which are found on the basis of audit examination not to constitute allowable costs under this Agreement. The Contractor shall refund by check payable to the City the amount of such reduction of payments. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of the project and issuance of the final certificate, whichever is sooner.

Section 5. Contractor Responsibility

5.1 Independent Contractor

The Contractor is an independent contractor and is not an employee or agent of the City. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the City and the Contractor, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

5.2 Responsibility for Work

The Contractor shall take the whole responsibility of the Agreement Work and shall bear all losses resulting to him because of bad weather, or because of errors or omissions in his or its bid on the Agreement price, or except as otherwise provided in the Agreement Documents because of any other causes whatsoever.

5.3 Contractor's Records

As a condition precedent to Contractor filing any claim against City, Contractor shall make available to City all of Contractor's books and records (directly or indirectly related to the claim of Contractor's business) requested by City. Refusal to do so shall constitute a material breach of this contract and cause for dismissal of any litigation.

5.4 Time of Performance

The Primary Contractor will be used in every instance as long as their firm is capable of providing services within the time specified. If the Primary Contractor is not able to provide the services within the specified time, the City reserves the right to contact the Secondary Contractor.

The Contractor shall begin work within 24 hours after delivery of written Notice to Proceed, hereinafter "NTP," issued by the Project Manager for the City to the Project Manager for the Contractor.

The work shall be conducted in such a manner and with sufficient labor, materials, tools, and equipment necessary to complete the work. The Contractor fully understands and agrees that the City shall not pay for any obligation or expenditure made by the Contractor prior to the Notice to Proceed.

5.5 Inspection & Direction

The Project Manager or an appointed inspector will make final inspection of the work covered by this contract when it is completed and finished in all respect in accordance with specifications and must be approved before payment is made. Appointments for the final inspection shall be made one (1) day in advance.

5.6 Performance & Payment Bonds

Contractor, when provided a notice to proceed, shall be required to furnish payment and performance bonds with a carrier duly licensed and authorized to do business in the State of Florida, equal to one hundred percent (100%) of the total amount of the contract to assure faithful performance and timely payments to all persons providing labor, materials or supplies used in the performance of the work.

5.7 Contractor Supplied Equipment

Contractor shall provide their own ladders and any tools required to perform inspections. Contractor shall also provide their own cell phone, vehicle, fuel, vehicle maintenance and insurance.

5.8 Use of Documents

All original documents that result from the Contractor's services pursuant to this Agreement shall be the sole property of the City.

Section 6. Termination

6.1 Termination for Convenience

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, Contractor shall be paid for all services rendered to the date of termination including all authorized reimbursable expenses.

6.2 Termination for Cause

The performance of the Contract may be terminated by the City of Stuart in accordance with this clause, in whole or in part, in writing, whenever the City shall determine that the contractor has failed to meet performance requirement(s)

of the Contract. If the successful bidder should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the City, then the City can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this Contract.

6.3 Default

In the event that the Contractor cannot respond adequately to the needs of the City by any reason, the Contractor shall advise the City, as soon as possible, and further advise as to the length of said inability. The City may then consider said inability to be a breach of this Contract and may undertake the necessary work through its own services or those of another Contractor. The City shall have the right to deduct the cost incurred in having to provide said services from the payments to be made to the Contractor under this Contract.

6.4 Performance Evaluation

Throughout the contract period the Contractor(s) performance will be monitored by City staff. If Contractor performance fails to meet the standards specified and receives an unacceptable rating, the City may without cause and without prejudice to any other right or remedy, terminate the contract whenever the City determines that such termination is in the best interest of the City. Contractor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Procurement Division.

Section 7. Project Manager

The Project Manager for the City with the authority to act on the City's behalf with respect to all aspects of the Project is the Public Works Director or designee.

The Project Managers for the Contractor with authority to act on the Contractor's behalf with respect to all aspects of the Project are:

Jeff Kyte, Owner/President
(941) 650-3022 cell
(941) 451-7472 office
jkyte@landfallstrategies.com

Craig Schultz, Owner/Senior VP, COO
(941) 954-9243 cell
(941) 451-7472 office
schultz@landfallstrategies.com

Section 8. Persons Bound by Contract

8.1 Parties to the Contract

The persons bound by this Contract are the Contractor and the City and their respective partners, successors, heirs, executors, administrators, assigns and other legal representative.

8.2 Assignment of Interest in Contract

This Contract and any interest or services associated with this Contract may not be assigned, sublet or transferred to another by either party without the prior written consent of the other party. Nothing contained herein shall be construed to prevent Contractor from employing such independent Contractors, associates and subcontractors as Contractor may deem appropriate to assist in the performance of the services hereunder.

8.3 Rights and Benefits

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than Contractor and the City.

Section 9. Indemnification of City

Contractor assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, caused by the Contractor or Contractor's employees, agents, consultants or sub-contractors, and Contractor shall to the fullest extent allowed by law, indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, omission, or intentional conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the contract. Specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by Contractor.

Contractor shall obtain, maintain and pay for general liability insurance coverage to insure the provisions of this paragraph.

Section 10. Insurance.

10.1. Requirements

Contractor shall procure and maintain insurance, in the amounts noted in Item 5.2 of the Request for Proposal and included in "**Exhibit C**" of this Contract, which names the Contractor, its officers, board members, employees and agents as additional insured on General Liability and Automobile Liability insurance policies. Such certificate must contain a provision for notification of the City 30 days in advance of any material change or cancellation. The City by and through its Risk Manager, reserves the right to review, modify, reject or accept any required policies of insurance, including limits coverages or endorsements, herein from time to time throughout the term of this contract. All insurance carriers must have an A.M. Best Rating of at least A:VII or better. When a self-insured retention or deductible exceeds \$5,000, the City reserves the right, but not the obligation, to review and request a copy of contractor's most recent annual report or audited financial statement. All contractors, including any independent contractors and subcontractors utilized, must comply with the insurance requirements as set forth in the documents identified and listed in "**Exhibit C**" attached hereto.

10.2 Certificate of Insurance

Certificates of all insurance required from the Contractor shall be attached to this agreement and shall be subject to the City's approval for adequacy.

Section 11. Professional Standards

All work performed by Contractor will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations.

Section 12. General Conditions

12.1 Venue in Martin County

Jurisdiction a venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

12.2 Laws of Florida

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

12.3 Attorney's Fees and Costs

In the event the Contractor breaches or defaults in the performance of any of the terms, covenants and conditions of this Contract, the Contractor agrees to pay all damages and costs incurred by the CITY in the enforcement of this

Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

12.4 Mediation as Condition Precedent to Litigation

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The parties shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the CITY shall select the mediator who, if selected solely by the CITY, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

12.5 Contract Amendment

Agreement extends only to those services specifically described herein. If upon the request of the CITY, the Contractor agrees to perform additional services hereunder, the CITY shall pay the Contractor for the performance of such additional services an amount (in addition to all other amounts payable under this agreement) based on a formula or method which is the same or similar to that used in establishing the prices in this agreement.

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. This Contract constitutes the entire agreement between the parties, and no prior, or contemporaneous oral agreement shall be binding on either party. If either party fails to enforce a portion of this Contract, it shall not constitute a waiver of the same.

12.6 Contractual Authority

By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor, and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the City, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

12.7 Sovereign Immunity

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

Section 13. Public Records

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the City Clerk as the custodian of Public Records for the City of Stuart, and all the respective departments at 772-288-5306 or cwhite@ci.stuart.fl.us , City of Stuart, City Clerk 121 SW Flagler Avenue, Stuart, Fl. 34994 per F.S. 119.12.

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 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 records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. [119.10](#).

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

- The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
- At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

Section 14. Exhibits

The following Exhibits are attached to and made a part of this Contract:

“**Exhibit A**” - "Proposal as Submitted by Respondent and Accepted by City"

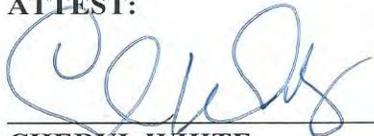
“**Exhibit B**” - “Original Request for Proposal as Issued by City, including all Addenda”

“**Exhibit C**” - "Insurance and Indemnification."

IN WITNESS WHEREOF, the City has hereunto subscribed and the Contractor has signed his, its, or their name, or names the date aforesaid.

CITY OF STUART, FLORIDA

ATTEST:



CHERYL WHITE
CITY CLERK



TROY McDONALD
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:



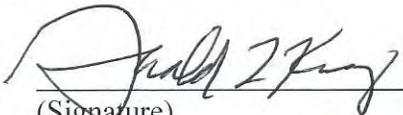
MICHAEL MORTELL
CITY ATTORNEY



WITNESSES:

CONTRACTOR

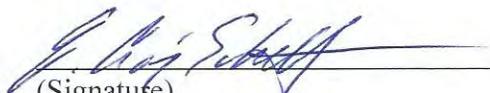
Landfall Strategies LLC



(Signature)



(Signature)



(Signature)

JEFFREY KYTE

Printed Name

PRESIDENT

Title

EXHIBIT A

“PROPOSAL AS SUBMITTED BY RESPONDENT AND ACCEPTED BY CITY”



LANDFALL STRATEGIES

PROPOSAL RESPONSE:

DEBRIS MONITORING SERVICES

CITY OF STUART, FLORIDA
RFP #2017-168

SUBMITTED TO:

Stuart City Hall
Procurement & Contracting Services Office
121 S.W. Flagler Avenue
Stuart, Florida 34994

JUNE 28, 2017 – 2:30 PM
ELECTRONIC COPY

LANDFALL STRATEGIES, LLC

7061 S. TAMIAMI TRAIL | SARASOTA, FL 34231 | (941) 451-7472

PREPARE | RESPOND | RECOVER | MITIGATE

June 26, 2017

Stuart City Hall
Procurement & Contracting Services Office
121 S.W. Flagler Avenue
Stuart, Florida 34994

Re: RFP #2017-168 – Debris Monitoring Services

Dear Review Committee Members,

Landfall Strategies is honored to present its proposal to provide disaster debris monitoring services to the City of Stuart. We are confident that you will find our experience and qualifications commensurate with your specifications and requirements for this project. Landfall Strategies is highly-experienced in disaster debris monitoring and the FEMA Public Assistance program and uniquely qualified for this project for many reasons, including:

Extensive Debris Monitoring Experience: Landfall Strategies' owners and managers have been in the disaster debris monitoring business since 2004 - involved in many successful monitoring projects, entailing the removal of over thirty-three million cubic yards of all types of debris for multiple disaster events. We are highly-experienced in special debris programs (such as beach, canal, private property, right of entry, demolition, hanging tree limbs, leaning trees and stumps, hazardous waste and other programs), and experts in securing FEMA reimbursements for the removal of these types of debris. As a Florida company with extensive hurricane experience, we are particularly knowledgeable of the unique debris and environmental issues which face coastal communities.

FEMA Public Assistance Program Expertise: Landfall Strategies' owners and senior managers served as professional FEMA and State of Florida Public Assistance program consultants and debris specialists, who have personally and directly assisted hundreds of PA program applicants with all aspects of their federal claims and are highly knowledgeable of FEMA eligibility and program requirements for debris removal and with the FHWA Emergency Relief program. Maximizing federal reimbursements of disaster recovery expenditures through compliance with programmatic guidelines and policy is our priority and core area of expertise and experience.

Advanced Data Management Capabilities: Our primary role as your debris monitoring consultant is to ensure the accuracy and integrity of debris removal data and information, as FEMA reimbursements are dependent on this data and its supporting documentation. We would utilize our FEMA-approved Automated Debris Management System (ADMS) called **DebrisTractm**, to ensure that project data and information is collected, controlled, managed and stored carefully and securely, while remaining readily-available for audit and inspection by representatives of the City, State or FEMA



LANDFALL STRATEGIES

at any stage of the project. Source documents will be compliant with FEMA requirements to ensure full and quick reimbursement of the City's debris removal and monitoring costs.

Rapid Response Assurance: Our main offices are in Sarasota, Florida – only a three-hour drive from Stuart. Additionally, we have personnel and equipment staged and pre-positioned throughout south Florida, ready to deploy on short notice. A qualified project start-up team would be on-site within twelve to twenty-four hours of notification. For anticipated storms, our project manager could be in the County EOC up to 48 hours prior to the event, to assist with response coordination efforts.

Financial Strength: Landfall Strategies has the financial resources to manage several large projects simultaneously and can field hundreds of personnel for long periods of time. We have a current aggregate bonding capacity of over \$50 Million and very strong financial capabilities. A letter from our surety company attesting to our bonding capacity is attached to this proposal, in the References section.

Owner-Manager Company: Unlike most of the large engineering firms which offer debris monitoring services, Landfall Strategies is managed and operated by its owners and founders, which means our clients always have a direct line to the top of our organization. We are hands-on owners who personally oversee each project, and ensure our company performs up to our high standards. We are also fully-focused on emergency response and disaster recovery services.

I am authorized to legally bind the company and can affirm that Landfall Strategies is qualified and prepared to provide the services requested by the City of Stuart. If you have any questions about our proposal or company, or wish to schedule a meeting, please do not hesitate to contact me directly.

Sincerely,



E. Craig Schultz | Senior Vice President, COO



LANDFALL STRATEGIES, LLC

(941) 954-9243 – mobile

cschultz@LandfallStrategies.com



DEBRIS MONITORING SERVICES

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1. COMPANY OVERVIEW

INTRODUCTION

Landfall Strategies, LLC, is a disaster management and federal recovery programs consulting firm based in Sarasota, Florida which is owned and managed by a team of professionals with extensive disaster recovery, FEMA Public Assistance Program and debris monitoring experience. We have been engaged in the disaster recovery business since 2004 and have directly assisted over one-hundred and forty local governments and state agencies in navigating the complexities of federal disaster recovery programs.

We have overseen the FEMA-compliant monitoring of debris removal operations on over sixty-five projects, involving the collection of over thirty-three million cubic yards of all types of storm debris, and we have managed over \$750 million in FEMA claims for state, county and city governments. We have also developed disaster recovery and debris management training modules used by FEMA, the State of Florida Division of Emergency Management and the Florida Department of Transportation, which were presented to all local governments in Florida.

Landfall Strategies quickly mobilizes teams of experienced professionals to disasters anywhere in the country, and can provide a level of service equal or superior to larger companies which engage in disaster work only to supplement their core services. Our company benefits from being specialized in and focused on disaster management, while remaining nimble and flexible enough to respond rapidly to our clients' unique requirements. We are also able to offer the most competitive rates in the industry, without sacrificing quality of service. As Landfall Strategies is managed by its owners, we are highly-attentive to each client, focused on customer service and dedicated to maintaining clear and open lines of communication.

We have assembled a team of highly-qualified personnel who have extensive experience in disaster recovery, debris monitoring and FEMA grant management. As we hope our proposal clearly demonstrates, we have substantial expertise in FEMA-compliant disaster debris monitoring, a strong project management team and a sound plan for delivering the highest levels of services at reasonable costs.



Company Snapshot

- ✓ Engaged in debris monitoring and FEMA PA consulting since 2004 - for over thirty-five disaster events;
- ✓ Directly managed over \$750 Million in FEMA claims for over 100 Public Assistance program applicants;
- ✓ Monitored the removal of over 33 million cubic yards of disaster debris;
- ✓ Highly-experienced disaster debris and recovery professionals on our team;
- ✓ Specialized in the financial recovery of disaster-affected communities through compliance with federal recovery program guidelines;
- ✓ Offices in Sarasota and Key West, FL, and Wilmington, NC;
- ✓ Strong financial capability with over \$50M total bonding capacity.

Company Principals: Jeff Kyte, President | Craig Schultz, Senior Vice President, COO
Headquarters: 7061 S. Tamiami Trail | Sarasota, FL 34231 | **Phone:** (941) 451-7472
Website: www.landfallstrategies.com | **Email:** info@landfallstrategies.com | **FEIN:** 27-0788323

PROJECT POINTS OF CONTACT

Our President and Senior Vice President (owners of Landfall Strategies) would serve as principal managers over this contract, and would be on-site frequently to consult directly with City representatives. One or both would be available to meet with the City’s debris management team for the duration of debris operations, and each would be available for phone consultation at any time.

Jeff Kyte | Owner/President
 (941) 650-3022 cell
 (941) 451-7472 office
jkyte@landfallstrategies.com

Craig Schultz | Owner/Senior VP, COO
 (941) 954-9243 cell
 (941) 451-7472 office
cschultz@landfallstrategies.com

CORE SERVICES

Unlike many companies which pursue disaster debris monitoring work to supplement and augment their primary services, Landfall Strategies is fully-dedicated to disaster management and recovery and focuses on these core services:

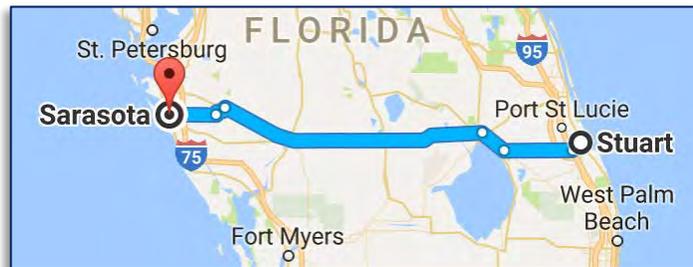
Primary Consulting Services	
Disaster Debris Monitoring	Grant Writing & Management
Federal Recovery Grants Management	Emergency Management Consulting
Financial Recovery & Project Auditing	Hazard Mitigation & Risk Assessment
Disaster / Emergency Planning & Training	Data Collection & Management

FINANCIAL STRENGTH, INSURANCE AND LITIGATION

A privately-held Limited Liability Company, Landfall Strategies has the financial resources to provide the services this project would require. Our company can finance several large monitoring projects simultaneously, currently carries no debts or financial liabilities and has never filed for bankruptcy. Attached to this proposal is a recent a letter from our surety company evidencing that Landfall Strategies has a current aggregate program bonding capacity of over \$50 Million. Landfall Strategies is fully-covered by general and professional liability insurance, as well as workman’s compensation, with no claims ever made against this or any insurance. Landfall Strategies has never been prohibited or barred from doing business with any governmental entity, and has never failed to complete a project or a contract. Our company has also never been involved in litigation of any sort.

RAPID RESPONSE ASSURANCE

Landfall Strategies is a Florida company, with its main offices in Sarasota (only a three-hour drive from the City of Stuart) and experienced personnel residing throughout south and central Florida. A project management team would be on site within twelve hours of notification, or less.



For anticipated events, we could have personnel at the County EOC up to forty-eight hours beforehand. We plan diligently to ensure readiness and make response assurance central to our business model.

Summary of Qualifications

Dedication to Disaster Management

Unlike many firms which offer disaster recovery as an ancillary service to supplement their core offerings and areas of real expertise, Landfall Strategies is fully dedicated to disaster preparedness, response, recovery and mitigation. We are specialized in debris monitoring and financial recovery through compliance with FEMA Public Assistance program guidelines.

Network of Personnel Resources

To ensure that we can quickly ramp-up staffing levels on large projects, we maintain professional relationships with of over forty qualified debris monitoring project managers and FEMA Public Assistance specialists with whom we have worked in the past and in whose abilities and characters we have complete confidence. We can call up subject matter experts on short notice and engage them in our projects for as long as needed. We also have hundreds of experienced debris monitors and field supervisors on regional call-down rosters, which ensures our ability to scale quickly.

Rapid Response Capability

Landfall Strategies plans diligently to respond to disasters anywhere in the country on short notice. Our rapid response team would be on-site within just hours of notification. We train and prepare regularly for response scenarios, bundle supplies and equipment in deployment packages, and are ready to rapidly deploy everything needed to initiate and sustain a monitoring project.

Advanced Automated Debris Management System

Data collection and management is at the core of our debris monitoring services. We can deploy an advanced Automated Debris Management System (ADMS) called **DebrisTrac**[™] that utilizes electronic hand-held devices to collect data and information on each debris load and automatically uploads data, photos and information into our secure



database. Project efficiencies are enhanced, while opportunities for fraud and error are reduced with the use of **DebrisTrac**. Our system is one of the newest and most highly-developed automated debris systems currently in operation in the United States. **DebrisTrac** uses advanced software and database applications, developed in coordination with FEMA debris specialists, which are compatible with Apple, Android and Windows – this provides for rapid scalability and facilitates training of new users. Access to specific modules in the application is granted only to personnel assigned to that specific task, which further guards against errors and enhances security. Our ADMS system is one of the few which can be used for the identification and inspection of debris which requires special pre-validation and documentation prior to removal, such as leaning trees, hanging limbs, stumps, vessels, vehicles or hazardous waste. Work order lists of pre-approved debris are generated, reviewed with the client and FEMA and then provided to special debris removal and monitoring crews to guide the collection efforts. This greatly enhances program efficiencies and lessens the risk of ineligible debris being collected.

FEMA Public Assistance Program Expertise

We understand that your financial recovery is at the core of our mission. Landfall Strategies is highly qualified to maximize federal reimbursements and hazard mitigation funding for its clients. We have personally assisted well over one-hundred PA applicants with their claims – from formulation to closeout – and are experts at ensuring that all eligible disaster recovery costs are identified and submitted to FEMA for reimbursement. We are also qualified to assist with FHWA Emergency Relief program claims, as well as HUD, NRCS, UCCG other federal programs.

Debris Management and Monitoring Experience

Few firms can match our debris management and monitoring experience or expertise. Since 2004, we have been involved in monitoring the removal of over thirty-two million cubic yards of all types of storm debris and have encountered any issue likely to face our clients, including private property debris removal, demolition programs, waterway debris, hazardous waste, derelict vessels, beach restoration, debris requiring special validation and documentation, and other issues which require specialized knowledge to ensure compliance with FEMA requirements and full reimbursements of costs. Core members of our team have also served as debris management experts for FEMA, the Florida Division of Emergency Management and the Florida Department of Transportation.

Strong Project Management Teams

We have assembled a team with strong qualifications and extensive experience in the services requested, to ensure that we can execute efficient and safe disaster debris removal operations together, which receive full funding from FEMA and other federal programs. We are highly-qualified to provide expert technical assistance with all FEMA claims (categories A – G).



Steve Branham (right), a Senior Advisor with Landfall Strategies, confers with US Vice President Joe Biden in Haiti after the devastating 2010 earthquake. Admiral Branham led the US Department of Homeland Security and US Coast Guard regional response to the disaster while serving as Rear Admiral and Commander of the Seventh US Coast Guard District.

Experience with Federal and State Disaster Programs

Landfall Strategies' owners, officers and principal managers have been continually engaged in the disaster debris monitoring and FEMA Public Assistance program management business since 2004. We have monitored the removal of debris for major disasters, including Hurricanes Charley, Wilma, Katrina, Gustav, Ike and Sandy as well as severe ice storms and tornadoes. We have extensive experience in the removal of all types of disaster debris and a strong working knowledge of federal, state and local regulations governing its proper management and removal. We have also served as FEMA Public Assistance program consultants and have assisted over one-hundred Florida PA applicants with their FEMA, FHWA, NRCS, HUD and other federal disaster recovery claims, including in New Jersey after Hurricane Sandy.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT CONSULTANTS

Working under a statewide contract with the Florida Division of Emergency Management, Landfall Strategies' owners and principals directly and personally assisted over one-hundred local governments, private non-profit organizations, public utilities and Indian tribal groups with the processing of their FEMA and FHWA disaster recovery claims. Landfall Strategies management acted as State Public Assistance Coordinators, Project Officers and Debris Specialists and reviewed thousands of claims submitted to FEMA, wrote hundreds of original FEMA Project Worksheets, performed final inspections and closeout closeouts and provided technical assistance to local government Public Assistance applicants. In total, our team was ultimately responsible for the administration, review, management and final inspection of \$1 billion in federal disaster recovery grants for the 2004 and 2005 Florida disasters.

Summary of Experience with FDEM

State of Florida Debris Management Specialists

Since Landfall Strategies' personnel were recognized as leading debris management and monitoring experts, the Florida Division of Emergency Management tasked us to act as debris management specialist to the State after Hurricane Wilma struck south Florida. Landfall Strategies debris specialists assisted local governments impacted by the devastating 2005 storms (including Miami-Dade County, the City of Miami, Broward County, Monroe County, West Palm Beach, the Cities of Hialeah, Homestead and Key West and many others) to recoup their debris removal and monitoring costs by assisting with documentation of costs, preparing Category A FEMA Project Worksheets, negotiating with FEMA on their behalf, writing appeals to FEMA decisions, validating debris eligibility in the field, managing project documentation and providing debris management consultation and training. Our debris specialists also validated and monitored the removal of marine, canal and waterborne debris, including almost 500 derelict vessels, in Monroe, Miami-Dade and Broward Counties.

Our team formulated Category A FEMA Project Worksheets for over \$35 Million in claims, reviewed another \$200 in claims with FEMA and worked with around fifty PA applicants on debris removal claims. We also worked closely with representative of the NRCS to identify costs eligible for funding under this agency, and secured several million dollars in funding obligations from it for the disaster affected communities we worked with.

State Debris Monitors– Monroe and Miami Dade Counties

On behalf of the State of Florida, our team assisted Monroe County with the management and monitoring of a program to remove over 400 derelict vessels and other storm debris from the county's waterways, working closely with FEMA to identify, process, tag and validate vessels for removal and to ensure the county received full reimbursements for the removal of debris from miles of canals. We monitored all of the marine debris removal work for the State of Florida, documented all of the vessels and debris and assisted the County with their FEMA claims formulation and submittals. Similarly, we assisted the Cities of Aventura, North Miami Beach and Miami Dade County with a program to identify, validate, tag and remove derelict storm-damaged vessels from area waterways, and monitored the process for the State of Florida.

In the City of Homestead, large amounts of mulch were deposited illegally and without environmental permits on private properties. Landfall Strategies' personnel located and quantified this debris for the State and worked closely with FEMA and the local governments from where the debris originated to resolve the issue and ultimately monitored the removal of this illegal mulch and ensured its proper disposal.

In Key West, our team monitored and documented a major project to clean the beaches of debris, sift and clean the sand, and replace it on the beaches it originated from. We then worked with the City and FEMA to ensure that all eligible costs were claimed and reimbursed. In addition, tons of seaweed, which was deemed hazardous waste, were deposited along beaches and roadways in Key West and other communities in Monroe County. Landfall Strategies' team also monitored the removal, storage and disposal of this debris, and worked with FEMA to ensure full funding of the costs for the work.

State Public Assistance Coordinators

As State of Florida Division of Emergency Management Public Assistance Coordinators, Landfall Strategies' team assisted over 100 FEMA Public Assistance program applicants with all of their disaster response and recovery claims, for multiple disasters and throughout Florida. We prepared over \$150 Million in new claims for local governments, for all categories of work, and reviewed another \$600 in established claims on behalf of the State – to identify missed funding opportunities, prepare appeals, assemble supporting documentation, assist with OIG audits, meet with FEMA to act as advocate for the local governments, submit quarterly reports and requests for reimbursements and generally managed the entire PA grant process for these applicants. We worked closely with hundreds of Public Works, Finance, Parks and Recreation and other departments to ensure that FEMA claims were managed correctly.

Hazard Mitigation Assistance

Landfall's personnel have assisted many local governments in the identification of 404 Hazard Mitigation Grant Program funding opportunities and worked closely with them and FEMA representatives to identify and design mitigation projects and submit applications to FEMA for funding. Our assistance led to enhanced funding for many applicants, including Lee County, Monroe County, the Village of Islamorada, the City of Coral Gables and several others.

State Public Assistance Closeout Specialists

Landfall Strategies’ management team served the State of Florida DEM as Public Assistance Closeout specialists in Monroe, Lee, Miami Dade and Charlotte Counties, and worked closely with over fifty local governments, non-profit organizations, police and fire departments and other entities eligible for FEMA PA funding to manage the final inspection and financial closeout process for their FEMA claims. We worked daily with FEMA and each applicant to assemble all required documentation, identify missed funding or hazard mitigation opportunities, validate Category A and B costs, reconcile insurance proceeds, review contracts, conduct site visits to confirm completion of permanent repair projects, prepare closeout Project Worksheets and negotiate with FEMA on behalf of each applicant. In total, we prepared over one-hundred and twenty final inspection reports and closeout PWs for these applicants, always striving to maximize their reimbursements.

Developed FEMA Debris Management Training

As Landfall Strategies’ debris and FEMA PA program specialists were recognized by the State of Florida and FEMA as among the most experienced and knowledgeable debris management and monitoring professional in the country (having served for several years on either debris monitoring projects or as FEMA Category A specialists) they were asked to assist FEMA with the development of its first debris management training sessions. Our company officers worked closely with some of the best FEMA debris specialists in the country to research, design, write and prepare a comprehensive debris management training program, which was presented to local governments and state agencies all around Florida initially, and then in other states as well. Our team also assisted with the delivery of this training in South Florida, and designed an audience feedback questionnaire that provided guidance for revising the training module. The table below lists some of the Public Assistance Applicants Landfall Strategies’ owners and managers have directly and personally assisted with their FEMA claims, for all categories of work.

FEMA Public Assistance Applicants Directly Assisted

Aids Help, Key West, FL	FDOT Districts 1, 3, 4, 5, 6
Broward County School District, FL	Florida Division of Emergency Management
Broward County, FL	Florida Keys Aqueduct Authority
Charlotte County, FL	Florida Memorial College
Charlotte County School District, FL	Fort Myers Beach Fire Department, FL
Charlotte County Fire Department, FL	Haines City, FL
Charlotte County Sheriff’s Department, FL	Hardee County, FL
City of Aventura, FL	Keys Energy Services, FL
City of Bonita Springs, FL	Lafourche Parish, LA
City of Cape Coral, FL	Lee County Department of Transportation, FL
City of Coral Gables, FL	Lee County Electric Cooperative, FL
City of Deerfield Beach, FL	Lee County Fire Department, FL
City of Doral, FL	Lee County Parks and Recreation, FL
City of El Portal, FL	Lee County School District, FL
City of Fayetteville, NC	Lee County Sheriff’s Department, FL
City of Fort Myers, FL	Lee County, FL

City of Hialeah, FL	Lee Memorial Health System, FL
City of Homestead, FL	Massachusetts Division of Emergency Management
City of Key Largo, FL	Miami Dade County Parks and Recreation. FL
City of Key West, FL	Miami-Dade County School District, FL
City of Marathon, FL	Miami-Dade County, FL
City of Marathon Fire Department, FL	Monroe County School District, FL
City of Marco Island, FL	Monroe County Sheriff's Department, FL
City of Miami Beach, FL	Monroe County, FL
City of Miami Gardens, FL	Monroe County Parks, FL
City of Miami Lakes, FL	Pine Island Water Authority, FL
City of Miami, FL	Sarasota County, FL
City of North Miami Beach, FL	Town of Agawam, MA
City of Opa Locka, FL	Town of Davie, FL
City of Pembroke Pines, FL	Town of Fort Myers Beach, FL
City of Pinecrest, FL	Town of Golden Beach, FL
City of Port Charlotte, FL	Tow of Hope Mills, NC
City of Port St. Lucie, FL	Town of Monson, MA
City of Sanibel, FL	Town of Southwest Ranches, FL
City of Sarasota, FL	Town of Southwick, MA
City of Sunny Isles Beach, FL	Town of Surfside, FL
City of Tampa, FL	Town of Wilbraham, MA
City of Wauchula, FL	University of Miami, FL
City of Wilmington, NC	Village of Islamorada, FL
Collier County, FL	Village of Islamorada Fire Department, FL
Florida Department of Juvenile Justice	Village of Virginia Gardens, FL
Florida Department of Transportation (FDOT)and many more.

FLORIDA DEPARTMENT OF TRANSPORTATION CONSULTING

Landfall Strategies' team provided the Florida Department of Transportation (FDOT) with comprehensive technical assistance with its many large and complex FEMA claims. We were integrally involved in a comprehensive review of the Department's entire set of FEMA Project Worksheets for the 2004 and 2005 disasters (eight hurricanes) which ultimately identified almost \$50 Million in missed or denied funding opportunities, for which we then prepared and submitted Project Worksheets or appeals to FEMA. We also performed comprehensive project file reviews of all of the Department's FEMA claims and prepared each project for final inspection and financial closeout.

Summary of FDOT Consulting Experience

FEMA Public Assistance Program Specialists

Landfall Strategies' management worked for two years as disaster recovery and FEMA Public Assistance program consultants to the FDOT. Initially, our task was to work with disaster-affected district offices to identify, quantify and formulate new FEMA claims, and to work closely with FEMA and the districts to ensure all eligible disaster response, recovery and mitigation costs were submitted. We identified and

prepared new claims amounting to almost \$50 Million, and identified many areas that required official appeals to FEMA decisions. We assisted each affected district with the assembly of all necessary documents to support their FEMA claims, prepared draft PWs for FEMA to review, attended FEMA meetings on behalf of the DOT and worked to maximize the Departments reimbursements. Ultimately, we were involved in the review, inspection, management, formulation and final closeouts for over \$500 Million in FEMA claims for the FDOT.

FEMA Project Closeout Specialists

After the Department's FEMA claims were submitted, our team was retained by FDOT to assist with the final inspection and closeout process. We devised a FEMA project tracking system, into which all of the FDOT's FEMA projects were entered so that insurance proceeds, reimbursements received or pending, project dates, missing documents, denied funding and many other issues could be tracked and monitored for the duration of the closeout process for each disaster. Our team worked throughout the State of Florida in each of the FDOTs districts and its central office, collaborating with FEMA representatives during the closeout process. We ultimately closed out over fifty FDOT Project Worksheets and captured many millions in additional dollars for the Department during the process.

FHWA Emergency Relief Program Consultants

Part of our task as consultants to the FDOT was to assist local governments throughout the state with the FHWA claims. Landfall Strategies' owners personally and directly assisted dozens of local governments (including the City of Sarasota, the Village of Islamorada, the City of Key West, Monroe County, Lee County, the City of Miami and many others) in formulating and submitting their FHWA claims to FDOT for funding.

Disaster and Debris Training

Again, since Landfall Strategies' debris management and FEMA program consultants were known to be highly-qualified and experienced, we were tasked by FDOT to develop its first disaster management training, which consisted of modules for the FEMA PA program, debris management, FHWA Emergency Relief program, grants management practices and accounting systems for disaster recovery cost tracking.

Landfall Strategies' Vice President developed the department's debris management training session entirely, and was integral to the process of designing and developing the FEMA PA and FHWA ER, and grants management training modules. This training was delivered at each FDOT district and the central office, and was then offered to every local government in the State of Florida at the request of FDEM.

Debris Management Planning

Landfall Strategies' management developed the first statewide debris management plan for the FDOT, in consultation with the central office and many of the districts. At the time, FEMA was reviewing and approving debris management plans for its Pilot Program, and approved our debris management plan on first review. Ultimately, this initial statewide plan was used as the basis for plans developed for each of the FDOTs seven districts.

FEMA Appeals

We have prepared dozens of appeals to FEMA determinations which were detrimental to the Public Assistance applicants we have worked with – including several large ones for the Florida Department of Transportation which resulted in millions of extra funding for the Department, and for several large counties and municipalities, including the City of Miami, Monroe County, Lee County and others.

DISASTER DEBRIS MONITORING EXPERTISE

Unlike many firms which offer debris monitoring and planning services as an auxiliary to their primary, non-disaster related services, Landfall Strategies is fully-dedicated to providing professional disaster management services to private and government sector clients and specializes in debris management, planning and monitoring services.

In addition to our extensive FEMA and FHWA program technical assistance and training experience, Landfall Strategies has served many government agencies with debris monitoring services for major and complex disaster recovery efforts, several of which involved the removal of over one-million cubic yards of debris, including our projects for the Louisiana Department of Transportation, Collier County in Florida, the City of Tulsa, the Kentucky Transportation Cabinet and others.

Our Debris Services personnel are among the best trained and most experienced in the industry; they have worked on large projects for major disasters, including Hurricanes Charley, Wilma, Katrina, Gustav, Ike, Sandy and Matthew as well as severe ice storms, floods, fires and tornadoes. Our personnel have years of experience in the emergency removal of all types of disaster debris and a deep familiarity with federal, state and local regulations governing the proper management of disaster debris removal programs. Our experience includes:

- Public Right of Way debris removal and monitoring,
- Vegetative debris, including stumps, hanging limbs and leaning trees,
- Construction and Demolition (C&D) debris,
- White goods, appliances and electronics,
- Waterborne debris in canals, lakes, drainage systems, marinas,
- Sediments, sand, mud, seaweed, beach restoration,
- Abandoned and derelict vessels,
- Oil, Chemical and Ash Spills,
- Asbestos abatement, removal and disposal,
- Hazardous Materials and Waste,
- Demolition programs – homes, buildings, mobile homes, boats,
- Right of Entry Programs and Hold Harmless Agreements
- Private Property Debris Removal, including private gated communities, mobile home parks and private roads,
- Recycling programs for disaster debris,
- Animal carcasses and putrescent debris,
- Temporary Debris Management Site permitting, set-up, management and restoration.

Qualifications of Staff

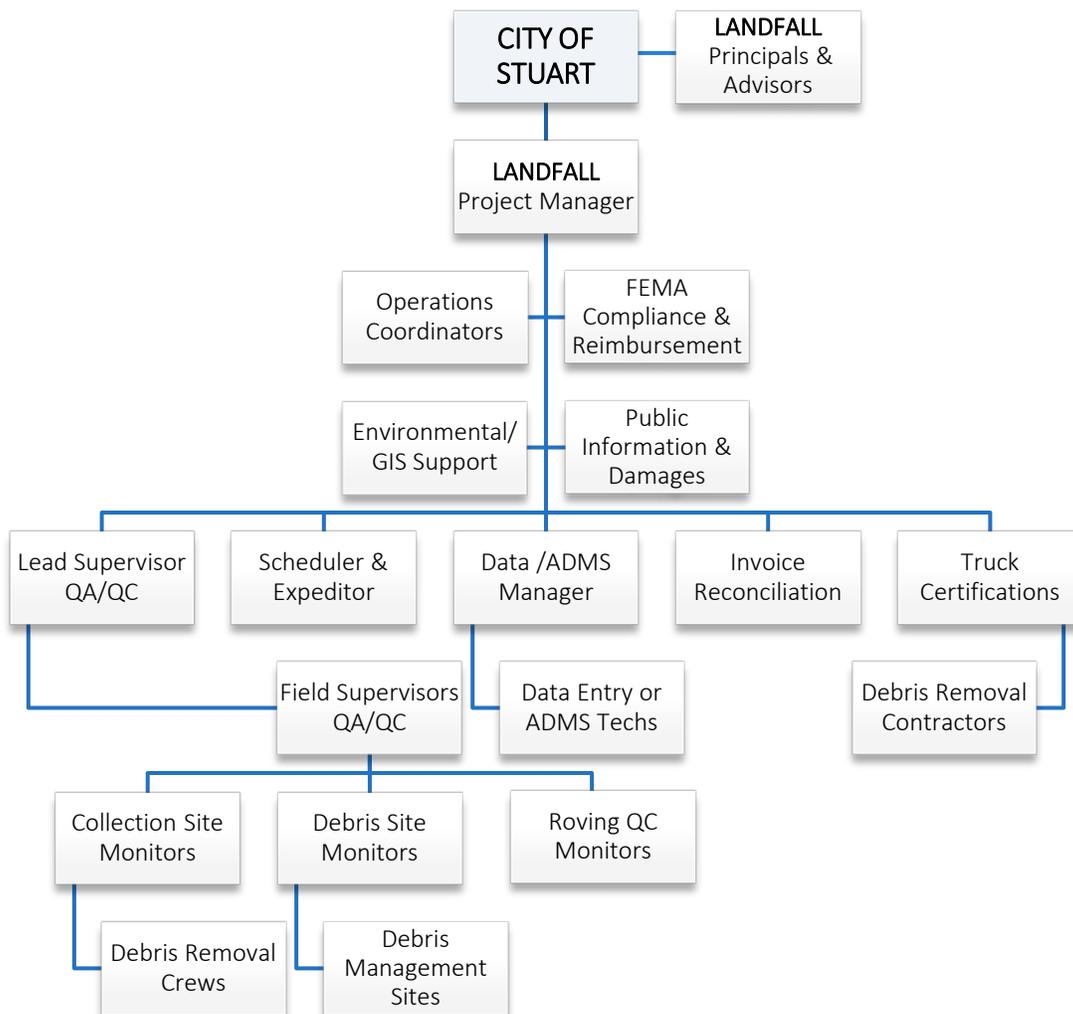
All of Landfall Strategies' personnel are highly-trained and have many years of experience in disaster debris monitoring procedures and requirements, FEMA Public Assistance Program guidelines for reimbursement and eligibility (for all categories of work), FHWA Emergency Relief Program rules and alternative federal funding resources and programs for disaster recovery. All of our project management personnel and associates hold core training certificates from the FEMA Emergency Management Institute, including many of these:

FEMA Emergency Management Institute Certificates
<i>IS-001 - Emergency Program Manager: An Orientation to the Position</i>
<i>IS-100 - Introduction to the Incident Command System</i>
<i>IS-100 PW – Incident Command System for Public Works</i>
<i>IS-197 - Special Needs Planning Considerations for Service and Support Providers</i>
<i>IS-200 - Incident Command System for Federal Disaster Workers</i>
<i>IS-208 - State Disaster Management</i>
<i>IS-230 - Principles of Emergency Management</i>
<i>IS-235 - Emergency Planning</i>
<i>IS-253 - Coordinating Environmental & Historic Preservation Compliance</i>
<i>IS-340 - Hazardous Materials Prevention</i>
<i>IS-362 - Multi-Hazard Emergency Planning for Schools</i>
<i>IS-393 - Introduction to Hazard Mitigation</i>
<i>IS-546 - Continuity of Operations Awareness Course</i>
<i>IS-547 - Introduction to Continuity of Operations</i>
<i>IS-630 - Introduction to the Public Assistance Process</i>
<i>IS-631 - Public Assistance Operations I</i>
<i>IS-632 - Introduction to Debris Operations in FEMA's Public Assistance Program</i>
<i>IS-634 - Introduction to Public Assistance</i>
<i>IS-700 - National Incident Management System</i>
<i>IS-702 - NIMS Public Information Systems</i>
<i>IS-703 - NIMS Resource Management</i>
<i>IS-800 - National Response Plan, an Introduction</i>
<i>IS-801 - Emergency Support Function # 1 – Transportation</i>
<i>IS-803 - Emergency Support Function # 3 – Public Works and Engineering</i>

Project Organization and Staffing

Landfall Strategies' project management approach is designed to quickly adapt to the unique situational and operational requirements which each debris project presents, as well as the client's needs or requests. While we would continually adjust the scale and design of our organization to match daily project requirements, our general project management model for a larger disaster debris project is represented by the organizational chart below:

Project Management Organizational Chart



Project Management Staff Roles and Capabilities	
Roles & Capabilities	Qualified Personnel
Principals in Charge / Senior Managers	Jeff Kyte, Craig Schultz
Project Managers	Bryan Jansen, Pat Buchanan, Carol Kinkead, Greg Wright, Randal Haines, Thomas Dorsey, Richard Sosebee
Senior Recovery Advisors and Consultants	William Wagner, Gilberto Gonzalez, Marion Paxton, Glen Hitchcock, Steve Branham, Bill Owens
Operations Coordinators	Richard Sosebee, Carol Kinkead, Randal Haines, Thomas Dorsey,
FEMA Program Specialist / Grant Managers	Glen Hitchcock, Marion Paxton, Bill Owens, April Lee
Lead Trainers / Planners	Craig Schultz, Glen Hitchcock, Lisa Watson
Data Management / ADMS	Andrew Grubbs, Randal Haines
Truck Certification Supervisors	Greg Wright, Richard Sosebee
Collection and Site Monitors	Local residents screened, hired and trained on-site
Lead Supervisors	Doug Wright, Carol Kinkead, Randal Haines

Summary of Staff Qualifications

Summary of Qualifications for Key Staff	
Name / Project Roles	Career Highlights / Experience
<p>Jeff Kyte Senior Manager/Liaison <i>12+ Years of Experience</i></p>	<ul style="list-style-type: none"> Continuously engaged in debris monitoring and FEMA Public Assistance program consulting business since 2004 Former Regional Manager of Debris Services for O'Brien's Response Management – oversaw 30+ debris monitoring projects in FL, MA, LA, NC – over 10M CY's Managed ROE and Demolition program for over 1,600 homes State of Florida DEM Public Assistance Coordinator – assisted over fifty PA applicants State of Florida DEM debris management specialist with derelict vessel, marine debris, sand replacement, sea weed and illegal dumping remediation, ROE and PPDR experience State of Florida DEM FEMA Public Assistance project closeout specialist FDOT consultant and FHWA program analyst
<p>Craig Schultz Senior Manager/Liaison <i>12+ Years of Experience</i></p>	<ul style="list-style-type: none"> Continuously engaged in debris monitoring and FEMA Public Assistance program consulting business since 2004 Former Director of Debris Services for Solid Resources Inc. – over 8M CY's of debris

Summary of Qualifications for Key Staff

Name / Project Roles	Career Highlights / Experience
<p>Steve Branham Senior Recovery Advisor</p> <p><i>10+ Years of Experience</i></p>	<ul style="list-style-type: none"> • Former Government Services Project Coordinator for O’Brien’s Response Management Inc. (coordinated over eighty debris monitoring contracts and clients) • Prepared several debris management plans, including for Florida DOT and the City of Miami • State of Florida Division of Emergency Management (DEM) Public Assistance Coordinator and FEMA project closeout specialist • State of Florida DEM debris management specialist with derelict vessel, marine and waterborne debris, private property and ROE program and demolition experience • FEMA and FHWA program and debris management consultant to Florida DOT • Developed debris management training for Florida DOT, which was offered to all Florida local governments at the request of FDEM • Rear Admiral, United States Coast Guard (retired) • Served as Executive VP of O’Brien’s Response Management, responsible for forty active debris monitoring projects • Served as Director, US Department of Homeland Security Task Force Southeast United States • Led Department of Homeland Security and US Coast Guard regional response to the 2010 earthquake in Haiti • Executive level disaster recovery advisory experience for major disasters
<p>Gilberto Gonzalez Senior Program Manager</p> <p>20 Years of Experience</p>	<ul style="list-style-type: none"> • Twelve years as FEMA employee for multiple disasters • Managed large FEMA Public Assistance consulting contract for the State of Florida Division of Emergency Management • Managed over fifty FEMA consultants in Florida, Massachusetts, New Jersey, Louisiana and other states. • Served as Vice President of Government Services for O’Brien’s Response Management in South Florida
<p>Bryan Jansen Project Manager Demolition/Debris Management Consultant</p> <p><i>12 Years of Experience</i></p>	<ul style="list-style-type: none"> • Extensive debris monitoring and project management experience since 2004 – for over 6M CY’s of debris • Supervised and trained over 1,000 debris monitors for multiple jurisdictions and disasters • Demolition, PPDR and ROE program experience • State of Florida DEM Public Assistance Coordinator, FEMA project closeout specialist • State of Florida DEM debris specialist

Summary of Qualifications for Key Staff

Name / Project Roles	Career Highlights / Experience
<p>Glen Hitchcock Demolition/Debris Management Consultant Senior Project Advisor <i>13+ Years of Experience</i></p>	<ul style="list-style-type: none"> • Over ten years at FEMA as debris specialist on multiple large disaster recovery projects • FEMA Deputy Public Assistance Officer in Texas, North Carolina and Florida for major disaster recovery efforts • Oversaw and managed FEMA demolition programs for fire disasters in Texas, involving over 1,000 homes and structures.
<p>Bill Owens FEMA Coordinator Operations Coordinator <i>11+ Years of Experience</i></p>	<ul style="list-style-type: none"> • Served as Deputy Bureau Chief at Florida Division of Emergency Management • Served as Lead Deputy Public Assistance Officer for FDEM, managing over \$7 Billion in federal disaster recovery claims for multiple disasters • Consultant to many local governments and other PA applicants in Louisiana for Katrina, Ike and Gustav
<p>Marion Paxton FEMA Compliance Project Coordination <i>11 Years of Experience</i></p>	<ul style="list-style-type: none"> • FEMA Public Assistance Debris Project Specialist – New York State, Hurricane Sandy • FEMA Employee (DAE)/Debris Specialist, 2004 – 2012 <ul style="list-style-type: none"> ○ DR-1980-MO, Joplin, MO, F5 tornado – Served as FEMA Operations Section Liaison and deputy lead for debris removal operations. ○ DR-1699-KS, Greensburg, KS, F5 tornado – FEMA debris specialist ○ DR-1603-LA, St Bernard Parish, Louisiana, Hurricane Katrina – FEMA debris and PA specialist
<p>Jennifer Oswald Project Coordinator FEMA Claims QA/QC <i>8 Years of Experience</i></p>	<ul style="list-style-type: none"> • QA/QC Specialist during Hurricane Sandy (DR4086), at the RII CPC in Harrisburg, PA, Minnesota Floods (DR1982), Kentucky Floods (DR 1912), Iowa Floods (DR1793), Hurricanes Katrina (DR1603) and Rita (DR1607) • Alternate and Improved Projects Squad Project Specialist • State Public Assistance Coordinator for the State of Florida with Florida Disaster Consulting • Expertise in QA/QC, policy guidance, Stafford Act Grants, Public Assistance, and Facilities Review
<p>April A. Lee FEMA Coordinator <i>10 Years of Experience</i></p>	<ul style="list-style-type: none"> • 10 years at FEMA as Public Assistance and debris management specialist • Extensive debris experience in NJ, NY • Expert in FEMA Public Assistance Program guidelines for all categories of work
<p>Greg Wright Project Manager Operations Coordinator <i>13 Years of experience</i></p>	<ul style="list-style-type: none"> • Project manager on several debris monitoring projects in GA, NJ, LA and MA – over 800K CY's of debris • Supervisor on multiple debris management and removal projects • Solid reputation as highly-dependable and efficient
<p>Randal Haines Operations Coordinator Data Manager <i>5 Years of experience</i></p>	<ul style="list-style-type: none"> • Served as Lead Supervisor on multiple debris monitoring projects • Data Management and ADMS experience on several projects • Engineering Technician experience • Served in the United States Navy

Summary of Qualifications for Key Staff

Name / Project Roles	Career Highlights / Experience
<p>Pat Buchanan Project Manager FEMA Claims Manager</p> <p><i>12 Years of Experience</i></p>	<ul style="list-style-type: none"> • Senior Project Manager – Sandy ‘New York Rising’ Demolitions, Responsible for FEMA and HUD-CDBG(DR) Compliance, Demolitions Management Services and Demolitions General Contractor. • FEMA Debris Task Force Leader in Cedar Rapids, Iowa flooding event where 5,238 homes were damaged, and \$64 Billion of property damaged where claimed. Oversaw the FEMA demolition program. Served on many debris monitoring projects since 2004, as Operations Coordinator, Project Manager, Supervisor and other roles. • Project Manager on several debris monitoring projects.
<p>Lisa Watson EM Consultant EM Planner/Trainer NIMS/ICS</p> <p><i>25 Years of Experience</i></p>	<ul style="list-style-type: none"> • Served as Emergency Management Director for Florida municipality; • Developed and conducted major EM exercises and training programs • Prepared several Emergency Operations Plans • Served as Incident Commander, Planning Section Chief and Operations Section Chief for the State of Florida’s Emergency Operations Center in Tallahassee • Extensive FEMA PA Grants management experience
<p>Thomas Dorsey Operations Coordinator</p> <p><i>5 Years of Experience</i></p>	<ul style="list-style-type: none"> • Served as Operations Manager/Coordinator on 17 debris monitoring projects in LA, ND, SC, TN and NC. • Experienced in use and field trouble-shooting of ADMS technologies
<p>Andrew Grubbs Data Manager ADMS Coordinator GIS Manager</p> <p><i>10 Years of Experience</i></p>	<ul style="list-style-type: none"> • Skilled technical architect specializing in the development, design, and management of very sophisticated debris management software and database systems • Data Manager over multiple debris monitoring projects • Specialized in use of Automated Debris Management Systems (ADMS)
<p>Carol Kinhead Project Manager Operations Coordinator</p> <p><i>7 Years of Experience</i></p>	<ul style="list-style-type: none"> • Served as Project Manager, Operations Coordinator, Data Manager and Lead Supervisor on several debris monitoring projects in MA, NJ, SC, KY, OK and LA – over 1.5M CY of debris • Oil Spill Response and Accounting Manager for Deepwater Horizon recovery
<p>Richard Sosebee Operations Coordinator</p> <p><i>10 Years of Experience</i></p>	<ul style="list-style-type: none"> • Responsible for coordination, scheduling and completion of over six thousand ROE’s in the city of Slidell, LA debris removal project • Project Management and operations coordination experience on many large debris monitoring projects since 2006

Resumes for Key Personnel

In addition to the personnel whose resumes are included below, we maintain a network of many other disaster recovery professionals upon whom we can call to assist on this project, and we have pre-identified many potential monitors and supervisors living in the area.

Jeff Kyte | Principal & Senior Project Manager / Debris Management Consultant

President of Landfall Strategies, Mr. Kyte has held senior positions on many debris monitoring projects since 2004 and served as a State of Florida Division of Emergency Management Public Assistance Coordinator, debris specialist and FEMA project closeout specialist. As a Public Assistance Coordinator for the State of Florida, he managed PA applicant recovery projects to ensure consistent, equitable, efficient and effective delivery of the Public Assistance Program funding. His role involved identifying applicant recovery needs, identifying and evaluating the activities associated with the project, developing scopes of work and damage descriptions and expediting the project review and approval process. He consulted with all PA applicants in Monroe County (over twenty), assisting with their FEMA claims and coordinating with FEMA representative on behalf of Monroe County local governments and private non-profit organizations.

He has prepared and reviewed hundreds of FEMA Project Worksheets for debris and all other categories of work and assisted with many Improved Projects, Alternate Projects, Appeals, and small project nettings. As a Florida DEM closeout specialist, he was instrumental in the successful final inspection and closeout out of over sixty FEMA projects for Monroe County, Charlotte County and several Florida State Agency PA applicants – and was credited for increasing reimbursements on the majority of the projects which he inspected and closed. Most recently he served in Massachusetts, Louisiana and North Carolina, assisting with the initiation, coordination and management of many debris monitoring projects.

Debris Contract Monitoring

Mr. Kyte has extensive experience managing and coordinating debris monitoring projects, going back to 2004. After Hurricane Charley struck southwest Florida in 2004, he supervised and managed field operations for large monitoring projects in Lee and Charlotte counties, which involved the removal of over three million cubic yards of storm debris. In Collier County, Florida, after 2005's Hurricane Wilma, he oversaw all TDSRS set-up and operations and managed the entire stump removal program, insuring accuracy of measurements, performance of monitoring crews and FEMA compliance. That project resulted in over one million cubic yards of debris removed. Mr. Kyte supervised load ticket completion, managed teams of monitors and tracked the cumulative volume of debris removed and reduced, during his quality control and assurance position

From 2010 to 2014, Mr. Kyte served as Regional Manager of Debris Services and oversaw over thirty debris monitoring projects in North Carolina, Massachusetts, North Carolina and Louisiana during this time – many of which involved the removal of over 500,000 cubic yards of debris. Disasters included Hurricanes Sandy and Isaac, several tornados and some severe winter ice storms. He was integrally involved in all of these projects, as senior project manager, logistics and personnel coordinator, FEMA compliance assurance inspector, client relations and contracts coordinator and principal technical and business strategy advisor on debris services issues to the firm's executives. Mr. Kyte is widely recognized as one of the most knowledgeable debris monitoring and management experts in the field and has a wealth of expertise gained from many years of hands-on experience.

Most recently, Mr. Kyte served as company Principal over six of Landfall Strategies' debris monitoring projects in North Carolina and Florida related to Hurricane Matthew. He was on site frequently, working directly with clients to advise them through the FEMA reimbursement process.

Deepwater Horizon Oil Spill Recovery Manager

In 2010, Mr. Kyte served as a section lead and senior manager on British Petroleum's Deepwater Horizon oil spill and recovery mission in Mississippi, which entailed managing, organizing and supervising the activities of over 12,000 response and recovery field personnel engaged in monitoring beaches, estuaries, shorelines and bays for oil intrusion and coordinating clean-up, remediation and mitigation activities.

Debris Specialist to the State of Florida Division of Emergency Management

As a State of Florida Public Assistance Coordinator and debris specialist, Mr. Kyte assisted Monroe County with the monitoring and removal of over 400 derelict vessels and over 45,000 crab and lobster traps, which led to the reimbursement to the County of millions of dollars by FEMA. He also assisted Monroe County in the removal of illegally dumped debris mulch in an 8½ mile stretch of wetlands in Homestead, Florida. To secure funding from FEMA, Mr. Kyte managed State Project Officers as they monitored and validated that all mulch was being moved to a designated class 3 landfill permitted to accept this classification of debris. More than 1,193 truckloads containing 24,896 tons of illegal mulch were monitored and documented by our State PA debris team during the remediation project. Mr. Kyte also assisted over twenty county and municipal governments with their FEMA Category A claims for debris removal, assisting them with technical advice, FEMA coordination and negotiation and grants management issues.

Training

FEMA Emergency Management Certificates: IS-001, IS-007, IS-030, IS-100, IS-111, IS-197, IS-200, IS-208, IS-230, IS-235, IS-240, IS-241, IS-242, IS-253, IS-275, IS-292, IS-340, IS-362, IS-393, IS-394, IS-546, IS-547, IS-630, IS-631, IS-632, IS-650, IS-700, IS-703, IS-706, IS-800, IS-803, IS-804, IS-808, IS-809, IS-812, IS-860, IS-1900

Specialized Training: Public Assistance Operations, Preliminary Damage Assessment, FEMA Project Closeouts, Debris Management

HAZWOPER Certification (40 Hour)

Previous Professional Associations (These firms became one through mergers and acquisitions)

- Solid Resources Inc., 2004 – 2009
- O'Brien's Response Management, Inc., 2009 – 2012
- Witt O'Brien's, 2013 – 2014

Craig Schultz | Principal & Senior Manager / Debris Management Planner & Consultant

Senior Vice President and COO of Landfall Strategies, Mr. Schultz has been involved in the management, coordination and operation of disaster debris monitoring projects since 2004 and recently provided technical support services to several monitoring projects in New Jersey for Hurricane Sandy recovery efforts and Louisiana for Hurricane Isaac. He has served as a State Public Assistance Coordinator and was a founding member of the Florida Division of Emergency Management's first Debris Team, which was tasked with reviewing all contracts and project cost documentation relating to hundreds of FEMA Project Worksheets, totaling more than \$400 million in claims. He has prepared several comprehensive, FEMA-approved all hazards Debris Management Plans and served as a disaster management planner, consultant, project manager, debris specialist, technical writer and director of debris services for another firm.

Disaster Debris Monitoring and Planning

During the devastating 2004 and 2005 storm seasons in Florida, Mr. Schultz assisted five Florida counties (Lee, Charlotte, Collier, Hardee and Hillsborough counties) with the monitoring of major debris removal projects for Hurricanes Charlie, Frances, Jeanne and Wilma. He provided consultation and technical advice to county officials regarding compliance with FEMA regulations, debris eligibility and logistical trends in major debris projects and served as Operations Coordinator and FEMA technical advisor, overseeing debris monitoring staff and ensuring project quality control.

Mr. Schultz also served as Director of Debris Services for another firm as well as Senior Project Coordinator over debris proposals, contracts, clients and monitoring projects and managed over seventy-five debris monitoring accounts. As Senior Project Coordinator, he was integrally involved in coordination, management and logistical and technical support on over thirty monitoring projects in Louisiana, Massachusetts, North Carolina and New Jersey. He was principal advisor to the firm's executive leadership on debris monitoring and management services, contracting, client relations, proposals and business analysis and strategy. He has written several comprehensive Debris Management Plans for Florida government agencies, including the Florida Department of Transportation, the City of Miami, the Broward County School District, the Town of Davie, Lee County, FL and Collier County, FL. Most recently he oversaw operations and contract management of six debris monitoring projects related to Hurricane Matthew.

State Public Assistance Coordinator / Debris Specialist

Mr. Schultz served as State Public Assistance Coordinator (PAC) and Debris Specialist on the State of Florida Division of Emergency Management's first Debris Team, operating in Miami Dade, Broward, Lee and Monroe Counties for the Hurricane Wilma and Katrina recovery efforts. He consulted directly with over fifty local governments on debris removal and related recovery issues, reviewed over 250 FEMA Project Worksheets worth over \$600 million in federal claims and assisted in the determination of recovery expenditures eligible for federal reimbursement and in the management of supporting documentation. He also prepared over fifty original large and small FEMA Project Worksheets for several major Miami-Dade County area applicants for Public Assistance, accounting for over \$25,000,000 in federal disaster recovery cost claims. He also coordinated with FEMA and Monroe County for the removal and cost reimbursement of over 430 disaster-related derelict and abandoned vessels and other marine and canal debris and monitored all debris operations on behalf of the State of Florida. Mr. Schultz was

instrumental in the development of FEMA's first comprehensive debris management training seminar, which was presented to local governments throughout the State of Florida.

Florida Department of Transportation Public Assistance Consultant / Debris Specialist

Mr. Schultz served as a disaster recovery consultant tasked with reviewing all of the Florida Department of Transportation's disaster-related expenditures submitted to FEMA from 2004 through 2007. As a result of this review, many un-captured recovery expenditures were identified and he participated in the preparation of new FEMA Project Worksheets and appeals which resulted in over \$50 million in additional funding to the FDOT. He prepared dozens of original Project Worksheets for submission to FEMA on behalf of the Department, and several version PW's. Mr. Schultz developed a comprehensive debris management training seminar for the FDOT which was presented to over 1,500 State and local government personnel throughout Florida. His expertise was also critical to the development of the Department's first statewide debris management plan, which was approved by FEMA on first submission. He performed final inspection and project closeouts on many large and complex statewide FDOT FEMA projects and formulated FHWA Detailed Disaster Damage Reports for many local governments in Broward, Miami-Dade, Sarasota, Lee and Monroe Counties.

State Public Assistance Coordinator / Closeout Specialist

Mr. Schultz served as a State of Florida DEM Public Assistance Coordinator and FEMA Project Closeout Specialist for Lee County, Florida, where he coordinated with FEMA closeout and debris specialists to prepare Final Inspection Reports and closeout version Project Worksheets for over twenty-five local governments, fire and police departments, public utilities and non-profit organizations. He worked closely with these applicants and reviewed hundreds of FEMA Project Worksheets, performed over fifty-five final inspections of large projects, performed project validations and site inspections, wrote final inspection reports and closeout PW's, performed small project nettings and prepared several appeals to FEMA determinations. He was also selected by the State of Florida Division of Emergency Management's Recovery Bureau to serve on a special State Agency Closeout Mission team, tasked with assisting several State agencies with the preparation of FEMA project files and documentation and the final inspections and closeout on hundreds of large PW's.

Education and Training

- M.A., Political Science and Public Administration, University of Florida
- B.A., Political Science, University of Florida
- Specialized Training: Preliminary Damage Assessments, Debris Management (G202), Debris Management Planning, FEMA Public Assistance Operations I, FEMA Project Final Inspections and Closeouts, FHWA Emergency Relief Program

FEMA Emergency Management Institute Certificates: IS-001, IS-007, IS-100, IS-100PW, IS-197, IS-200, IS-208, IS-230, IS-240, IS 241, IS-235, IS-253, IS-340, IS-362, IS-393, IS-546, IS-547, IS 630, IS-631, IS-632, IS-700, IS-702, IS-703, IS-800, IS-1900; HAZWOPER Certification (40 Hour)

Previous Professional Associations (These firms became one through mergers and acquisitions.)

- Solid Resources Inc., 2004 – 2009
- O'Brien's Response Management, Inc., 2009 – 2012
- Witt O'Brien's, LLC, 2013 – 2014

Steve Branham | Senior Recovery Advisor / Legislative Affairs Consultant**Senior Recovery Advisor – Landfall Strategies, 2014 - present**

Steve Branham brings a wealth of knowledge, experience and capabilities to Landfall Strategies in his role as Senior Advisor to our clients on disaster preparedness, response and recovery matters. As Executive Vice President of O'Brien's Response Management's Government Services division, from 2010 – 2012, he was principal executive manager over the forty-one debris monitoring projects performed during this time period, intimately involved in all aspects of each project, coordinating the regional managers and responsible for the delivery of quality services to each client. Additionally, Admiral Branham oversaw several large FEMA Public Assistance program consulting contracts held by the firm, and was principal-in-charge over many active FEMA grants management projects, including for the State of New Jersey after Hurricane Sandy, the Florida Department of Transportation, the City of Miami, the Broward County School District (FL), and many other local governments.

Vice President, Government Relations – Witt O'Brien's – January 2013 – November 2013

Responsible for relationship building and maintenance across a broad spectrum of federal and state agencies to raise awareness and familiarity with the company's products and services pertaining to response to and recovery from natural and man-made disasters including major oil spills, hurricanes, tornados, and floods.

Executive Vice President for Government Services - O'Brien's Response Management Inc. - 2010 – 2012

Responsible for providing federal, state, local and tribal governments with emergency and disaster management, grants management and regulatory compliance services in resolving complex disaster planning, response and recovery challenges including disaster debris services, FEMA Public Assistance Program Support, emergency disaster planning and training, and Federal Grants Management.

Commander, Seventh U. S. Coast Guard District, 2008 - 2010

Chief Executive of USCG's busiest of nine districts worldwide; Led a diverse workforce of over 11,000 employees in accomplishing the USCG's 11 major mission areas including search and rescue, all maritime law enforcement and marine safety regulatory, inspection and enforcement activities; Responsible for an annual budget of \$90 million; Charged to lead international engagement with 34 Caribbean countries on behalf of the USCG; Simultaneously served as Director, Homeland Security Task Force Southeast, directly responsible to the Secretary of the Department of Homeland Security for the readiness and direction of all DHS assets in the southeast U.S. in the event of a declared mass migration in the Caribbean region; Led DHS and USCG regional response to the 2010 earthquake in Haiti; Federal Coordinator for all Federal security assets and personnel for the 2010 Super Bowl.

Assistant Commandant for Resources and Chief Financial Officer, 2005 - 2008

Building on several previous assignments in finance and budgeting, responsible for the development, justification at DHS, OMB and Congressional levels, allocation, expenditure, and accounting for all elements of the USCG's \$10 billion annual budget; Developed plans and solutions for programmatic resource decisions across all business lines to support strategic decisions by the Commandant and other

top leadership including major recapitalization projects, complex operational programs, information systems upgrades, and human resource growth; Directed the review of all planning proposals for major projects; Led major innovations in financial processes, systems, and policy to improve program performance and compliance with audit standards; Direct oversight of all financial and accounting information systems including the Coast Guard Finance Center and its 500+ personnel.

Chief of Staff and Chief of Operations, Coast Guard Atlantic Area, 2003 - 2005

As second in command, responsible directly to the 3-star Admiral, Atlantic Area Commander for all aspects of directing, leading and managing a force of 30,000 personnel, \$35 billion in assets and \$600 million in operating funds in the safe accomplishment of all eleven USCG major missions in the Western Hemisphere east of the Rocky Mountains.

Education

- Master of National Security Strategy, National Defense University, Washington, DC
- Master of Business Administration, Case Western Reserve University, Cleveland, OH
- Bachelor of Science, US Coast Guard Academy, New London, CT

Gilberto Gonzalez | Senior Program Manager and Recovery Advisor

Gilberto Gonzalez, a Senior Advisor and Program Manager with Landfall Strategies, served as Vice President of Consulting Services for O'Brien's Response Management's Government Services Division. In that capacity, he managed the FEMA Public Assistance program consulting contract for the Florida Division of Emergency Management as well as many local government consulting contracts, and managed a large team of FEMA consultants. He has worked for over sixteen years as a liaison between FEMA, State, and Public Assistance applicants for all concerns and issues, i.e. Kick-off Meetings, Applicant Briefings, Project Worksheet development, Policies and Procedures dealing with eligibility/ineligibility issues, Interim/Final Inspections, and Closeouts. Mr. Gonzalez has extensive experience in federal and state emergency management having worked for FEMA for over 12 years from 1992 to 2004. For nine of those years he served as a Lead PAC coordinating the disbursement of federal disaster funds to municipalities, counties, state agencies and private non-profits. He was responsible for project worksheets, bid and contract review, training field inspectors, performing final inspections including Hazard Mitigation 406 projects, closeouts, audits, appeals, project management and supervision.

State Public Assistance Coordinator - Miami - Dade County, Florida

State PAC Coordinator for South Florida during the FEMA Public Assistance Response and Recovery process of the 2005 storms Dennis, Katrina, Rita, and Wilma that included the largest local governments; Miami-Dade County and its 32 departments, the City of Miami, the City of Coral Gables among others. Conducted Applicant Briefings, participated in the preparation, review, and recommendation for approval of 366 Project Worksheets that total over \$200 million for all the applicants in South Florida including local governments, state agencies, and private non-profits. Provided additional support with appeals and audits. Mr. Gonzalez coordinated the final inspection and closeouts for South Florida for all eight 2004 and 2005 disasters.

FEMA Team Lead - Miami-Dade County, Florida

Led FEMA team to conduct field inspections and to write Project Worksheets for the South Florida Floods (No Name Storm) in October 2000. Coordinated with Miami-Dade Department and State of Florida on eligibility review and the subsequent preparation of Project Worksheets as follows: \$300 million to repair local roads, \$400 million in drainage cleanup and reconstruction, and \$300 million in canal Dredging.

FEMA Disaster Recovery Team – Human Services Department

Member of the Disaster Recovery Team with the FEMA Human Services Department in Orlando for Hurricanes Charley, Frances, Ivan and Jeanne in north and central Florida. In this assignment, determined eligibility requirements per the Stafford Act and CFR 44 for human services and property inspections.

Education and Certifications

- MBA, Business Administration
- BS, Business Administration
- MS, Psychology
- FEMA Certificates: IS-100, IS-253, IS-632, IS-700
- PA Operations (IS-631), PA Operations II (L-382), Recovery Operations I, Recovery Operations II, PA Cost Estimating Format

Bryan Jansen | Project Manager / FEMA Compliance and Reimbursements

Brian Jansen is widely-recognized in the disaster debris management and monitoring field as seasoned professional who has been continuously engaged in disaster recovery since 2004, and who has served on many large debris monitoring projects. He has also served as a State of Florida Public Assistance Coordinator, tasked with assisting local government agencies with all of their FEMA claims for multiple storms. Mr. Jansen was also the State Lead overseeing the MC252 Disaster (Deepwater Horizon Oil Spill) in Mississippi and Florida.

Summary of Qualifications

- Continuously engaged in debris monitoring and FEMA program management since 2004
- Supervised and trained over 1,000 debris monitors for multiple jurisdictions and disasters
- Experienced in Preliminary Damage Assessment, Debris Management, Public Assistance Grant Management, and FEMA Project Final Inspections and Closeout
- Debris Management and Monitoring Team Lead and Trainer
- Extensive Knowledge of FEMA Debris Eligibility and Public Assistance Program requirements, including special debris validation
- Developed over 150 FEMA Project Worksheets
- Involved in monitoring the removal of more than 4 Million CY of all types of disaster debris

PROFESSIONAL EXPERIENCE HIGHLIGHTS**FEMA Category Z Specialist**

FLORIDA DIVISION OF EMERGENCY MANAGEMENT | 4177 - FL Severe Storms - 2014

- Responsible for working with State CAT Z Team - collecting documentation for Cat Z Project Worksheets and Crosswalks for DR 4177 and preparing CAT Z Project Worksheets

Project Manager – Debris Management

GEORGETOWN, SC | 4166- SC Winter Storm PAC - 2014

- Responsible for project operational responsibility for collection, transportation and disposal of storm debris. Coordinating, monitoring and scheduling disaster recovery work to include the selection and to oversee subcontractors and local employees, coordinating with local and state government agencies and community groups, and ensuring regulatory compliance.

Public Assistance Coordinator

FLORIDA DIVISION OF EMERGENCY MANAGEMENT | DR's 4068 and 4084 – 2012-14

- State Public Assistance Coordinator / Closeout Specialist: Collaborated with FEMA and Sub-Grantees to write Grants for Federal Reimbursement, resulting in 160 approved Grants. Provided Sub-Grantees with guidance through utilizing the Public Assistance Program Policy. Participated with FEMA in the identification of damages and site inspections. Developed Project Worksheet Descriptions and Scope of Work to determine cost estimates. Managed the collection, organization, and dissemination of support documentation including validation of labor and

equipment inventory. Managed preparation and validation of documentation for the Close-Out process

FEMA Category E Inventory Project Manager

MAGOFFIN COUNTY BOARD of EDUCATION, KY | 4057-KY-Tornado - 2012

- Overseeing the documentation process and data entry of the inventory that was damaged by tornadoes that impacted Magoffin County Schools.

Project Manager – Debris Monitoring - 2011

LONGMEADOW (TOWN OF), MA | 4051-MA-Ice storm

- Responsible for project operational responsibility for collection, transportation and disposal. Coordinating, monitoring and scheduling disaster recovery work to include the selection and to oversee subcontractors and local employees, coordinating with local and state government agencies and community groups, and ensuring regulatory compliance.

Project Manager – Debris Monitoring

MONSON (TOWN OF), MA | 1994-MA-Tornado - 2011

- Responsible for project operational responsibility for collection, transportation and disposal. Coordinating, monitoring and scheduling disaster recovery work to include the selection and to oversee subcontractors and local employees, coordinating with local and state government agencies and community groups, and ensuring regulatory compliance.

State Lead - Field Accountant

Deepwater Horizon Oil Spill Recovery, MS and FL | MC-252 - 2010

- Oversaw teams auditing and monitoring the invoices submitted to BP on a daily basis for Labor, Equipment and Materials being supplied and invoice by numerous subcontractors. Both in the State of Florida and Mississippi.

Project Manager – Debris Management

HANCOCK COUNTY, MS | 1603-LA-Katrina - 2006

- USACE Task Force Hope, Hancock County, & Pass Christian, MS Right of Entry Supervisor during the lapse of 2006, overseeing 60 crews for demolition and private property debris removal for the citizens of Hancock County, MS.

Lead Supervisor/Coordinator – Debris Monitoring

COLLIER COUNTY, FL | 1609-FL-Wilma - 2005

- Led crews monitoring the removal of 1 million CYs of debris and supervised temporary Debris Management Sites.

CHARLOTTE COUNTY, FL | 1539-FL-Charlie - 2004

- Led field crews monitoring the removal of almost 2 million CYs of debris on a major debris removal project which lasted over 8 months and entailed all types of debris, including stumps, white goods, and hazardous materials. Assisted in the implementation and management of Right of Entry and Private Property Debris Removal programs.

EMI Training Certificates

- IS-630 - Introduction to the Public Assistance Process
- IS-632.a - Introduction to Debris Operations
- IS-1.a - Emergency Manager: An Orientation to the Position
- IS - 631 - Public Assistance Operation
- IS-800.b - National Response Framework
- IS-5.a - An Introduction to Hazardous Materials
- IS-340 - Hazardous Materials Prevention
- IS-292 - Disaster Basics
- IS-3 - Radiological Emergency Management
- IS-393.a - Introduction to Hazard Mitigation
- IS-1900 - NDMS Federal Coordinating Center Operations Course
- IS-301 - Radiological Emergency Response
- IS-100.b - Introduction to Incident Command System, ICS-100
- IS-253.a - Overview of FEMA's Environmental and Historic Preservation Review
- IS-55.a - Household Hazardous Materials –A Guide for Citizens
- IS-240.a - Leadership & Influence IS-324.a - Community Hurricane Preparedness
- IS-242.a - Effective Communication
- IS-8.a - Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699
- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-7 - A Citizen's Guide to Disaster Assistance
- IS-809 - Emergency Support Function (ESF) #9 – Search and Rescue
- IS-801 - Emergency Support Functions (ESF) #1 -Transportation
- IS-802 - Emergency Support Functions (ESF) #2 -Communications
- IS-803 - Emergency Support Function (ESF) #3 – Public Works and Engineering
- IS-804 - Emergency Support Function (ESF) #4 – Firefighting
- IS-808 - Emergency Support Function (ESF) #8 – Public Health and Medical Services
- IS-807 - Emergency Support Function (ESF) #7 – Logistics Management and Resource Support Annex
- IS-821.a - Critical Infrastructure Support Annex - (10/28/2013)
- IS-230.c - Fundamentals of Emergency Management - (3/29/2013)
- IS-22 - Are You Ready? An In-depth Guide to Citizen Preparedness -(10/31/2013)
- IS-81 – Emergency Support Functions(ESF) #13 – Public Safety and Security Annex - (10/31/2013)
- 288 - Local Volunteer and Donations Management 489 Management of Spontaneous Volunteers in Disasters
- IS-634 - Introduction to FEMA's Public Assistance Program -(6/27/2011)

Previous Related Employment

- Solid Resources Inc., 2004 – 2008
- O'Brien's Response Management, Inc., 2009 – 2012

Glen Hitchcock | Senior Debris Management Advisor / FEMA Claims Coordinator

Glen Hitchcock is widely-recognized as one of the most experienced disaster debris management experts in the nation, having served as a FEMA debris specialists on many large disasters since 2002.

Mr. Hitchcock recently served as an Associate Project Manager for PBS&J's Risk and Emergency Management (REM) services division, working with PBS&J's many established clients to assist them with the development of their emergency and debris management plans. Mr. Hitchcock also headed up the debris management program for PBS&J. He established a network of people, including sub-contractors, to handle the tremendous number of personnel required to monitor debris cleanup when a disaster strikes. Also established contracts for base of operations staging areas (BOSA) to allow for the repositioning of personnel and equipment in order to be on site immediately after a disaster event. Prior to this Mr. Hitchcock played an integral part in the beach cleanup and restoration for North Carolina coastal areas from Currituck to Hatteras following Hurricane Isabel; and in Florida from Miami to the Keys and in South Padre Island, Texas for Hurricanes Katrina and Wilma.

FEMA Program Consulting Services-2011-2013-Various Entities

Bloomfield, CT - Provided technical assistance to meet FEMA program guidance and policy. Developed \$2.2M FEMA Project Worksheet for Debris Removal.

Bastrop, TX - Three separate fires started on September 4, 2011, because of strong winds caused by nearby Tropical Storm Lee, and merged into one large blaze that burned east of the city of Bastrop. Two people were killed by the fire, which destroyed 1,673 homes and inflicted an estimated \$325 million of insured property damage. Worked as a FEMA Liaison with Local, State, and Federal Officials to assure compliance with FEMA guidance and policy. Mr. Hitchcock provided oversight for Quality Control and Quality Assurance in debris monitoring and removal operations. He oversaw the demolition of over 1,200 private homes and structures, to ensure compliance with all local, federal and state regulations and guidelines.

North Carolina Hurricane Irene-Consultant for multiple communities across the State as a FEMA Liaison and Quality Assurance for debris monitoring and removal operations.

Rabun County, GA - Consultant for County on debris removal and monitoring operations. Oversight and training for local monitors to assure compliance with FEMA policy. Liaison between FEMA and Local, State, and Federal Agencies.

Angelina County, TX - Consulted on FEMA closeout issues to provide Project Worksheet in securing \$2.8M in reimbursement funds.

BP Oil Spill-PBS&J Response

Responded to Pensacola as a beach consultant for buoy placement and cleanup operations. Later redeployed to Ft Lauderdale as a beach and response specialist in oil spill prevention and recovery.

National Hurricane Conference, Orlando, FL – 2010

Course Instructor with FEMA for monitoring operations of disaster related debris projects. This included discussion of guidance and policies for reimbursement. Also covered under this class session was an introduction of FEMA, FHWA, USACE, and EPA standards. Recent policy and guidance changes adopted and being considered were provided during the class discussion. Attendees were representatives of various Local, State, and other Federal Agencies.

National Hurricane Conference, Austin, TX - 2009

Course instructor for monitoring operations of disaster related debris projects. This included application of policies and guidance for FEMA, USACE, and EPA.

Debris Removal Management, Mississippi Hurricane Katrina Recovery (Mississippi Emergency Management Agency), 2006 Debris Specialist.

Mr. Hitchcock served as a debris specialist while working under contract with the Mississippi Emergency Management Agency (MEMA). He assisted FEMA and State PA staff in developing validation guidelines for field operations. Mr. Hitchcock provided coordination between FEMA's Mission Assignment for Wet Debris/Sediment to the United States Coast Guard (USCG) and the Natural Resources Conservation Service's (NRCS) Emergency Watershed Protection concerning jurisdictional issues and funding opportunities available to local communities and state agencies. He facilitated the combined efforts of FEMA, USCG, Mississippi Department of Marine Resources (MDMR), local and county agencies in the removal of a 15,000-cubic-yard debris field located in an environmentally sensitive marine preserve.

Public Assistance Debris Operations, FEMA, Hurricanes Katrina and Wilma, 2005 & 2006. Deputy Public Assistance Officer.

Mr. Hitchcock was assigned to Public Assistance activities in the States of Texas and Florida. In both states, he assisted with the development of a Debris Operations Manual for FEMA. Additional activities are listed below:

- Texas. Mr. Hitchcock served as the Deputy Public Assistance Officer in the Joint Field Office (JFO), coordinating issues such as PW eligibility and compliance. He also coordinated with the U.S. Army Corps of Engineers (USACE) to ensure compliance for the mission assignment in Texas.
- Florida. Mr. Hitchcock worked as the Deputy Public Assistance Officer for Debris Operations in southeastern Florida. He supervised and trained FEMA staff deployed to monitor field operations for debris projects. He was also responsible for determining eligibility for debris-related PWs and coordinating efforts between the debris staff and POs tasked with writing Project Worksheets.

Debris Removal Management, FEMA, Flooding and Tornadoes, Kentucky, 2003 & 2004. Debris Specialist.

While working for FEMA, Mr. Hitchcock served as a debris specialist during flooding events in eastern Kentucky and tornadoes in Bowling Green. The Bowling Green, KY tornado required an experienced Project Officer with debris background to assist Electric Co-ops develop the Project Worksheets for reimbursement funds. Mr. Hitchcock completed all Project Worksheets for these Utility Co-ops in Bowling Green and the surrounding Counties.

Debris Removal Management/Public Assistance Coordinator, FEMA, Hurricane Isabel, North Carolina, 2003. Public Assistance Coordinator/Debris Specialist.

While working for FEMA, Mr. Hitchcock served as a Public Assistance Coordinator (PAC) and debris specialist in Dare County, North Carolina, which included monitoring the progress of operations on the debris removal project and emergency berm reconstruction on Hatteras Island, North Carolina.

Debris Removal Management/Project Officer, FEMA, Tornadoes and Wind Storms, Tennessee, 2002 & 2003. Project Officer/Debris Specialist.

Mr. Hitchcock served as a Project Officer and debris specialist in Tennessee, following flooding events that occurred in the eastern part of the state in 2002, and tornado and wind events that took place in Shelby, Clarksville and Memphis, Tennessee, during 2003.

Debris Removal Management/Project Officer, FEMA, Ice Storms, South Carolina, 2002. Project Officer/Debris Specialist.

Mr. Hitchcock served as a Project Officer and debris specialist in Orangeburg, South Carolina, following severe ice storms there.

United States Department of Agriculture (USDA), Rural Development Administration.

Rural Development Specialist. Mr. Hitchcock retired from USDA as a Rural Development Specialist after 27 years of service. His work there included: establishing administrative and financial controls for local, state and Federal grant programs; serving as the contracting and warrant officer for the Federal government; covering a variety of projects across eastern Tennessee; and acting as an arbitrator and mediation specialist for Federal programs.

- B.S., Tennessee Tech University, 1970
- FEMA Public Assistance Ops I, FEMA Public Assistance Ops II, Introduction to Debris Operations in FEMA Public Assistance Program IS-00632, E- 202-Debris Management, FEMA Beach Restoration Values, S-239 - 404 & 406 Hazard Mitigation, S-120.A: Introduction to Exercises, IS-1900: NDMS Federal Coordination Center Operations, IS-800.B National Response Framework (NRF), An Introduction, IS-208 State Disaster Management Course, IS-139 Exercise Design, AIS-130 Exercise Evaluation and Improvement Planning, I-100: Intro to the Incident Command System for Federal Disaster Workers, I-200: Incident Command System for Federal Disaster Workers, IS-800: National Response Plan (NRP), IS-700: National Incident Management System (NIMS), IS 324 Community Hurricane Preparedness, G 363 Hurricane Readiness for Coastal Communities, IS 650 Building Partnerships with Tribal Governments

Patrick Buchanan | Project Manager / PPDR Coordinator / FEMA Program Consultant**DISASTER EXPERIENCE**

October 2014 – March 2016 - Forest Hills, NY Senior Project Manager - HUD CDBG SSBG / NY Governor's Office of Storm Recovery Single-Family Housing Program. September 2015 ~ March 2016 - Construction Manager and Additional Responsibilities Developed Construction Team of 15 members to coordinate construction activities – from minor construction to elevations – in order to close out more than 2000 participating Homeowners on Long Island. October 2014 ~ March 2016 – GOSR Proposal Review, Preparation and Submittal, including Applicant Interviews

July 2013 – July 2014 - Senior Project Manager – ‘New York Rising’ Demolitions, reporting to Governor's Office of Storm Recovery. Responsible for FEMA and HUD-CDBG(DR) Compliance, Demolitions Management Services and Demolitions General Contractor. Responsible for managing and compiling all case management files and documents for thousands of FEMA program demolitions.

October 30, 2011 – December 18, 2011 - Project Manager - Monitoring Services

City of Springfield, MA Snow Event Recovery #3343 – More than 230 Field Staff at Maximum, along with coordination of fourteen (14) other projects in western MA

June 2 – October 25, 2011 - Project Manager – Monitoring Services

City of Springfield, MA Tornado Recovery #1994 – More than 150 Field Staff at Maximum, along with coordination of four (4) additional projects in western MA.

June 2010 – November 2010 – Deepwater/BP Oil Spill –

Field Accounting Supervisor in Port St. Joe, FL , Gulfport, MS, Pascagoula, MS

June 2008 – May 2009 – FEMA Technical Assistance Contractor - Deployed as Project Officer for FEMA to Iowa Floods Recovery. Oversaw FEMA Program demolition of multiple homes and buildings. Promoted to Debris Task Force Leader, Highest-Ranking Technical Assistance Contractor in FEMA Operations in Iowa, Reporting Directly to Infrastructure Project Director.

April 2008 - June 2008 – Debris Operations Manager

Wrote Debris Management Plan for Sumter County, FL under PA Pilot Program

January 2008 – April 2008 – Project Manager

Debris Monitoring for City of Tulsa Ice Storm #1735-DR. More than 140 monitors.

January 2006 ~ March 2007 - FEMA Technical Assistance Contractor

Deployed as Planner II / Debris Specialist for FEMA to Plaquemines Parish, LA
Promoted to Debris Specialist – Plaquemines Parish – Reporting Directly to Division Manager

FEMA Classroom Training

Operations Management I: 3-Day Classroom

Operations Management II: 3-Day Classroom

Hazard Mitigation: 3-Day Classroom

PAC Crew Leader: 3 – Day Classroom
Project Specialist Training: 3 – Day Classroom
Debris Management: 3 – Day Classroom

42 FEMA Certifications Obtained 2005 ~ 2010

OSHA # 001025223 10-Hour Construction Safety & Health HazMat Program

October 2005 – December 2005

Project Coordinator for debris monitoring, providing Environmental Consulting and Hurricane Debris Clean-Up Monitoring Services. Responsible for Selection, Training and Supervision of more than seventy (70) monitors.

Boston College - BA English and Political Science. Graduated cum laude.

Marion Paxton | FEMA Debris Specialist / ROE Coordinator / Debris Consultant

Ms. Paxton served eight years as a FEMA DAE employee, and has extensive disaster response and recovery and debris training experience for federally declared level I, II, III type disasters. Events include Hurricane Sandy and Hurricane Katrina in addition to major catastrophic F5 tornado events such as Greensburg, Kansas and Joplin, MO. She also has field experience working with state and federal agencies to resolve oil contaminated debris and Environmental and Historic Preservation special considerations.

New York State Public Assistance Debris Project Specialist-Hurricane Sandy DR-4085-NY, Branch II and III. - November 2012-September 2013

- Conducted field debris estimates used to determine scope of work and resources.
- Formulated project worksheets and entered projects into EMMIE.
- Coordinated debris estimates and debris removal with State of New York Public Parks Director for all State Parks in Rockland and Westchester County.
- Supported other Public Assistance Project Specialists with debris eligibility issues.
- Conducted debris monitoring activities to ensure applicant receives all allowable grant funding for debris removal.
- Identified potential Environmental Historic Preservation issues and notified FEMA to coordinate debris removal to include oil contaminated debris and debris located on historic sites.
- Estimated debris removal in waterways and coastal barrier along the north shore of Long Island, NY and formulated project worksheet for applicants.

FEMA Disaster Assistance Employee (DAE) - September 2004-March 2012

- Served the federal government, as a Stafford Act (8600.1) DAE in 24 federally declared level II and III disasters and 2 emergency declarations located throughout the United States in disaster response and recovery events.
- Qualified as an Operations Section Chief, level III as defined by the Federal Qualifying System.
- **Specific Debris and Demolition duties and responsibilities:**
 - **DR-1980-MO, Joplin, MO, F5 tornado:**
 - Served as Operations Section Liaison dedicated to the Joplin response and recovery operations for debris removal efforts with state and federal agencies.
 - Coordinated the collection of aerial Preliminary Damage Assessment PDA photographs to determine the type and location of tornado driven debris.
 - Attended daily meetings with USACE and MNG to review staff and equipment requirements driven by GIS coordinates which determined the quantity and type of debris within the Expedited Debris Removal sectors.
 - Collaborated with FEMA field Debris Task Force team to expedite debris removal and expedite the direct housing mission, school openings, and critical facility operations.
 - **DR-1699-KS, Greensburg, KS, F5 tornado:**
 - Coordinated the PDA aerial and ground GIS data to determine the scope and type of debris to facilitate the debris removal activities with local and state authorities.
 - Conducted debris estimates using the FEMA Debris Estimating Field Guide 329 for Public Assistance Project Officer to determine daily debris removal progress.

- Verified mandatory land fill and burning permits were contracted with proper authorities and monitored daily the landfill and burn pit activities.
- Validated daily debris reports.
- **DR-1603-LA, St Bernard Parish, Louisiana, Hurricane Katrina:**
 - Recruited as Deputy Division Manager in St Bernard Parish for debris removal and demolition activities removing over 12 million cubic yards of debris and monitored the demolition of 15,000 structures in compliance with state and federal regulations.
 - Supervised crew of 65 debris monitors coordinating field debris location, type and quantity with GIS co-ordinates, NG and USACE mapping data.
 - Managed and supervised field debris teams utilizing FEMA Debris Estimating Field Guide 329 to identify, estimate and verify eligible debris removal.
 - Coordinated debris estimates with Louisiana State Debris to determine course of action, staff requirements and equipment required to complete debris removal.
 - Maintained daily debris and demolition reports to track progress to debris removal plan and inform federal, state and local officials.
 - Facilitator for a Navigable Water Way Task Force Team removing hurricane debris from navigable waterways using USACE, United States Coast Guard, NG, GIS, aerial mapping coordinates to identify debris type, location, and quantity.

EDUCATION

Master of Science-Business, Minnesota State University, Mankato, Minnesota

Bachelor of Arts- Education, University of Northern Iowa, Cedar Falls, Iowa

Related Education and Training

- Federal Emergency Management Agency: will provide training transcript upon request
- MN Emergency Management Certification-on going
- American Management Association- Marketing, Business, & Finance, 1979-present (2012)
- Occupational Safety and Health Administration (OSHA)
 - Construction Safety Training Certification #001065822
 - Asbestos Awareness Training
 - Hazardous Materials Training

Jennifer Oswald | FEMA Reimbursement Specialist / Operations Coordinator / QA-QC

- Experienced disaster recovery consultant with 8+ years in Public Assistance program management, working for multiple firms
- QA/QC Specialist during Hurricane Sandy (DR4086), at the RII CPC in Harrisburg, PA, Minnesota Floods (DR1982), Kentucky Floods (DR 1912), Iowa Floods (DR1793), Hurricanes Katrina (DR1603) and Rita (DR1607)
- Alternate and Improved Projects Squad Project Specialist
- State Public Assistance Coordinator for the State of Florida with Florida Disaster Consulting
- Expertise in QA/QC, policy guidance, Stafford Act Grants, Public Assistance, and Facilities Review

Relevant Experience

October 2014 – December 2014

Mineola, NY

QA/QC Specialist

- Performed quality and compliance reviews of draft Project Worksheets as part of the formulation and obligation process which were then passed along to FEMA.
- Supported communities in Nassau County which suffered some of the most severe impact of Hurricane Sandy.
- Provided policy guidance to team members who had not previously performed disaster recovery work

May 2013 – August 2013

Toms River, NJ

Data Management Specialist/PA Specialist

- Coordination of the collection, maintenance, analysis and distribution of administrative information used to produce reports and special project reports which required analysis and comparison.
- Create client invoices.
- Performed QA/QC reviews of project worksheets (PWs) for clients which were subsequently passed along to FEMA; responsible for ensuring accuracy, completeness, and standard adherence for PWs
- Provided policy guidance to clients within Ocean County, NJ affected by Hurricane Sandy (DR 4086)

January 2013 – February 2013

Lincroft, NJ

QA/QC Specialist

- Contractor Support to Hurricane Sandy (DR 4086)
- Performed initial reviews in EMMIE of project worksheets (PWs); provided policy guidance and reviewed PWs for eligibility
- Responsible for ensuring accuracy, completeness, and standard adherence for PWs

July 2012 – January 2013**Baton Rouge, LA***Closeout Specialist*

- Hurricanes Katrina (DR1603), Rita (DR1607), Gustav (DR1786), and Ike (DR1792)
- Pre-Closeout Reports for the State of Louisiana of Public Assistance Federal Disaster Grants
- Liaison between municipal applicants, State of Louisiana, and FEMA in an effort to determine the overall size, scope, and eligibility of work completed using Stafford Act Grants

October 2011 – November 2011**Harrisburg, PA***QA/QC Specialist*

- Contractor Support to Central Processing Center for Region III
- Performed desk reviews and initial reviews in EMMIE of project worksheets (PWs); provided policy guidance and reviewed PWs for eligibility
- Responsible for ensuring accuracy, completeness, and standard adherence for PWs

July 2011 – October 2011**Bloomington, MN***QA/QC Specialist**TAC Coordinator*

- Minnesota Floods (DR1982)
- QA/QC Specialist: Performed desk reviews of project worksheets (PWs); provided policy guidance and reviewed PWs for eligibility; rewrote substandard projects if Project Specialists had already demobilized from the disaster
- TAC Coordinator: Supported AECOM Recovery's operational, administrative, and accounting performance by working closely with: 1) FEMA's resource coordinator; 2) AECOM Recovery's operations, logistics, and finance and accounting (F&A) chiefs; 3) Support AECOM Recovery's Field Task Lead, Task Manager and technical staff in the field from the time they deploy until the time they demobilize

June 2010 – December 2010**Lexington, KY***QA/QC Specialist**TAC Coordinator*

- Kentucky Floods (DR1912)
- QA/QC Specialist: Performed desk reviews of project worksheets (PWs); provided policy guidance and reviewed PWs for eligibility; rewrote substandard projects if Project Specialists had already demobilized from the disaster
- TAC Coordinator: Supported AECOM Recovery's operational, administrative, and accounting performance by working closely with: 1) FEMA's resource coordinator; 2) AECOM Recovery's operations, logistics, and finance and accounting (F&A) chiefs; 3) Support AECOM Recovery's Field Task Lead, Task Manager and technical staff in the field from the time they deploy until the time they demobilize

July 2009 – June 2010**Lakeland, FL***State Public Assistance Coordinator (PAC)*

- Hurricanes Katrina and Wilma (DR1602 and DR 1609)
- Wrote Final Reconciliation Reports (close out PWs) of Public Assistance Federal Disaster Grants
- Liaison between municipal applicants, State of Florida, and FEMA in an effort to determine the overall size, scope, and eligibility of work completed using Stafford Act Grants

June 2008 – July 2009**Urbandale, IA***QA/QC Specialist**Alternate/Improved/Relocation Projects Specialist (PS)**Critical Infrastructure Reviewer*

- Iowa Floods (DR1763)
- QA/QC Specialist: Performed initial and final reviews of project worksheets (PWs), provided policy guidance, and reviewed PWs for eligibility
- Alternate and Improved Projects Squad PS: Wrote alternate, improved and permanent relocation PWs and recommendations; performed reviews of projects and fostered positive relations between the State of Iowa and applicants and FEMA Public Assistance support functions
- Critical (Temporary) Facilities Review Specialist: Provided policy guidance and reviewed temporary facilities PWs for eligibility

October 2007 – June 2008**Miami, FL***State Project Officer*

- Gathered information and prepared Detailed Damaged Inspection Reports (DDIRs) for Applicants for the 2004 and 2005 Florida hurricanes
- Educated Applicants on FHWA-ER program
- Worked on closeouts from 2004 and 2005 hurricanes

April 2006 – August 2007**Baton Rouge/New Orleans, LA***QA/QC Reviewer*

- Hurricanes Katrina and Rita (DR1603 and DR 1607)
- Reviewed Project Worksheets (PWs) at the desktop, initial, and final stages
- Reviewed CEFs
- Familiar with FEMA PA Program, 9500 Series, Stafford Act, and 44 CFR

November 2005 – February 2006**LaBelle, FL/Biloxi, MS***Debris Monitor/Project Officer*

- Monitored clean-up of debris from Hurricane Wilma (DR1609) in South Florida
- Project Officer for MEMA for Hurricane Katrina (DR1604)

EDUCATION

Florida Gulf Coast University, Fort Myers, FL - Bachelor's Degree/Business Management

Certifications and Training

FEMA 9500 Series Policy; 44 CFR; NEMIS; EMMIE; L381 - PA OPS; DF 319 – Team Building for Supervisors;
L480 - Cost Estimating Format

Emergency Management Institute Courses:

IS-00001	IS-00230	IS-00362
IS-00003	IS-00235	IS-00393
IS-00005.A	IS-00244	IS-00546
IS-00007	IS-00275	IS-00547
IS-00008.A	IS-00288	IS-00700
IS-00022	IS-00324	IS-00800
IS-00100		
IS-00200		

April A. Lee | FEMA Program Coordinator / Debris Management Consultant

Ms. Lee is a highly-experienced FEMA debris management program specialists who recently served as Project Manager for Landfall Strategies in Wilmington, North Carolina for a project related to Hurricane Matthew.

**Federal Emergency Management Agency (FEMA) Dec. 2008 – Dec. 2015
Project Specialist, Public Assistance Program (Debris Subject Matter - Expert)**

- Responsible for ensuring that government entities received funding for projects damages in disasters by providing to Federal, State and Local officials, advice and guidance concerning the full range of grants, agreements, disaster assistance determinations, and other programs administered in the disaster locality during kick-off meetings and site visits.
- Reviewed project worksheet cost force account labor and equipment, employee time sheets, payroll registers, labor policies, invoices, receipts, load tickets, canceled checks, credit card statements, contracts along with all other required documentation as outlined in Large Project Closeout and Small Project Netting Standard Operating Procedures.
- Appointed by the PA Branch Director as the QA/QC Debris Lead for several disasters, she managed, coordinated, and implemented mission duties for the review team of project worksheets for Category A (Debris Removal), and CAT B projects, by making sure employees are resolving program issues associated with FEMA program management and funding decisions, and processes necessary to expedite the obligation of disaster relief funds eligible projects in declared disaster areas.
- Entrusted by senior staff to provide authoritative advice and make appropriated recommendations on all matters of importance, for in-Office and field operations personnel, in regards to all CAT A projects. Assigned to perform on special projects, make recommendations and write financial closeout reports and referrals on all complex projects.
- Monitored the status of submitted Large/Small Project Worksheets and funded projects. Track the progress of submitted project worksheet activities for assigned programs. Recommend how programs, policies, and practices can be improved and integrated and coordinated the efforts of others to make recommended changes.
- Created and develop spreadsheets in excel format to improve, research, inform, and tracking of Large and Small projects, that are being process thru the Review queue. Verify incoming forms, data and requests in order to identify inconsistencies among other data elements, by utilizing guidelines of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended).
- Negotiated with State and Sub-grantees on all matters of importance relative to disaster closeout activities by addressing and resolving projects issues, especially sensitive matters.

**Federal Emergency Management Agency (FEMA) Nov 2005 – Dec. 2008
Administrative Assistant**

Provide high-level administrative support to Jackson County Task Force Leader of MHOPS.

- Performed a variety of key organizational functions, developed spreadsheets to improve and inform quality and tracking of lease-ins for commercial, EGS, GS, and Private sites, addressing inquiries from

Bechtel, FEMA personnel and applicant. Inquiries and comments in NEMIS and, communicating with applicants regarding FEMA travel trailers, FEMA account, and maintaining Jackson County database. Collaborate with Task Lead to oversee Commercial sites.

Federal Emergency Management Agency (FEMA)**Sept. 2005 to Nov. 2007****Disaster Recovery Center (DRC) Assistant Manager**

Served as Assistant Manager for DRC #1 Ocean Springs MS, the center received more than 1,500 visitors at peak of activity and over 54,000 visitors as of November 2005, DRC #1 was Mississippi's number one (1) Disaster Recovery Center statewide locations.

- Directed and projected the administrative duties and logistic support efforts. Order all supplies for the center. Appointed to managed and trained DAE's and local hires on phone bank. Delegated and oversaw for all new hires duties, position and time sheet. Acquired knowledge of the Individual Assistance (IA) Program and NEMIS, and became a breaker for exhausted DAE's. Addressed all complaints and agitated applicants. Emailed daily TEHOC excel spreadsheet to Orlando, FL.
- Assisted and Developed internal correspondence that facilitated effective communication with all agencies in the DRC and coordinated building maintenance issues.
- Successfully oversaw the DRC daily operation in severing applicants and employees.

EDUCATION:

- AOS Degree in Business Administration/Management/Marketing
Westchester Business Institute, 325 Central Ave, White Plains, NY
- GPA 3.75 Honors: Magna Cum Laude, President's and Dean's List

Department of Homeland Security-Federal Emergency Management Agency

6 years of Continuous Education of Federal Disaster Programs

Greg Wright | Project Manager / Operations Coordinator**EXPERIENCE****February – April, 2014 – Debris Monitoring Supervisor for 4 Debris Management Sites**

Supervisor for City of Augusta, GA, overseeing and monitoring Ceres Environmental removal of Ice Storm vegetative debris. Supervised multiple personnel for DMS sites. Trained monitoring personnel to call load percentages and properly fill out Ceres haul tickets. Maintained 4 towers in DMS sites. Collected all haul tickets from DMS sites, corrected any errors and reported grand total number of loads and cubic yardage to Project Manager be reported on daily conference calls.

November, 2012 -February, 2013 – Debris Monitoring Project Manager (Hurricane Sandy, New Jersey)

Project Manager for Town of Keansburg, NJ, Neptune Township, NJ and Town of Deal, NJ monitoring Debris Contractor AshBritt Environmental picking up and disposing of vegetative debris and construction and demolition debris. Also in charge of all DMS Sites. Worked closely with Public Works Directors to ensure detailed forms and documentation was accurate and submitted for FEMA reimbursement.

August/October, 2012 – Debris Monitoring Project Manager (Hurricane Isaac)

Project Manager for City of Thibodaux, Louisiana, working with Debris Contractor, Unified Recovery Group, in pick up and removal of vegetative and C-D debris to DMS sites. Managed debris monitors and DMS sites. Worked closely with Mayor, Tommy Eschete and Mayor's Assistant, Ryan Perque to ensure documentation for FEMA reimbursement was accurate and submitted in a timely manner.

2011 – Debris Monitoring Project Manager (Ice Storm)

Project Manager for Town of Ware, Massachusetts, debris monitoring project, working with Debris Contractor Ashbritt Environmental which was picking up and disposing of vegetative debris. Supervised debris monitors and DMS Site and managed project. Worked closely with Town of Ware Public Works Director to ensure detailed forms and documentation was accurate and submitted for FEMA reimbursement.

2008 – Present - Construction Superintendent

Employed in the family business of remodeling existing homes, construction of additions to existing homes, construction of large metal buildings requiring placement of heavy metal support structures, land cleaning utilizing heavy equipment (bulldozer, backhoe, excavator, tractors), plumbing installation and repair, and most all phases of construction which required initiative, scheduling, estimating, and purchase of construction materials which would return a planned profit margin to facilitate additional construction projects

2001 – 2008 Grubbs Emergency Services – Debris Clean Up Supervisor

Supervisor of Clean-up crews, grinding crews, and worked with City and County Debris Site Monitors. Handled dumpsite operations, mulch removal, interfaced with City and County Public Works Directors to ensure detailed forms and documents were accurate and complete for FEMA reimbursement. Performed these duties in Margate, Coral Gables and canal cleanup in the Margate locations in Florida.

Worked in hurricane clean-up operations as a result of Hurricanes Katrina and Wilma. Performed these duties at the University of Miami (twice), Hurricane Isabelle in Henrico County in Richmond, Virginia; Ice Storms in North Carolina; Floods in Bandera, Canyon Lake, New Brauntels in Texas and beach sand nourishment project in Summer Haven, Florida.

1997 – 2000 United States Army

In US Army stationed at Schofield Barracks in Hawaii assigned to the 25th Infantry Division with the rank of Sergeant. Performed sniper/recon duties in a scout platoon in Headquarters Company. Duties were conducted in all kinds of environments in various assignments in and out of the country.

1996 – 1997 Firefighter/EMT

City of Melbourne Fire Department, Florida. Performed professional firefighter/EMT duties on a shift basis. Utilized fire engines, pumpers, and other apparatus in fire suppression activities. Operated rescue and extrication equipment at emergency scenes and utilized EMS skills and medical equipment in providing emergency medical care to victims of accidents, unexpected illness, or other events wherein citizens sustained injuries and were in need of emergency care.

REFERENCES:

Nathan McCollum, Flagler County Director of Emergency Services, Bunnell, Florida. 386-313-4240.

Chad Ciancuilli, Lt. Firefighter Paramedic Martin County Fire Rescue, Stuart, Florida. Cell phone 772-708-4987.

John King, Indian River County Emergency Services Director, Vero Beach, Florida 772-567-8000.

Randal Haines | Operations Coordinator / Data Manager / Lead Supervisor

Mr. Haines has worked as an Engineering Technician in many areas of the civil engineering field, primarily focused on Site Development related projects. He was involved with many projects which were directly funded as a result of Hurricane Katrina. Prior to joining Neel-Schaffer, he worked with the Mississippi Department of Transportation (MDOT) as an Engineer Technician and obtained experience with inspection work. He has acted as lead supervisor on many debris monitoring projects and has experience with ADMS data management, invoicing, staff training and daily operations of debris monitoring projects.

DISASTER DEBRIS MONITORING EXPERIENCE - 2012-2015**Monitoring Supervisor – Hurricane Katrina – Jackson County, MS**

Supervised crews monitoring debris removal of multiple types of debris from the right of way. Assisted in the mapping of eligible debris for project efficiency.

Lead Monitoring Supervisor – Super Storm Sandy – Ocean County, NJ

Supervised many crews of debris monitors overseeing the removal of debris from townships on Long Beach Island, Lakewood and Stafford townships. Assisted in an OIG audit of this project.

Monitoring Supervisor – Ocean County storm drains – Ocean County, NJ

Assisted the Ocean county engineering department in the calculation of project quantities and supervised the removal of sediment left by super storm Sandy.

Waterway Debris Monitoring Supervisor – Ocean County, NJ

Supervised the monitoring of removal of debris from the waterways and islands in the Barnegat bay water system for a major New Jersey Department of Environmental Protection project for Hurricane Sandy.

Monitoring Supervisor and Data Manager – Worthington Ice Storm – Worthington, MN

Supervised the removal of vegetative debris from the right of way throughout the city. Managed data reconciliation with the project contractor and maintained all electronic units needed for the project.

Demolition Monitoring Supervisor – University of Iowa – Iowa City, IA

Supervised the removal of asbestos and other hazardous material from designated buildings before the demolition of those buildings.

Monitoring Supervisor, Data Manager – Boulder County Floods – Boulder County, CO

Supervised teams of debris monitoring for the removal of multiple types of debris from the right of way as the result of heavy rains. Reconciled project quantity data with the contractor for invoicing and maintained all electronic units needed for the project.

Supervisor and Technician Supervisor – SCDOT Ice Storm – Eight counties in South Carolina

Supervised groups of monitor for the removal of vegetative debris from the SCDOT right of way. Assisted FEMA in the field verification process, load ticket mapping and data reconciliation for invoicing.

Data Manager and Monitoring Supervisor - Lee County, MS

Supervised monitors overseeing the removal of multiple types of debris from the right of way as the result of a tornado. Reconciled project quantity data with the contractor for invoicing and maintained all electronic units needed for the project.

Data Manager and Supervisor – Louisville, MS

Supervised the removal of multiple types of debris from the right of way as the result of a tornado. Reconciled project quantity data with the contractor for invoicing and maintained all electronic units needed for the project.

Data Manager and Supervisor – Columbia, MS

Supervised groups of monitors overseeing the removal of multiple types of debris from the right of way as the result of a tornado event. Reconciled project quantity data with the contractor for invoicing and maintained all electronic units needed for the project.

PROFESSIONAL EXPERIENCE - 2005-2012

Engineering Technician – Biloxi Community Center, Library and Multi-Use Facility - Biloxi, MS – Assisted in the preparation of all required plans for this project.

Engineering Technician – Biloxi Lighthouse Park & Visitor’s Center - Biloxi, MS – Preparing construction plans including: site, geometric layout, grading/drainage, utility, erosion control, and detail sheets.

Engineering Technician – Bay St. Louis-Sign Repair – Bay St. Louis, MS – Prepared construction drawings.

Engineering Technician and Draftsman – Poppo Ferry Road Phase IV – Biloxi, MS – Prepared right-of-way plans and drainage plans.

Engineering Technician – Howard Avenue – Biloxi, MS – Assisted with preparation of the construction plans and collected field data as needed.

Engineering Technician – IP Casino-Biloxi, MS – Prepared construction plans including: striping, drainage, site plan and detail sheets for multiple parking lots and proposed traffic signals.

Engineering Technician – Biloxi ER Lighting Repairs – Biloxi, MS – Prepared construction plans and obtained field data.

Inspector – Motorola – Statewide MS – Conducted all required concrete inspection and testing for new cellular tower sites and equipment shelters.

TRAINING AND EDUCATION

Education: A.A.S. Drafting Design, Mississippi Gulf Coast Community College, Gautier, MS

Military Service: U.S. Navy - Honorable Discharge

FEMA EMI Certificates: IS-634 - Introduction to FEMA's Public Assistance Program; IS-632- Introduction to Debris Operations; IS-100.B - Introduction to Incident Command System

Thomas Dorsey | Operations and Safety Coordinator

Mr. Dorsey has worked as Operations Management/Coordinator on many large disaster debris monitoring projects since 2011, hurricanes, floods and winter storms.

Deployments - August 2011 – 2016 - Operations Manager

- 2011 - Hurricane Irene - Dare County, NC, Town of Manteo, NC and NC DOT
- 2011 - Connecticut Severe Winter Storm Alfred - Cities of Bristol, Danbury, New Milford and Sherman
- 2012 - Hurricane Isaac - Jefferson Parrish, LA, New Orleans, Metairie and Marrero , LA
- 2013 - Severe Winter Storm Yogi (Operation Timber Strike) - Sioux Falls, SD
- 2014 - Severe Winter Storm Pax - Aiken County, SC
- 2015 - Severe Winter Storm Pandora - Overton and Putnam Counties, TN
- 2015 - Severe Flooding - Orangeburg, Bamberg and Clarendon Counties, SC

Responsibilities Included:

- Deploy to locations damaged by natural or manmade disasters
- Mobilize resources to affected areas
- Meet with high-level city, state and federal officials and decide plan-of-action
- Oversee day-to-day operations of major disaster recovery efforts
- Mitigate cost to taxpayers by ensuring that all FEMA guidelines are adhered to
- Supervise personnel
- Keep accurate records in accordance with FEMA guidelines
- Ensure that right-of-ways are free from all storm damage and hazards and prepare reports
- Train employees and contractors on Thompson SOP
- Instruct employees on proper work procedures
- Serve as Primary Point of Contact for Local, State and Federal Officials
- Investigate safety incidents and report findings to all involved parties
- Respond to citizen complaints with tact and empathy
- Communicate needs to logistics officer
- Coordinate with local business owners to arrange for staging areas
- Scout locations for TDSRS (Temporary Disposal, Storage and Reduction Site) for debris
- Subject matter expert in Debris Classification and disposal
- Conduct daily safety training with all employees under my supervision
- Conduct employee evaluations and take corrective action when necessary

Emergency Management Training and Certifications

- Over 50 FEMA EMI classes completed
- 30-Hour OSHA Safety for the Construction Industry
- 40-Hour HAZWOPER
- HAZWOPER Supervisor.

Andrew Grubbs | Senior Data Manager / ADMS Coordinator / IT & GIS Manger

Mr. Grubbs is a skilled technical architect specializing in the development, design, and management of very sophisticated software and database systems, many of which have been used on multiple large disaster recovery projects.

DISASTER EXPERIENCE

Mr. Grubbs has served as a Technical Manager responsible for the design, management, implementation and maintenance of systems related to data collection, storage and management on many large disaster recovery projects for multiple declarations, including:

USACE New York District, NY. Technical Manager responsible for configuration, deployment and data capture of and using Automated Debris Management System. The USACE was assigned a mission to oversee debris recovery operations following the Hurricane Sandy storm that impacted the New York metropolitan area in October 2012. In field configuration to match the business requirements of USACE. Oversaw training and technology build out for the mission.

New Jersey Multiple Municipalities. Technical Manager responsible for configuration, deployment and data capture of and using the Automated Debris Management System in 17 municipalities in NJ. Multiple overlapping missions to oversee debris recovery operations following the Hurricane Sandy storm that impacted the New Jersey area in October 2012. In field configuration to match the business requirements of USACE. Oversaw training and technology build out for the mission.

USACE Kansas City District/Joplin, MO Tornado 2011. Technical Manager responsible for configuration, deployment and data capture of and using the Automated Debris Management System. The USACE was assigned a mission to oversee debris recovery operations following the devastating tornado that impacted the Joplin, MO area in April 2011. In field configuration to match the business requirements of USACE. Oversaw training and technology build out for the mission.

James City County: Disaster Debris Management for Hurricane Irene / VA. Technical Manager responsible for deployment and management of Automated Debris Management System field support for James City County, VA following Hurricane Irene. Remote management of field operations related to. Oversaw data operations.

City of Birmingham: Disaster Debris Management / April 2011 Tornadoes and Straight-Line Winds / AL. Technical Manager responsible for deployment and management of Automated Debris Management System field support for the City of Birmingham, AL following severe storms of April 2011. Remote management of field operations related data management. Oversaw data operations.

Haiti Recovery Group: Automated Data Management System / Portau- Prince, Haiti. Technical Manager responsible for deployment and management of Automated Debris Management System field support in Haiti following the 2010 earthquake. Captured demolition and debris removal data that accounted for nearly 300,000 cubic yards of earthquake generated debris. Reporting was streamlined and readily available to the Haitian government in near-real time.

U.S Army Corps of Engineers, Baltimore District: Explosives Safety Submission (ESS) at Ft. McClellan / Anniston AL. To support the removal of munitions and explosives of concern (UXO) from the Fort McClellan Army Base, developed a computerized system to replace the paper tracking of ordnance found at the dig site. The new system uses Windows Mobile PDAs, laptop-based software, and a central server based database to collect and store the data. Designed the interface for all the systems used as well as the synchronization process. The task included managing the development efforts of ROSTAN staff in multiple offices around the country.

U.S Army Corps of Engineers, Mobile District: Web Tracking System Design / Atlanta GA. Designed an in kind services web tracking system to enable the USACOE to monitor the contributions of multiple partners for watershed maintenance of the comprehensive Lake Altoona/Upper Etowah River watershed study in Georgia. The system makes extensive use of AJAX technology, which allows for a richer, more dynamic web experience. The use of the system also makes the site more responsive and closer to a Windows environment.

State of Florida, Division of Emergency Management. Technical Architect and Software Consultant for the management of statewide mitigation projects. With multiple solutions, the state will be able to track at a project level individual mitigation efforts and the related documentation. The system utilizes web technologies to create a single source for information regarding mitigation work.

City of Williamsburg: Disaster Debris Management / Hurricane Irene / VA. Technical Manager responsible for deployment and management of Automated Debris Management System field support for the City of Williamsburg, VA following Hurricane Irene. Remote management of field operations related to ADMS. Oversaw data operations.

York County: Disaster Debris Management / Hurricane Irene / VA. Technical Manager responsible for deployment and management of Automated Debris Management System field support for York County, VA following Hurricane Irene. Remote management of field operations related to. Oversaw data operations.

Carol Kinkead | Project Manager / Operations Coordinator / Lead Supervisor

Since 2008, Carol Kinkead has served in positions of increasing levels of responsibility on multiple disaster debris monitoring projects. She is highly experienced and trained in monitoring operations, methods, techniques and management.

Experience**September 2012 – November 2012 / February 2014 - April 2014**

Provided client maintenance and managed monitoring projects. Duties included Monitor Training Development, SOP Development, Incident Management, HR Duties and Regulatory Compliance. Project included:

- **South Carolina SCDOT Ice Storm** – Served as Operations Manager in Bamberg County. Managed two Supervisors and 60 Field Monitors (36 Bucket Trucks and 18 Debris Trucks and two DMS sites).
- **New Orleans, La. LADOTD Hurricane Isaac Event / DR-4080** – Served as a Field Supervisor working in 6 different Parishes located within District #2. Assigned to coordinate and manage 25 local monitors specializing in ROW debris removal. Assigned to designate, document and manage the removal of eligible Hazardous Trees and Limbs.

September 2008 – January 2012

Served several roles acting as Debris Monitoring Project Manager, Project Closeout Specialist Assistant, Operations Manager, Field Supervisor, Data Manager, Data Entry Specialist and HR Manager. As an Oil Spill Response Manager, provided ICS Operational Management during the unprecedented, Gulf of Mexico MC252 - BP Deep Water Horizon Incident. Projects included:

- **State of Massachusetts Snow Event / DR-4051** – Deployed as debris monitoring Project Manager for the City of Holyoke, Ma. Responsible for the removal of 80,000 cubic yards of eligible debris. Hired, trained and managed over 60 local monitors. Successfully managed over \$1 million in debris removal costs with no de-obligated funds.
- **State of Massachusetts Tornado Event / DR-3343** – Deployed as debris monitoring Deputy Project Manager for the City of Monson, Ma. Responsible for the removal of 110,000 cubic yards of eligible debris. Hired, trained and managed over 90 local monitors. Successfully managed over \$1.3 million in debris removal costs with no de-obligated funds.
- **State of New Jersey Hurricane Irene Event / DR-4021** – Served as Public Assistance Coordinator (PAC) for NJ Office of Emergency management Damage Assessment Team. In conjunction with FEMA, performed Individual Assistance assessments in 5 counties. Team successfully obtained a “full disaster declaration”.
- **State of Oklahoma Tornado Event / DR-1989** – Served as PAC for Oklahoma Department of Emergency Management Damage Assessment Team. In conjunction with FEMA, performed PA assessments in 5 counties. Team successfully obtained a “full disaster declaration”.

- **Fayetteville, North Carolina Tornado Event / DR-1969** – Served as debris monitoring Field Supervisor. Assisted in the hiring, training and managing of over 80 local monitors. Team successfully managed over \$2.5 million in debris removal costs.
- **Panama City Beach & Pensacola, Florida Oil Spill Event / BP Deep Water Horizon MC252** – Served as an Accounting Supervisor. Managed the day-to-day accounting of more than 3200 beach workers, boat captains and boom deployment specialists along with 500 pieces of equipment including Boats, Skimmers, ATV's, Oil Boom and PPE. Conducted daily assessments to assist Operational deployment of personnel and equipment. Team successfully managed over \$19 million in oil spill response costs.
- **Madison, Kentucky Ice Storm Event / DR-1818** – Served as KY Transportation Cabinet District 3 debris monitoring Field Supervisor. Assisted in the hiring, training and managing of over 140 local monitors. Team successfully managed over \$13 million in debris removal costs.
- **Rogers, Arkansas Ice Storm Event / DR-1819** – Served as debris monitoring Field Supervisor. Assigned to manage the removal of 10,500 Hazardous Limbs and Trees. Served as the TDSRS Manager during site restoration and remediation.
- **Louisiana Dept. of Transportation and Development, Hurricane Gustav Event / DR-1786** – Served as District 7 debris monitoring Field Supervisor. Managed over 67 local monitors. Successfully managed over \$1.7 million in all categories of debris removal costs with zero de-obligated funds.
- **Tulsa, Ok. Ice Storm Event / DR-1735** – Served as a debris monitoring Field Supervisor managing ROW removal operations. Managed 15 local monitors. Upon completion of daily field operations, assisted Project Closeout Specialist in preparing all PW's and DDIR's (Detailed Damage Inspection Reports).

PROFESSIONAL CERTIFICATIONS

- FEMA IS-003, IS-010, IS-011, IS-100, IS-240, IS-279, IS-288, IS-292, IS-301, IS-346, IS- 393, IS-547, IS-630, IS-632, IS-634, IS-700, IS-800
- IA & PA Preliminary Damage Assessments
- Debris Management Operations Specialist
- Oil Spill Response Operations Specialist

2. PROJECT EXPERIENCE

Debris Monitoring

Since 2004, when Hurricanes Frances, Jeanne and Charlie struck southwest Florida, Landfall Strategies’ has worked on many large and complex debris projects and provided comprehensive debris monitoring services on multiple disasters. In Florida in 2004 and 2005, our team coordinated debris monitoring in Lee, Hardy, Pinellas, Charlotte and Collier Counties, entailing the removal of over five million cubic yards of all types of hazardous debris. Between 2006 and 2013, we managed, supported and coordinated multiple monitoring projects throughout the country – including in Louisiana, Kentucky, Oklahoma, Massachusetts, Georgia, North Carolina and Florida. Landfall Strategies’ Senior Advisors presided, over all monitoring projects since 2010, while Landfall Strategies’ principal owners were involved in all since 2004 (as director of debris services, project managers, regional managers, and/or project coordinators) - from contract procurement and execution to project management, closeout and final accounting. In total, these projects entailed the removal of over thirty-three million cubic yards of all types of debris, with removal costs of over \$850 Million. Landfall Strategies’ officers and managers were integrally-involved in the coordination and management of the debris monitoring projects listed in the table below.

Entity	Disaster	Cubic Yards	Peak Staff
2016 -2017			
<i>Clay County, Florida</i>	Hurricane Matthew	120,000	24
<i>City of Wilmington, North Carolina</i>	Hurricane Matthew	110,000	20
<i>Town of Sunset Beach, North Carolina</i>	Hurricane Matthew	25,000	6
<i>Town of Ocean Isle Beach, N Carolina</i>	Hurricane Matthew	5,000	5
<i>Town of Hope Mills, North Carolina</i>	Hurricane Matthew	6,000	5
<i>Cumberland County, North Carolina</i>	Hurricane Matthew	8,000	6
2012-15			
<i>Bamberg County, South Carolina</i>	Ice Storm	210,000	49
<i>Borough of Union Beach, New Jersey</i>	Hurricane Sandy	20,000 (T’s)	13
<i>Borough of Neptune City, New Jersey</i>	Hurricane Sandy	58,000	8
<i>Borough of Lavallette, New Jersey</i>	Hurricane Sandy	163,950	25
<i>Ventnor City, New Jersey</i>	Hurricane Sandy	3,044 (T’s)	12
<i>Borough of Sea Bright, New Jersey</i>	Hurricane Sandy	42,181	5
<i>Town of Holmdel, New Jersey</i>	Hurricane Sandy	68,462	11
<i>Borough of Keansburg, New Jersey</i>	Hurricane Sandy	25,617	5
<i>Borough of Deal, New Jersey</i>	Hurricane Sandy	300	6
<i>Saint Bernard Parish, Louisiana</i>	Hurricane Isaac	40,000	20
<i>Livingston Parish, Louisiana</i>	Hurricane Isaac	15,155	17
<i>Lafourche Parish, Louisiana</i>	Hurricane Isaac	107,278	31
<i>City of Slidell, Louisiana</i>	Hurricane Isaac	22,449	36
<i>City of Mandeville, Louisiana</i>	Hurricane Isaac	11,000	10
<i>City of Central, Louisiana</i>	Hurricane Isaac	26,508	17
<i>City of Thibodaux, Louisiana</i>	Hurricane Isaac	22,026	19
2011			
<i>City of Springfield, Massachusetts</i>	Severe Storm	516,024	225

<i>City of Longmeadow, Massachusetts</i>	Severe Storm	287,746	103
<i>Town of Monson, Massachusetts</i>	Severe Storm	34,227	36
<i>Town of West Springfield, MA</i>	Severe Storm	97,104	56
<i>Town of Sturbridge, Massachusetts</i>	Severe Storm	19,178	12
<i>Town of Wales, Massachusetts</i>	Severe Storm	3,013	6
<i>Town of Holland, Massachusetts</i>	Severe Storm	14,823	10
<i>Town of Ludlow, Massachusetts</i>	Severe Storm	84,733	37
<i>Town of Palmer, Massachusetts</i>	Severe Storm	52,931	21
<i>Town of Wilbraham, Massachusetts</i>	Severe Storm	107,283	46
<i>City of Chicopee, Massachusetts</i>	Severe Storm	155,879	52
<i>City of Holyoke, Massachusetts</i>	Severe Storm	81,508	46
<i>Town of Southwick, Massachusetts</i>	Severe Storm	42,304	30
<i>Town of Agawam, Massachusetts</i>	Severe Storm	160,994	67
<i>Town of Lancaster, Massachusetts</i>	Severe Storm	16,924	19
<i>Town of North Borough, Massachusetts</i>	Severe Storm	2,498	6
<i>Town of Lunenburg, Massachusetts</i>	Severe Storm	19,382	9
<i>Town of Ware, Massachusetts</i>	Severe Storm	26,983	19
<i>Town of Warren, Massachusetts</i>	Severe Storm	2,886	5
<i>Town of Townsend, Massachusetts</i>	Severe Storm	1,100	4
<i>City of Springfield, Massachusetts</i>	Tornadoes	161,614	40
<i>Town of Wilbraham, Massachusetts</i>	Tornadoes	99,750	33
<i>Town of Monson, Massachusetts</i>	Tornadoes	112,289	42
<i>Town of West Springfield, MA</i>	Tornadoes	1,200	5
<i>City of Fayetteville, North Carolina</i>	Tornadoes	150,080	63
2009-10			
<i>Kentucky Transportation Cabinet</i>	Severe Storms	14,394,854	258
<i>Arkansas Wildlife Management Areas</i>	Severe Storms	2,892	59
<i>Louisiana DOT</i>	Hurr. Gustav/Ike	3,020,392	1,715
2009			
<i>City of Fayetteville, Arkansas</i>	Severe Storm	519,818	75
<i>City of Rogers, Arkansas</i>	Severe Storm	158,894	23
<i>City of Rector, Arkansas</i>	Severe Storm	20,911	9
<i>Mississippi County, Arkansas</i>	Severe Storm	17,400	8
2008			
<i>City of Tulsa, Oklahoma</i>	Severe Storms	2,670,030	181
<i>Lafourche Parish, Louisiana</i>	Hurr. Gustav/Ike	272,550	135
<i>City of Conroe, Texas</i>	Hurricane Ike	158,894	23
<i>Bibb County, Georgia</i>	Tornado	179,102	35
<i>Collier County, Florida</i>	Tropical Storm Fay	100,000	30
2005-6			
<i>Lee County, Florida</i>	Hurricane Wilma	500,000	60
<i>Collier County, Florida</i>	Hurricane Wilma	1,100,000	202
2004-5			
<i>Lee County, FL</i>	Hurricane Charley	350,000	31
<i>Charlotte County, Florida</i>	Hurricane Charley	1,900,000	38
<i>Palm Beach County, Florida</i>	Hurricane Frances	3,500,000	140
<i>Hillsborough County, Florida</i>	Hurricane Charley	1,100,000	120

DEBRIS MONITORING PROJECT SUMMARIES**CITY OF WILMINGTON, NORTH CAROLINA – HURRICANE MATTHEW**

Landfall Strategies recently complete a debris monitoring projects for the City of Wilmington, NC, which entailed the removal of over 100,000 CYs of vegetative debris which was distributed throughout this busy City by Hurricane Matthew. Our team was on site within just hours of the notice to proceed, with a full complement of monitors and operations coordinators, ready to assist the Public Works Department and their debris hauler with the coordination of the project.

Dates: Oct. 2016 – Dec. 2016
Vegetative: 110,000 CYs
Monitoring Staff: 20
Debris Management Sites: 2
Debris Removal Contractors: 1
Trucks: 8

CLAY COUNTY, FLORIDA – HURRICANE MATTHEW

We are still working in Clay County, Florida, to assist the county's Emergency Management and Public Works Department with the FEMA-compliant removal and monitoring of over 100,000 CYs of storm debris. We had a team on-site within just hours of the notice to proceed, trained over 25 monitors, deployed supervisors and truck measurement crews, and devised a sound strategy for the quick and efficient removal of storm debris from county roads.

Dates: Oct. 2016 – Jan. 2017
Vegetative: 120,000 CYs
C&D: 1,200 CYs to date
Monitoring Staff: 24
Debris Management Sites: 5
Debris Removal Contractors: 1
Trucks: 18

CUMBERLAND COUNTY, NORTH CAROLINA – HURRICANE MATTHEW

Landfall Strategies recently completed a disaster debris monitoring project for Cumberland County, NC, which experienced high winds and severe flooding caused by Hurricane Matthew in the fall of 2016. We worked closely with the Public Works Department to ensure that all the County's neighborhoods were cleared of storm debris and that FEMA reimburses all disaster debris removal costs associated with the storm.

Dates: Nov. 2016 – Jan. 2017
Vegetative: 8,000 CYs to date
C&D: 2,000 CYs to date
Monitoring Staff: 6
Debris Management Sites: 1
Debris Removal Contractors: 1
Trucks: 4

TOWN OF HOPE MILLS, NORTH CAROLINA – HURRICANE MATTHEW

The Town of Hope Mills issued an emergency RFP for disaster debris mentoring services when they realized they needed professional assistance to secure FEMA funding for the pickup of debris caused by Hurricane Matthew. Landfall Strategies was awarded the contract, had a project management crew on site within twenty-four hours, and deployed monitors within forty-eight hours. We sent our roving monitors to identify eligible debris remaining and ensured the Town's debris removal costs and work were properly documented and tracked in our database for its FEMA claims.

TOWNS OF SUNSET BEACH AND OCEAN ISLES, NORTH CAROLINA – HURRICANE MATTHEW

Operating under a multi-jurisdictional contract with Brunswick County, Landfall Strategies monitored the Towns of Sunset Beach and Ocean Isles debris projects. We deployed truck, site and roving monitors, as well as a Project Manager and supervisor, to ensure removal costs were reimbursed by FEMA.

NEW JERSEY – HURRICANE SANDY

After Hurricane Sandy struck the coast of New Jersey, Landfall Strategies’ management and advisors were integral to delivering debris monitoring services to several coastal communities, based upon a statewide contract to provide FEMA Public Assistance consulting and disaster recovery services to state agencies and local government entities (which Landfall Strategies’ team helped develop).

On each of these projects, the firm provided project management and field personnel to monitor and document of the removal of hazardous waste and materials, private property debris, white goods, stumps, hanging limbs, trees, construction and demolition materials (C&D), and loose vegetative debris.

Monitoring services for these local governments included collecting and managing the large amount of data generated and providing each client with daily status reports on their debris removal projects. As the New Jersey Department of Environmental Protection oversaw debris removal operations statewide, the firm also prepared daily and weekly summary and status reports for this agency, and coordinated with their field and state level personnel to ensure project targets were met and that environmental concerns were addressed.

New Jersey Project Summaries

Agency	Tickets	CY’s (or Tons)
<i>Union Beach</i>	458	20,000 (T)
<i>Neptune City</i>	1,330	58,000
<i>Lavallette</i>	5,249	163,950
<i>Ventnor City</i>	482	3,044 (T)
<i>Sea Bright</i>	1,149	42,181
<i>Holmdel</i>	1,357	68,462
<i>Keansburg</i>	469	25,617
<i>Deal</i>	35	300
Totals	10,529	358,510 CY’s

LOUISIANA – HURRICANE ISAAC

Well before Category 1 Hurricane Isaac (FEMA-4080-DR) struck the State of Louisiana in August of 2012, the company had prepositioned personnel and equipment just outside of the region which was anticipated to be most affected. Our initial response team was on the scene and ready to commence preliminary damage assessments for several clients within hours of the “all clear.” Within just a few days, we had hired and trained area residents to fill monitoring positions and had fully staffed several projects, including those in the accompanying table. On each of these projects, we

Louisiana Project Summaries

Agency	Tickets	CY’s
<i>St. Bernard Parish</i>	1,867	40,000
<i>Livingston Parish</i>	402	15,155
<i>Lafourche Parish</i>	2,203	107,278
<i>City of Slidell</i>	1,069	22,449
<i>City of Mandeville</i>	289	11,000
<i>City of Central</i>	599	26,508
<i>City of Thibodaux</i>	396	22,026
Totals	6,825	230,076

ensured that FEMA, state and local requirements were adhered to by the debris removal contractors and that all work was performed efficiently, safely and in compliance with environmental regulations. All projects involved Right of Way debris removal and several had waterway and other special debris issues. In all we deployed around 150 monitoring personnel on these projects, which lasted several weeks. In St. Bernard Parish, crews also monitored and managed private property debris removal programs involving Right of Entry and Hold Harmless agreements with residents, and some home demolitions involving Asbestos Containing Materials removal, as well as the removal of debris from the Parish’s waterways.

MASSACHUSETTS – SEVERE SNOW STORM (FEMA DR-4051)

In November of 2011, Landfall Strategies’ management team was involved in twenty debris monitoring projects in Western Massachusetts. At project zenith, over seven hundred debris monitors were operating in over twenty townships, with over 1.7 Million cubic yards of debris removed, including over 96,000 hazardous hanging tree limbs and 4,000 leaning trees, each of which required a photograph, GPS coordinates and a separate load ticket. Debris monitoring services were comprehensive – from clearance support, truck measurements, collection and site monitoring to invoice reconciliation, site closeouts and final cost documentation for FEMA.

Massachusetts Project Summaries

City/Town	Tickets	CY's	Hangers	Leaners
Agawam	3,810	160,994	2,542	62
Chicopee	3,442	155,879	1,651	3
Holland	330	14,823	2,835	33
Holyoke	1,919	81,508	4,936	373
Lancaster	450	16,924	1,159	64
Longmeadow	6,859	287,746	9,479	1,146
Ludlow	2,365	84,733	2,886	61
Lunenburg	446	19,382	146	0
Monson	743	34,227	6,635	593
Northborough	61	2,498	940	27
Palmer	1,160	52,931	2,800	109
Southwick	920	42,304	1,896	113
Springfield	13,314	516,024	40,620	1,090
Sturbridge	458	19,178	4,039	79
Townsend	0	0	314	0
Wales	62	3,013	861	0
Ware	621	26,983	0	0
Warren	67	2,886	1,626	0
West Springfield	2,378	97,104	5,650	3
Wilbraham	2,387	107,283	5,681	337
Totals	41,792	1,726,420	96,696	4,093

CITY OF FAYETTEVILLE, NORTH CAROLINA – TORNADOS AND SEVERE STORMS

After an EF1 tornado struck the City of Fayetteville, North Carolina, we assisted the City and its Public Utilities department with the coordination of debris removal operations with the hauling contractor and on site FEMA representatives. Our President was on site daily, running debris monitoring operations and assisting the City with many contentious issues. Ultimately, he succeeded in getting the City maximum reimbursements for its debris removal and monitoring costs.

Project Dates: April 2011 – October 2011
 Vegetative: 120,584 CYs
 C&D: 24,496 CYs
 Hazardous / Household Waste: 1,580 Lbs.
 Monitoring Staff: 20
 Debris Management Sites: 2
 Debris Removal Contractors: 1
 Trucks: 12



FEMA REIMBURSEMENT RECORD

All our debris monitoring clients received full FEMA and FHWA reimbursement of their eligible debris removal costs, with only minimal and minor deductions - all of which were resolved at project closeout.

KENTUCKY TRANSPORTATION CABINET – SEVERE ICE STORMS

The firm completed a major disaster debris monitoring project for three districts of the Kentucky Transportation Cabinet, which involved the removal of over 14 million cubic yards of debris following a severe ice storm. Over 250 monitoring personnel were trained and deployed to document the removal huge amounts of storm debris, including thousands of leaning trees and hanging tree limbs, throughout a large portion of the State of Kentucky. Staff supervised and monitored operations at 49 temporary debris sites, monitored the activities of over 400 debris removal crews on state and federal roads throughout the State and completed over 250,000 load tickets, each of which was then entered into our data base in order to provide the Transportation Cabinet with accurate and timely project summary reports and validate its contractors' invoices.

Project Dates: April 2009 – March 2010
Cubic Yards: 14,394,854 (not all was monitored)
Debris Removal Contractors: 40
Monitoring Staff: 258
Load Tickets: 256,739
Trucks: 512
Debris Management Sites: 49

ARKANSAS WILDLIFE MANAGEMENT AREAS – ICE STORMS

Severe ice storms in 2009 damaged thousands of trees in Arkansas' Wildlife Management Areas. The resultant debris, including thousands of dangerous hanging limbs and leaning trees, represented a threat to the health and safety of the public who use these vast areas for hunting, fishing, camping or general recreation. For the Arkansas Game and Fish Division, we managed, monitored and oversaw debris removal operations in five Wildlife Management Areas. Most of the dangerous leaning trees and hanging tree limbs were either ground to mulch on site or tossed off of the trails, as the expense of hauling the debris out of these wilderness areas was prohibitive. Monitors were required each day to travel to remote areas with debris removal crews, at times working on boats or horseback. They validated the eligibility of debris, quantified volumes, documented each limb or leaning tree that was removed and provided the Game and Fish Commission with all of the information and data necessary to file FEMA cost reimbursement claims for the work.

Project Dates: April 2009 – Feb. 2010
Leaning Trees: 14,049
Hanging Limbs: 15,225
Cubic Yards: 2,892
Monitoring Staff: 59

CITY OF FAYETTEVILLE, ARKANSAS – ICE STORMS

After a series of severe winter ice storms hit across the State of Arkansas in 2009, debris monitoring teams were deployed to the City of Fayetteville to assist with debris management issues. Teams coordinated initial debris clearance efforts, monitored all clearance and removal work and provided FEMA-compliant documentation to the City to support its financial reimbursement claims. Each debris collection crew and truck was assigned a monitor, and two monitors were at each of the two debris management sites. Our project manager and operations coordinator assisted the City in the formulation and development of its FEMA Project Worksheets and provided all data and information requested, to support the City's federal claims.

Project Dates: February - May 2009
Cubic Yards: 519,818
Leaner/Hangers/Trees: 23,651
Debris Removal Contractors: 1
Monitoring Staff: 75
Load Tickets: 10,860
Trucks: 65
Debris Management Sites: 2

CITY OF ROGERS, ARKANSAS – ICE STORMS

The company assisted the City of Rogers, Arkansas, with its disaster debris monitoring needs because of the devastating 2009 ice storms. We provided the City with comprehensive monitoring services, including documenting the removal of over 10,000 leaning trees and hanging limbs. Our trained monitors also provided oversight monitoring at two debris management sites and performed data management and reporting services.

Project Dates: February - April 2009
 Cubic Yards: 158,894
 Leaners/Hangers/Trees: 10,534
 Debris Removal Contractors: 1
 Trucks: 18
 Debris Management Sites: 2
 Monitoring Staff: 23
 Load Tickets: 3,890

LOUISIANA DEPARTMENT OF TRANSPORTATION – HURRICANES GUSTAV AND IKE

Landfall’s owners and management team were involved in a major and complex debris monitoring project for five Districts of the Louisiana Department of Transportation and Development, which incorporated the southern portion of the State, where over 3 million cubic yards of debris were removed following in the aftermath of Hurricanes Gustav and Ike. We hired, trained and deployed over 1,700 debris monitors for this large project to inspect and document each load of debris collected and to oversee operations at sixty Debris Management Sites, where our trained tower monitors inspected and quantified each load of debris before finalizing load tickets. Our staff also carefully recorded, with photographs and GPS coordinates, the removal of over 200,000 damaged trees and provided each Department of Transportation District with expert data management and documentation services to support their FEMA cost reimbursement claims, which amounted over \$75 Million dollars.

Project Dates: Sept. 2008 - May 2009
 Cubic Yards: 3,020,392
 Leaners/Hangers: 223,267
 Debris Removal Contractors: 1
 Monitoring Staff: 1,715
 Load Tickets: 61,751
 Trucks: 1,003

CITY OF CONROE, TEXAS – HURRICANE GUSTAV

We also assisted the City of Rogers, Arkansas, with its disaster debris monitoring needs because of the devastating 2009 ice storms. We provided the City with comprehensive monitoring services, including documenting the removal of over 10,000 leaning trees and hanging limbs. Our trained monitors also provided oversight monitoring at two debris management sites and performed data management and reporting services.

Project Dates: February - April 2009
 Cubic Yards: 158,894
 Leaners/Hangers/Trees: 10,534
 Contractors: 1 / Trucks: 18
 Debris Management Sites: 2
 Monitoring Staff: 23
 Load Tickets: 3,890



LAFOURCHE PARISH, LOUISIANA - HURRICANE GUSTAV AND FLOODING

After Hurricane Gustav left large amounts of hazardous storm debris throughout the State of Louisiana, our company responded rapidly to assist Lafourche Parish and was active in expediting the removal of over 250,000 cubic yards of debris, including over 6,000 leaning trees, stumps and hanging branches. The firm hired and trained one-hundred and thirty local residents and then supervised them as they monitored collection crews and debris management site operations.

Dates: Sept. 2008 – Feb. 2009
 Cubic Yards: 272,550
 Leaner/Hangers/Trees: 6,670
 Debris Removal Contractors: 1
 Monitoring Staff: 135
 Load Tickets: 7,871
 Trucks: 71
 Debris Management Sites: 5

BIBB COUNTY, GEORGIA – TORNADOS

In 2008, the “Mother’s Day Tornados” struck Bibb County, Georgia. Within forty-eight hours of notification, our monitors were measuring and certifying trucks, monitoring debris clearance work, initiating field monitoring of debris collection crews and assisting in the establishment of the Debris Management Site. We hired and then trained around thirty local Bibb County residents in debris monitoring and FEMA requirements and deployed them to oversee all of the County’s debris removal operations related to the tornado damages.

Project Dates: Jun. 2008 – Oct. 2008
 Cubic Yards: 179,102
 Debris Removal Contractors: 1
 Monitoring Staff: 35
 Load Tickets: 2,124
 Trucks: 15
 Debris Management Sites: 1

CITY OF TULSA, OKLAHOMA – ICE STORMS

After a several ice storms struck the in 2007 City of Tulsa, Oklahoma, over 2.6 million cubic yards of hazardous debris were left scattered throughout the city. Within twenty-four hours of notification, our project management team was engaged in coordinating with the City’s Public Works Department, on-site FEMA representative and the debris removal contractors. At the height of operations, 181 debris monitors, field supervisors and management staff were working on the project, which entailed 328 removal trucks and crews. Since the tasks of debris hauling and debris reduction at the temporary sites were undertaken by two separate contractors, we maintained two separate databases which were reconciled daily with the removal contractor’s data.

Dates: Jan. 2008 – Sept. 2008
 Cubic Yards: 2,670,030
 Debris Removal Contractors: 2
 Debris Management Sites: 2
 Monitoring Staff: 181
 Load Tickets: 64,642
 Trucks: 328

COLLIER COUNTY, FLORIDA – HURRICANE WILMA & TROPICAL STORM FAY

Landfall Strategies’ owners have been assisting Collier County with its debris management and monitoring needs since 2005. In response to the devastation caused by Hurricane Wilma in 2005, we monitored the removal

<u>Hurricane Wilma</u>	<u>Tropical Storm Fay</u>
Project Dates: Oct. 2005 – Feb. 2006	Dates: Aug. – Oct. 2008
Project Dates: Oct. 2005 – Mar. 2006	Cubic Yards: 130,000
Cubic Yards: 1,100,000	Debris Removal Contractors: 1
Debris Removal Contractors: 1	Monitoring Staff: 23
Debris Management Sites: 4	Load Tickets: 4400
Monitoring Staff: 202	Trucks: 40
Load Tickets: 42,000	Debris Management Sites: 1

of over one million cubic yards of disaster debris in Collier County, the largest county by area in the State of Florida. At the height of operations, around 600 debris clearance personnel and 271 pieces of equipment were active on this project, on which over one million cubic yards of debris were removed. We hired trained, managed and supervised over 170 debris monitors to oversee and document the entire project, which also involved the delicate negotiation with FEMA of debris removal from private gated communities and private roads and its monitoring.

The FEMA Office of the Inspector General (OIG) conducted an audit of the over \$37 million-dollar debris removal and monitoring project undertaken in Collier County. In a report to the Director of the Florida Long Term Recovery Office in April 2006, the Acting Audit Director for FEMA Region IV stated that “the county had an effective system for accounting for disaster-related costs . . . and had adequate monitoring procedures for reviewing and approving debris removal activities and billings of the contractor.”

Collier was deemed a 'model' debris management project by FEMA and FDEM. Landfall Strategies currently holds a contract to provide disaster debris monitoring services to Collier County.

We again provided debris monitoring services to Collier County in 2008 after Tropical Storm Fay hit the area. This project, which entailed the removal of around 100,000 CYs of vegetative and C&D storm debris, was performed efficiently and expeditiously, due to the annual coordination, planning and training meetings we have held with the County since 2005, and our regular consultation with the leadership of its Solid Waste Department.

LEE COUNTY, FLORIDA – HURRICANES CHARLEY AND WILMA

Our President coordinated the provision of comprehensive debris monitoring services to Lee County immediately following Hurricane Charley, which left enormous quantities of debris in its wake. Our management team was on the ground within hours to assist the County’s Solid Waste Department with the coordination of debris clearance and removal operations and to measure and certify hundreds of debris removal trucks. We provided expert oversight of all debris removal operations, documented project costs, entered and managed all project data, reported on contractor damages to private property and advised the County on FEMA technical issues. The company again provide these services to Lee County in 2005 when Hurricane Wilma struck the area. In 2007, Landfall Strategies’ Vice President assisted in the development the County’s comprehensive debris management plan and consulted with FEMA to win its approval for the Public Assistance Pilot Program.

Project Dates: Oct. 2005 – Feb. 2006
Cubic Yards: 500,000
Debris Removal Contractors: 1
Monitoring Staff: 60
Load Tickets: 15,000
Trucks: 150
Debris Management Sites: 3
Residential Drop Offs: 1
Debris Management Sites: 3
Residential Drop Offs: 1



HILLSBOROUGH COUNTY, FLORIDA – HURRICANES FRANCES AND JEANNE

When Hurricane Frances struck the Tampa Bay area, our project management team mobilized to the County EOC hours before the storm made landfall and assisted the County with response and recovery planning. Landfall’s management provided field and tower monitors, residential drop-off site monitors, field supervisors, operations manager and data entry personnel to assist the County in the debris removal operations and recovery process. Our team assisted with compiling the load ticket data, managing site set-up and restoration, reconciling contractor invoices and assembling the necessary information for FEMA Project Worksheet formulation. Over one million cubic yards of storm debris were removed from the County’s rights of way, parks, public properties and residential neighborhoods on this project. We also provided technical assistance with FEMA requirements for documentation of project costs, final project closeout, cost reimbursements, Public Assistance grants management and some appeals to FEMA determinations.

Project Dates: Aug 2004 - June 2005
Cubic Yards: 1,000,000
Debris Removal Contractors: 3
Monitoring Project Staff: 120
Load Tickets: 45,000 / Trucks: 1,100
Debris Management Sites: 5
Residential Drop-off Sites: 22

CHARLOTTE COUNTY, FLORIDA – HURRICANE CHARLEY

We were responsible for monitoring the debris removal of approximately two million cubic yards of storm debris from Charlotte County after Hurricane Charley struck the area. Our management team arrived on the scene within just hours of the passing of the storm’s eye to oversee the clearance and quantification of the debris left in the storm’s wake. Huge amounts of vegetative debris, C&D, hazardous trees, tree stumps, white goods, household hazardous waste, mobile home wreckage, demolition debris, asbestos and marine debris were scattered throughout the county. Our Field Supervisors met daily with County managers, FEMA personnel and contractors to provide them with progress reports and to coordinate debris removal activities. Our debris monitoring team was on this major project for over nine months and was instrumental in the success of the difficult recovery effort. The project also entailed the demolition of 150 private homes.

Project Dates: Aug. 2004 - June 2005
Cubic Yards: 1,900,000
Debris Removal Contractors: 1
Monitoring Staff: 38
Load Tickets: 51,000
Trucks: 700
Debris Management Sites: 3
Residential Drop Offs: 3

PALM BEACH COUNTY, FLORIDA – HURRICANES FRANCES AND JEANNE

Subcontracted under Malcolm Pirnie, Inc., the company provided disaster debris management and monitoring services to Palm Beach County’s Solid Waste Authority (SWA) after the County was severely impacted by two catastrophic hurricanes (Frances and Jeanne) in 2004. Staff worked with the SWA and the contractors to expeditiously facilitate the collection, removal and reduction of the first 1 million cubic yards of debris within the four weeks following the passage of the first storm (Frances). An additional 2,500,000 cubic yards of debris were removed in the aftermath of Hurricane Jeanne. Our management personnel effectively managed the daily staffing, scheduling and zone assignments for more than 140 field and disposal monitors.

Project Dates: August 2004 - June 2005
Cubic Yards: 3,500,000
Debris Removal Contractors: 5
Monitoring Staff: 140
Load Tickets: 115,000 / Trucks: 1,500

MONITORING SERVICES PROVIDED

On most debris projects, we provided FEMA-complaint monitoring services, including these:

Debris Monitoring Services Provided	
✓ Project management and coordination	✓ Debris estimations and PDA's
✓ Prioritization of immediate debris clearance	✓ Project scheduling and coordination
✓ FHWA and NRCS claims management	✓ ROW collection monitors
✓ Monitoring T&M debris clearance	✓ Roving field monitors
✓ Data entry, QA/QC and management	✓ Truck measurement and certification
✓ GPS locating of debris	✓ Digital photographs of special debris
✓ Daily status reports	✓ Supervision of field staff
✓ Invoice reconciliation	✓ FEMA program compliance assurance
✓ Quality Assurance and Control	✓ FEMA Project Worksheet development
✓ Safety Program compliance	✓ Special debris validation
✓ Debris Management Site monitors	✓ Immediate Needs Funding requests
✓ Waterborne debris removal	✓ Multijurisdictional coordination
✓ Hazardous Waste Management	✓ Environmental compliance assurance
✓ Debris final disposition confirmation	✓ Documentation of removal costs
✓ Public Information program support	✓ After Action reports
✓ Contractor damage tracking	✓ Debris management planning
✓ GIS applications and mapping	✓ Annual coordination meetings
SPECIALIZED DEBRIS PROGRAMS MANAGED & MONITORED	
✓ Demolition & ROE Programs	✓ Derelict and storm damaged vessel removal
✓ Private Property Debris Removal	✓ Sea weed removal
✓ Hazardous materials management	✓ Mud and sediments removal
✓ Hanger, leaner, tree and stump validation	✓ Abandoned vehicle removal
✓ Waterborne and canal debris	✓ Beach sand cleaning, sifting and replacement

Debris Management Planning Experience

Landfall Strategies has developed several comprehensive, all-hazards debris management plans, all of which were approved on first review by FEMA under its PA Pilot Program, including:

FLORIDA DEPARTMENT OF TRANSPORTATION

Landfall Strategies' Vice President was integrally involved in the development of the Florida Department of Transportation's first statewide debris management plan, which was approved by FEMA on first review, and served as the basis for the seven district-level debris management plans which were later prepared.

BROWARD COUNTY PUBLIC SCHOOLS, FLORIDA

Landfall Strategies' VP worked closely with Broward County Schools (the sixth largest school district in the nation) to prepare a comprehensive debris management plan which was immediately approved by FEMA and allowed the District to benefit from the Public Assistance Pilot Program's increased federal cost share for its Tropical Storm Fay recovery effort.

CITY OF MIAMI, FLORIDA

Landfall Strategies' VP coordinated closely with the City of Miami's Solid Waste Division and its Disaster Recovery Specialists and personally prepared its comprehensive debris management plan, which was approved by FEMA upon first review.

LEE COUNTY, FLORIDA

Having assisted Lee County with its debris monitoring for Hurricanes Charley and Wilma, Landfall Strategies' worked closely with several county departments to develop its first debris management plan, which incorporated "lessons learned" from previous disaster events.

VILLAGE OF VIRGINIA GARDENS, FLORIDA

Although the Village is relatively small, it learned many hard lessons during the Hurricane Wilma and Jeanne recovery efforts and tasked Landfall Strategies' managers to assist by developing a functional debris management plan to prepare it for future disaster events.

COLLIER COUNTY, FLORIDA

After Landfall's team provided Collier County (the largest county by area in Florida) with debris monitoring services for its Hurricane Wilma recovery effort, it then was instrumental in the development of the County's first debris management plan, which was quickly approved by FEMA. Our VP coordinated closely with the County's Solid Waste Department throughout the process, to facilitate the plan's development. Landfall Strategies is currently under contract with Collier County to provide debris monitoring services.

TOWN OF DAVIE, FLORIDA

Landfall's VP prepared an all-hazards debris management plan for the Town, which currently serves as an annex to its Comprehensive Emergency Management Plan.

CITY OF FOLEY, ALABAMA

Landfall Strategies is contracted to provide debris monitoring, planning, training and FEMA Public Assistance grant management services to the City of Foley; we are currently preparing its debris management plan and coordinating the City's efforts to prepare for major disaster events.

CITY OF GREENVILLE, SOUTH CAROLINA

Landfall Strategies is contracted to provide debris monitoring and planning services to the City of Greenville and is currently initiating a debris management plan for it, and assisting the Public Works Department with some recent storm damage assessments.

3. OPERATIONAL PLAN

Disaster Debris Monitoring Services

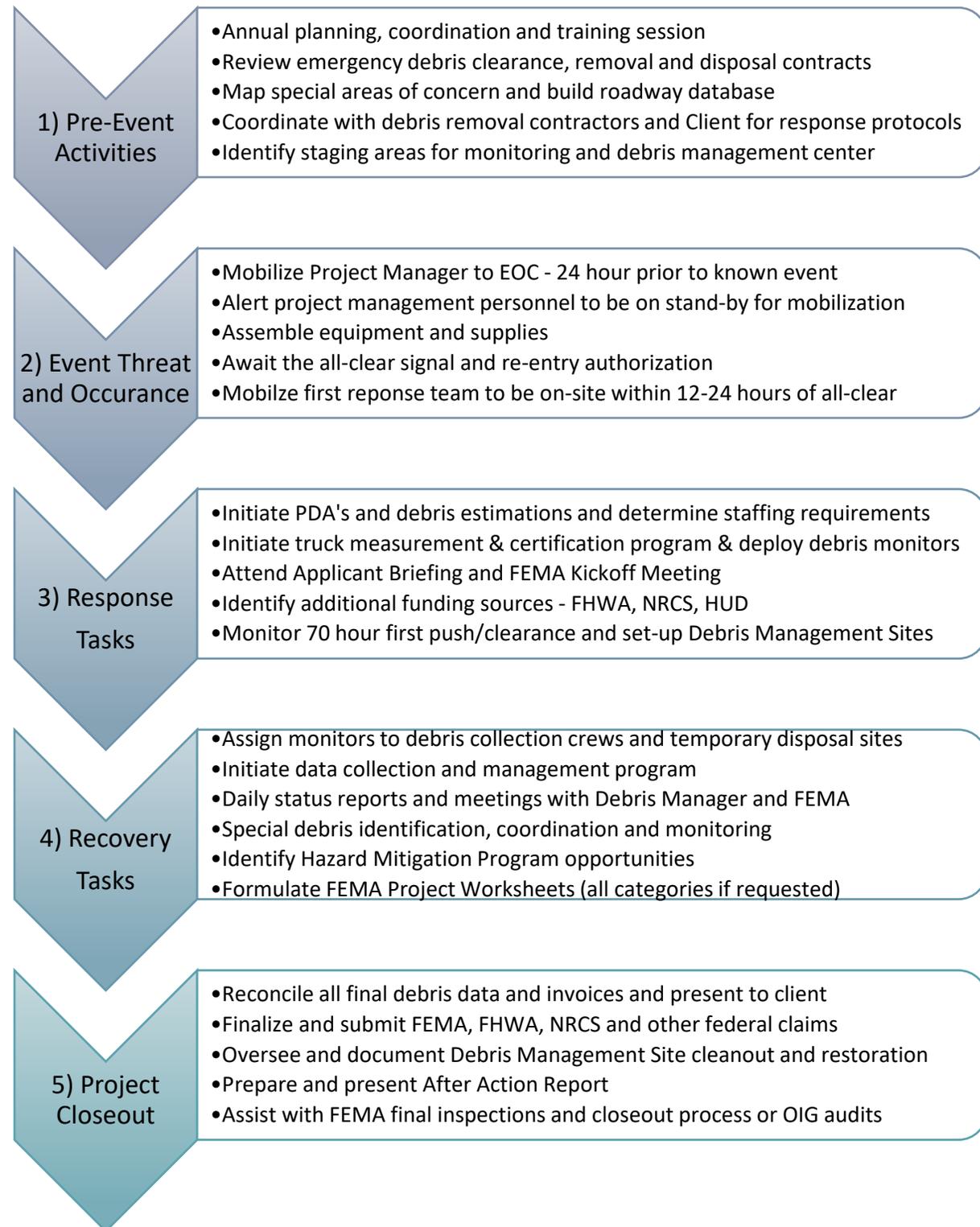
Our management team has carefully reviewed the City’s Request for Proposals and warrants that Landfall Strategies is fully-qualified, capable and prepared to provide disaster debris monitoring and FEMA program consulting services commensurate with its requirements and expectations. We are certain of our ability to respond expeditiously to any natural or man-made debris generating event that the City might encounter and provide the highest level of professional debris monitoring and financial recovery services available.

Our project management team would act as extension and partner of the City debris management, Emergency Management, Public Works, Finance and other participating staff, serving to augment the City’s capacity to prepare for and recover from a major disaster event. Our management approach is designed to allow us to coordinate and integrate rapidly and effectively with all stake-holders in debris removal and disaster recovery operations while maintaining transparency, open lines of communication and accountability - yet remaining flexible and adaptable to evolving project requirements.

Our management and operational abilities, grounded in many years of experience, and bolstered by strong financial backing, allow us to offer the assurance that Landfall Strategies can handle multiple projects simultaneously. We have the depth of personnel, managerial, financial, and planning and equipment resources needed to initiate and maintain several projects for long periods of time if necessary. The owners and principal managers of Landfall Strategies would personally and actively engage with the City, act as senior managers over active projects and be available for regular consultation with local government officials and FEMA representatives.



PROJECT STAGES



Pre-Event Consultation and Planning

Annual Coordination and Planning Meeting

Prior to each hurricane season, Landfall Strategies debris management and planning specialists would meet with the City's debris management team and removal contractors to plan for a major debris generating event and coordinate our activities. Landfall Strategies would develop debris forecasts based on the Army Corps of Engineers' hurricane debris forecasting model and estimate staffing, equipment and debris site requirements. We would also review any existing debris management plans and make recommendations for updating or revising it (or develop a new one if required).

Special Debris Issue Review and Analysis

Since FEMA denials of funding for debris removal are often related to special situations which are generally not eligible under the PA program, planning for debris removal from certain facilities is critical. Landfall Strategies will review the City's potentially problematic areas (private properties and roads, marinas, condominiums, beaches, parks, etc.), present an analysis of any problematic issues of concern and offer recommendations.

Debris Management Site Selection

Landfall Strategies would assist with pre-event selection of temporary Debris Management Sites suitable to handle the quantities and types of debris forecast during the planning session and would advise the City on obtaining all necessary environmental or other permits. We would visit potential sites with the City's Debris Manager and develop a report analyzing each and highlighting any issues of concern.

Training

Landfall Strategies would provide training in debris management and monitoring to the City's debris management personnel and other stake-holders. Our debris management training seminar provides a comprehensive overview of FEMA requirements and eligibility rules, monitoring techniques, documentation systems, safety and environmental considerations, contracting guidelines and other vital debris operations issues.

Planning

Existing debris management and disaster recovery plans would be reviewed annually and updated as needed. If a municipality has no debris management plan in place, Landfall Strategies would coordinate and manage the development of plans for those who requested assistance.



Pre-Event Assistance	
✓	Annual coordination meeting with debris removal contractors and the City’s debris management and disaster recovery staff
✓	Identify staging areas for initial response clearance operations
✓	Model potential debris generating scenarios and forecast amounts and types of debris
✓	Estimate staffing levels for each size scenario
✓	Training in debris management and monitoring
✓	Training in FEMA Public Assistance program requirements for debris operations
✓	Review and update of the Debris Management Plan
✓	Review and update critical facility and debris clearance priority lists
✓	Identify potential Temporary Debris Management Sites (DMS)
✓	Coordination of environmental and other permits for DMS
✓	Review and revision of ordinances pertaining to storm debris removal from private properties, marinas, communities and roadways
✓	Review of storm debris recycling opportunities and options
✓	Updates on any new FEMA or FHWA debris management policies as they are issued
✓	Regular phone consultation on debris, disaster recovery and FEMA policy issues

Rapid Response Plan and Assurance

Our extensive disaster response experience allows us to rapidly and efficiently mobilize our teams, roll out our proven project management procedures, coordinate with the Contractors, state and local agencies and our client and initiate project oversight. Immediately following a storm event (or prior to, with notification) Landfall Strategies’ Project Manager would report to the City Debris Manager, assist in the establishment of the Debris Management Center and initiate inspection by our monitors of the activities of the debris clearance and removal contractors to ensure that all work is properly documented for federal reimbursements.

Response Timeline	
48 - 72 Hours prior to anticipated event	Project Manager at EOC; project personnel alerted and placed on stand-by for mobilization
12 - 24 Hours after NTP	Project Manager and Damage Assessment team on scene
24 – 48 Hours	Project Support Team – Operations Manager, Lead Supervisors, Clearance Monitors, Project start-up admin team
24 – 48 Hours	Truck Certification Crew, Supervisors, FEMA Program Consultant, Field Monitors hired and trained – deployed for first push
24 – 72 Hours	Field and Site Monitors, Data Manager, Environmental Specialist; GIS Analyst, Administrative Support, Billing/Invoice Analyst, any additional staff required

Standard Operating Procedures for Response	
1	Landfall Strategies’ personnel placed on stand-by 48-72 hours prior to anticipated event and PM establishes communication with client’s Public Works Director
2	Project Manager at client’s EOC 24 hours before anticipated event, or within 12 -24 hours of notice to proceed
3	Initial Project Management team on site within 6 – 24 hours of notification (depending on client’s location and requirements)
4	Coordinate with the Clients Debris Manager, FEMA and the debris clearance contractors
5	Perform damage assessments and debris estimations, via “windshield,” aerial or other methods
6	Inventory special debris needs – immediate health and safety risks, hazardous waste, leaning trees, hanging limbs, etc. – and estimate staffing requirements
7	Coordinate with contractors and force account staff to monitor “first push” debris clearance and ensure proper documentation of equipment, labor and contracted costs
8	Identify areas, facilities, roads and properties which require immediate debris clearance in order to protect the health, safety and lives of the public, or to facilitate access to critical facilities and infrastructure
9	Develop the Debris Action Plan and establish the Debris Management Center
10	Attend Applicant Briefing and Kickoff Meeting with Client.

General Personnel and Equipment Mobilization Plan				
Time Frame	Resources in Place by Hurricane Category			
	Cat 1 & 2	Cat 3	Cat 4	Cat 5
Within 24 hours	40 %	25 %	30 %	15 %
Within 48 hours	80 %	40 %	35 %	25 %
Within 72 hours	100 %	75 %	50 %	45 %
Within 96 hours	-	100 %	70 %	60 %
Within 7 days	-	-	90 %	80 %
Within 10 days	-	-	100 %	90 %
Within 14 days	-	-	-	100 %

DEBRIS ESTIMATIONS AND DAMAGE ASSESSMENTS

Immediately upon our team’s arrival on-scene, priority debris clearance plans and exigencies would be reviewed, after which our crews would mobilize into the field to perform preliminary damage assessments and debris estimations, following FEMA guidelines and methodologies (found in *Debris Estimating Field Guide, FEMA 329*). Crews will identify hazardous debris situations for rapid clearance and monitor and coordinate the documentation and scheduling of “first push” crew activities for the first seventy hours of contracted “time and material” debris clearance work. A situational report will be provided to the City. Specially trained monitors and field supervisors would assist with the inventorying and documentation of leaning trees, hanging limbs, tree stumps and other debris which may require special eligibility validation by FEMA. Our Project Manager would then develop a “Debris Operations Action Plan” based on damage assessments and anticipated needs.

Schedule of Debris Monitoring Services

Task	Time Frame	Scope of Work
Pre-Event Coordination, Planning and Training	Prior to Storm Season or an anticipated event	Train client's debris management staff; review/revise debris management plan; review ordinances and codes, run forecast models.
Immediate Post-Event Response	12 - 24 Hours from a Notice to Proceed	Coordinate with client, debris removal contractors, FEMA, State; devise Action Plan; establish Debris Management Center
Damage Assessments and Debris Quantity Estimations	24 – 48 hours	Coordinate with FEMA, State and Client to scout affected area and document damages; estimate debris quantities and removal costs; identify hazardous and dangerous debris for immediate removal.
Debris Clearance Coordination and Monitoring	First 70 hours of clearance work	Prioritize roads, facilities and areas for immediate debris clearance; document T&M contract work and force account expenses.
Truck Measurement and Certification	Initiated within first two days and continued as needed	Measure capacity, mark, certify, log, photograph collection trucks as they arrive on scene; Periodically “spot check” trucks for compliance and accuracy of volume measurement to reveal and deter tampering.
Health and Safety / Quality Assurance Program	Within 48 – 72 hours	Initiate Health and Safety awareness and compliance program; ensure debris sites and personnel are equipped with proper safety gear; Implement Quality Assurance program to ensure contract compliance and maintain performance standards and goals.
Public Information	First two weeks	Establish Debris Hotline phone center to field questions from residents and record complaints; devise and disseminate information about debris removal program requirements and timelines.
Hire and Train Local Debris Monitors	48 hours in and as needed for duration of project	Recruit, screen and train locally hired monitoring, clerical and administrative personnel
Debris Management Site Establishment and Staffing	Within 48 – 72 hours	Inspect sites, document conditions, secure permits, prepare safety report, coordinate set-up with contractors; Staff each DMS with

Schedule of Debris Monitoring Services

Task	Time Frame	Scope of Work
		at least 2 experienced and trained monitors to assess load volumes and inspect debris.
Debris Collection Site Monitors	Within 48 – 72 hours	Pair monitors to collection crews and dispatch to debris removal sites as needed to complete and issue load tickets.
Field Supervisors	Within 48 – 72 hours	Deploy experienced Field Supervisors to oversee monitoring activities and implement quality assurance program at a ratio of 1:10.
Roving Monitors and Code Compliance	Within 48 – 72 hours	Deploy roving monitors to locate, document and map special debris (hazardous, stumps, leaning trees, white goods, etc.); report on ineligible debris, code violations and contractor caused damages.
Federal Aid Roadway Debris Removal Program	Week 2 – 3	Monitor collection of debris from Federal Aid System roadways; track and document all costs separately for FHWA ER program.
Special Debris Programs	2 – 3 week	Deploy specially trained and equipped monitors to document (with photos and GPS) the proper removal of special debris types (stumps, hanging limbs, leaning trees, hazardous materials, white goods, vehicles, etc.)
Data and Document Management and Reporting	48 hours in and for duration of project	Data collection, entry, management, and daily reporting; document collection, management, scanning and storage.
Contractor Invoice Reconciliation	Within 3 days of receiving invoices	Review contractor invoices and database for accuracy and reconcile with Landfall's; provide written discrepancy reports and payment approvals.
Final Pass Completion	Last weeks of debris collection operations	Publish public announcements of last pass schedules; Deploy roving monitors to confirm clearance of all roadways and map any remnants; Provide written confirmation of debris removal completion.
Mulch and Processed Debris Haul-out	Last two weeks	Monitor and document the removal of reduced and processed debris from DMS; Confirm final disposition of debris and document.

Schedule of Debris Monitoring Services		
Task	Time Frame	Scope of Work
Debris Management Site Closure	After DMS cleared of debris	Document and confirm removal of all debris, equipment, towers and materials; document site restoration work and costs; confirm compliance with environmental regulations.
FEMA Claims Support	For Duration of Project	From project initiation, Landfall Strategies works with the client, the State and FEMA to ensure that all eligible costs for debris removal are documented and submitted for reimbursement, including for Immediate Needs Funding estimates.
After Action Report	Within 30 days of project completion	Prepare report detailing project specifics, highlights, metrics, lessons-learned and preparation recommendations for next event.

MONITOR HIRING

Landfall Strategies is dedicated to hiring as many local residents as possible to fill debris monitoring positions – to enhance economic recovery and reduce travel costs. Well before a notice to proceed, we post job announcements in the area to begin compiling a list of potential monitors. We would also consult with the City to assess the availability of any recently retired government employees – from the Solid Waste, Public Works, Parks and Recreation, Police or Fire Departments - as their familiarity with the City would add to project efficiencies and safety.

BACKGROUND SCREENING OF TEMPORARY FIELD STAFF



The professionalism and integrity of our field personnel is paramount, as we understand that our monitoring staff would represent not only our firm but our client as well. Landfall screens its newly hired monitoring staff for felony convictions and drug use, and excludes any who fail to meet our standards. We also use **E-Verify** to screen potential employees for work eligibility. The City would always have the right to dismiss any of our field staff from the project at any time for any reason.

MONITOR TRAINING PROCESS

Landfall Strategies delivers a refined training program to each newly hired debris monitor, consisting of class-room instruction from a senior manager, a Power Point presentation on FEMA debris operations, eligibility guidelines and monitoring techniques and a review of our Standard Operating Procedures and safety manual, which each monitor receives a copy of. This training emphasizes safety, FEMA eligibility rules, job duties and responsibilities, load ticket management, dress codes, conduct and our operating procedures for debris monitoring and project management. A special training session is held for those chosen to serve as supervisors, truck measurement certification crew or special debris monitors which

require more detailed knowledge of FEMA rules. Training is also provided in the use of our Automated Debris Management System equipment, GPS units and digital cameras, and monitors are supplied with FEMA reference materials and maps of their work zones.

Monitor Training Modules	
Collection Monitor	Field Supervisor
Debris Site Monitor	Truck Certification Crew
Tree Stump Monitor	Private Property Programs
Hanging Limb Monitor	Debris Clearance Monitor
Leaning Tree Monitor	Demolition Program Monitor

PUBLIC INFORMATION DEVELOPMENT AND “HOT LINE” CALL CENTER

Our Project or Operations Manager would coordinate with the City Debris Manager to implement the Public Information Plan, which can be developed prior to storm season. Public announcements (via website, television news, newspapers, fliers and radio) about the debris project timeline, safety factors, hazardous waste handling, methods of sorting and separating debris to increase collection and disposal efficiencies and other issues could be made with Landfall Strategies’ assistance. Landfall Strategies could also set up debris “hot line” phone center where the public can file complaints and receive information and advice, and we could also construct website link where residents could track debris removal progress on maps, review collection schedules and have e-mail questions answered.

TRUCK MEASUREMENT AND CERTIFICATION

Landfall Strategies uses specially-trained truck measurement personnel to certify the volumetric capacity of each debris removal truck, using our ADMS hand-held-devices to ensure accurate calculations. Truck certification forms (whether electronic or paper) signed by our Truck Certification Supervisor, with photographs of each truck showing its placard and any modifications, would be organized by number in a binder. Data on each truck is uploaded to our database, which generates a complete list of all trucks and their associated information and photos. Periodically, we spot-check and re-certify trucks during operations, to deter and detect any fraudulent alteration of truck capacities or placards.



PROJECT STAFFING

Landfall Strategies would ramp-up and continually adjust debris monitoring staffing levels quickly and efficiently. The core personnel below are standard on most monitoring projects, though we would consult with the City to identify additional needs and adjust staffing accordingly:

Project Manager

Our Project Manager will remain for the duration of debris operations to act as primary liaison with the City’s Debris Manager and be responsible for all of Landfall Strategies services, personnel, performance and results. He or she would report directly to the City and be authorized by Landfall Strategies to make decisions affecting our operations and delivery of services. The Project Manager will also oversee all major tasks, including hiring and training of monitors, providing daily reports to the City, implementing our Quality Control processes to ensure accurate accounting, data collection and invoicing, and Quality Assurance program to ensure that our firm maintains a high level of service provision and professional results.

Operations Coordinator

The Operations Coordinator would oversee daily field operations, including monitor hiring, training and assignments, scheduling, QA/QC program implementation, load ticket integrity and security assurance, safety program maintenance, contractor damage remediation and coordination with the debris hauling crews each morning. He or she would also directly manage and coordinate Field Supervisors and ensure that they were operating according to our internal SOP for managing field operations and monitoring personnel.

Data / Reports Manager

The Data Manager would implement and manage the load ticket (whether electronic or paper) and debris data QA/QC processes, train and supervise data entry staff, ensure the accuracy, security and integrity of our database and assist in the production of daily project status reports to be provided to the City. He or she would also be responsible for setting up our database with all the information needed, including contract rates, the City's list of streets, truck information, and other parameters required.

Field Supervisors

Supervisors would be assigned to manage monitor work activities in the field, with at least one assigned to each debris zone and/or group of 10 Field Monitors (as recommended by FEMA). Field Supervisors responsibilities include:

- Inspect the work performance of collection and site monitors;
- Implement the Quality Assurance and Quality Control program;
- Enforce safety policies and guidelines;
- Verify that only FEMA-eligible debris is being removed from designated public rights-of-way and public property within assigned debris pickup zones;
- Verify proper photographic and other documentation of hazardous tree removal (stumps, leaners and hangers);
- Coordinate monitors' schedules and assignments and ensure job performance standards are met;
- Track, report and manage contractor damages;
- Maintain positive public relations regarding any complaints or concerns;
- Coordinate daily with the debris haulers and resolve disputes or problems;
- Meet with FEMA debris specialists in the field to resolve eligibility issues;
- Maintain daily field reports.

Roving Monitors / Quality Control Inspectors

We often deploy roving debris monitors to assist in the identification and documentation of ineligible debris (such as land-clearing or construction waste), consult with FEMA debris specialist about eligibility issues, assist with mapping of debris clearance progress, inspect debris zones for "hot spots" and zone closure status, distribute fliers or door hangers to residents, administer ROE agreements and perform other functions. Their primary roles would be to ensure that only FEMA-eligible debris is collected and hauled and that removal contractors do not enter onto private property. Roving monitors would work with FEMA and the City's field staff to "pre-validate" certain types of debris, such as stumps and hanging tree limbs. Designated personnel would also provide Quality Control/Quality Assurance oversight of all

project activities, report safety concerns, inspect trucks for alterations to capacity or placards, halt any work deemed unsafe or ineligible under FEMA guidelines, assure load tickets are completed correctly and report to the Project Manager daily.

Loading Site Monitors

Our loading site monitors inspect and monitor all debris collection work performed by the removal contractors and record data and information for each load. We provide trained personnel to inspect and monitor all debris removal and collection activities and to document each load utilizing load tickets (paper or electronic), field logs and other documentation as required.



Collection site debris monitor responsibilities include:

- Monitor the daily debris removal activity of trucks and contracted crews;
- Issue load tickets or capture data electronically at collection sites for each load;
- Complete and sign each load ticket, certifying that the truck is fully loaded with eligible storm debris, before allowing truck to proceed to a DMS or final disposal site;
- Survey and record the ‘special needs’ areas in which larger items such as tree stumps and root balls, hazardous leaning trees and hanging limbs, hazardous materials, construction and demolition debris that require specialized removal equipment and documentation;
- Verify all debris collected is storm related and eligible for FEMA funding;
- Ensure hazardous waste materials are not mixed in with debris loads;
- Ensure debris removal contractors do not remove debris from private property with proper authority and without a Right of Entry/Hold Harmless Agreement signed by the property owner(s);
- Identify, document, and report any damages to private property caused by the debris removal contractor or monitoring firm; and
- Ensure mixed types of debris are not loaded into debris removal trucks unnecessarily.

Debris Management Site Monitors

Landfall Strategies would assist the City with selection, evaluation, and State DEP authorization of temporary Debris Management Sites, either prior to or after an event. We would coordinate State and local authorizations of temporary sites or burn permits and address any other environmental issues that may arise. At least two trained Debris Management Site monitors would be deployed to each site to perform these tasks:

- Inspect all inbound trucks and make a quantitative volumetric assessment of the debris loads;
- Verify each truck matches its manifest load ticket including truck number, type of debris and truck volume;
- Complete load tickets (paper or electronic) before permitting a truck to proceed from the check-in/inspection area to the tipping area;

- Ensure that each truck bed has been fully emptied prior to departure from the DMS;
- Maintain daily logs of all load tickets inventoried and/or voided;
- Perform quality control and assurance checks on all load tickets;
- Immediately contact monitors and Field Supervisors when load ticket errors are detected at the DMS, and promptly remedy any errors;
- Ensure the site is clear at the end of each day when trucks stop operating and that it is properly secured overnight;
- Report any observed safety or production issues; and
- Coordinate, document and oversee site restoration at conclusion of the project.



DOCUMENTING SPECIAL TYPES OF DEBRIS

Debris Requiring Specialized Monitoring

Hazardous tree stumps
Hazardous hanging tree limbs
Hazardous leaning trees
White goods (washers, dryers, refrigerators)
E-Waste (electronics)
Cars and boats
Hazardous Household Waste
Water-borne, canal or storm drain debris
Private property debris
Demolition program debris
Parks, marinas, golf courses, beaches
Federal Aid System roadway debris
Utility poles, transformers, power lines

Certain types of hazardous debris require special monitoring and documentation techniques to ensure removal cost reimbursement from FEMA. The removal of damaged and hazardous trees, stumps and hanging limbs, appliances and hazardous waste, and water-borne and canal debris, derelict vessels and beach sand or sea weed would be monitored by specially-trained and carefully-supervised field personnel, to ensure that all debris removed from the City’s ROW’s, facilities, waterways, canals, marinas, parks or other areas would be done in strict compliance with FEMA, NRCS and FHWA eligibility guidelines for reimbursement.

To protect the City’s federal funding and financial interests, Landfall Strategies would coordinate closely with FEMA debris specialists to pre-validate special types of debris and would document – with digital photographs, GPS coordinates, logs, reports and load tickets – the locations and eligibility of this debris.

Our ADMS is one of the only systems in use which has a special module to document and geo-locate stumps, hangers and leaners. Reconnaissance teams tag each eligible item with GPS coordinates and produce a daily report showing the location and type of debris, as well as photographs. This report guides collection crews and monitors to pre-validated debris, and expedites its removal.

MONTIOR RECRUITMENT PLAN AND CAPABILITIES

No debris monitoring company relies solely on full-time employees to staff their projects, and all hire temporary personnel on an as needed basis – either from a network of experienced professionals, or from locally hired, screened and trained residents. Landfall Strategies is no different, in that our core management group and full-time staff engage our monitoring projects as project managers, operations coordinators, FEMA program consultants and senior advisors, while some positions are filled with either temporary contracted network associates in whom we have complete confidence, or residents hired and trained by our experienced staff. Each project for us (and all companies) is staffed by a blend of full-time employees, contracted network associates and temporary local hires.

Landfall Strategies maintains professional ties with a network of over forty-five experienced disaster recovery professionals (with project management, operations, FEMA program, engineering, mitigation and other technical expertise) who have agreed to work with us as needed. We can call upon these people as project requirements dictate and utilize them as needed. Additionally, having been heavily involved in debris monitoring since 2004, we have maintained contact with over 200 former debris monitors and supervisors in the Southeast and regularly confirm their ability to serve on future projects. Our financial strength allows us hire and deploy as many personnel as might be required for a project – up to 1,000 or more. We have the financial capacity to cover large payrolls over long periods of time, and are confident in our ability to handle multiple monitoring project simultaneously.

The table below illustrates the number of personnel for each position we would anticipate needing in response to a one-million cubic yard event, as well as our general capacity to provide staff and the probable source for each position. While we intend to hire as many area residents to perform monitoring as possible, we realize that the local labor pool may be limited, and would plan to reach into surrounding municipalities and Counties for additional support if it is needed.

Monitor Labor Force Estimates For 1 Million CY's of Debris			
Position	Estimated Requirement	Our Capacity	Labor Source
Project Manager	1	> 25	Current employee or network
Operations Coordinator	1	> 25	Current employee or network
Truck Certifiers	3	> 40	Current employee or network
Field Supervisors	6	> 60	Network associate or local hire
Tower Monitors	6	> 100	Locally hired and trained
Environmental Specialist	1	> 10	Current employee or network
GIS Specialist	1	> 10	Network associate
Billing / Invoice Analysts	1	> 20	Current employee or network
Admin Assistants / Data Entry Staff	2	> 50	Locally hired and trained
Field Monitors	50 - 60	> 1000	Locally hired and trained
FEMA Grant Specialist	1	> 25	Current employee or network

Note: Positions are examples for comprehensive services and not all may be required.

The basis of our confidence in our ability to respond to all our clients is our attention to planning, which involves multiple strategies and factors:

Coordination with Clients: Regular consultation and coordination meetings with our debris monitoring clients and their debris removal contractors to ensure mutual preparedness.

Debris Forecasting: Debris forecast models are run for each of our clients and we design our staffing and mobilization plans around the “worst case scenario” of a Category 5 hurricane. Based on the debris forecast models, we customize a project management plan and assign a regional and project manager for each client.

Pre-and Post-Event Recruiting: Prior to hurricane season in South Florida, we advertise (in newspapers, radio, internet sites) for stand-by debris monitors and supervisors and maintains lists of potential employees to add to our call-down roster. If a hurricane is forecast, we immediately begin broadcasting job announcements in our client area, compile lists of applicants and begin screening them.

Network Maintenance: We have hired, screened, trained and deployed hundreds of debris monitors and supervisors throughout the Southeastern United States and we maintain contact with the best of them to assess their availability to serve on future projects. Prior to each Hurricane season, we call hundreds of ex-project personnel to determine their status and put those who are likely available on our call-down roster.

Contract Employees: Data Managers, Operations Coordinators, ADMS Coordinators, Supervisors and other experienced personnel who have proven themselves on past project to be highly dependable and competent are maintained in our professional network and mobilized as needed. We keep in regular contact with these SME’s to confirm their status and ensure their availability.

Mobile Command Posts: To ensure that our teams are operational in even the most severely damaged post-disaster areas, we can deploy RV type “Mobile Command Posts” to serve as temporary office and staging facilities to process and train new employees, until utilities services are restored.

Temporary Staffing Agencies: For a large event, Landfall Strategies may utilize temporary staffing agencies at the beginning of a project, to ensure that, in the unlikely event that we are not able to recruit and mobilize enough personnel, we have a contingency plan to quickly, hire and train hundreds of monitors if needed. We have agreements in place with several large staffing agencies which are familiar with debris monitoring requirements and our staffing needs.

Refined Hiring and Training Program: With years of experience behind us, we have the proven ability to rapidly identify, screen, hire, train and deploy large numbers of personnel and have streamlined the process.

PRIVATE PROPERTY AND DEMOLITION PROGRAM SUPPORT

Entering private property to collect storm debris is generally not allowable by FEMA. However, when destruction is widespread and FEMA gives its written permission, the City may, under its established ordinances and plans, take the initiative to enter private property after Right of Entry (ROE) and Hold Harmless agreements with property owners have been executed. We would assign a special ROE and Demolition Program Managers to design, implement and manage this program, in coordination with the City’s various responsible departments, FEMA and the removal contractors. Landfall Strategies is highly-experienced in implementing, managing and monitoring ROE programs and we would assist the City in identifying private properties which may be eligible for debris removal, work with FEMA to ensure that local ordinances and proper procedures are followed and secure ROE and Hold Harmless agreements from residents. If demolition of private or public structures is warranted, Landfall Strategies would guide the City in the proper implementation, management, documentation and monitoring of that program, and monitor all associated debris removal work.



STAFFING LEVELS

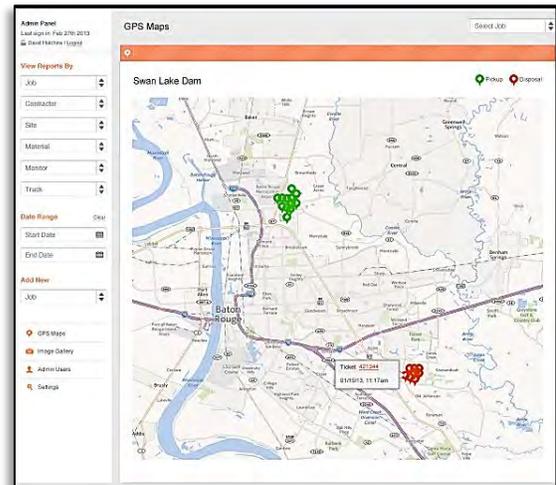
Landfall Strategies follows FEMA guidelines, NIMS chain of command protocols and situational requirements for setting project staffing at these general levels:

General Project Staffing Plan	
Field Positions	Number
Collection Monitors	1 per debris collection crew or self-loading truck
Debris Site Monitors	2 or 3 per site (2 in tower, one on ground or at exit)
Hanger & Leaner Monitors	1 - 2 per bucket truck/chainsaw crew
Roving Monitors/QA-QC	1 per debris zone or district
Supervisors	1 per each 10 to 12 field monitors
Management Positions	Number
Project Manager	1 for duration of the project
Operations Manager	1 or 2, as needed
Data/ADMS Manager	1 or 2, as needed
FEMA Grants Manager	1 as needed (may be part time)
Safety Coordinator	1 as needed
Environmental, GIS, Mapping	Used per project and contract requirements
Office/Clerical	Number
Administrative Assistants	1 or 2, as needed
Data Entry Clerks	1 per every 15 trucks running (for paper tickets)

MAPPING AND GPS LOCATING

Landfall Strategies could provide daily maps with ‘hot spots’ for immediate debris collection, ineligible debris piles and progress for pass completions and debris removal zone closures. This information can be used by the City’s debris management staff to track progress and provide updates to media, elected officials and the public, or to approach FEMA about eligibility issues.

Debris collection location information would be used to update neighborhood or zonal maps daily, and Landfall Strategies could also develop and manage a web-based and GIS-enabled mapping system.



RESIDENTIAL DEBRIS DROP-OFF SITE MANAGEMENT AND MONITORING

If the City elected to implement a residential drop-off program, Landfall Strategies would set up, manage and monitor sites where residents may bring storm debris. We would work with the Parks or Public Works Departments to identify suitable sites, set up segregated disposal areas for different types of debris and provide staff to:

- Develop public announcements about site locations, hours and disposal criteria;
- Verify residency for each visitor and maintain a log;
- Verify that only storm debris is disposed of at the site;
- Track and record volumes and types of debris;
- Ensure that recyclables are segregated;
- Ensure that any Household Hazardous Waste is handled and stored properly; and
- Monitor the hauling of debris to final disposal and issue load tickets.

TRACKING CONTRACTOR-CAUSED DAMAGES

All too often, debris removal contractors cause unintended damages to private or public properties or utilities. Landfall Strategies would implement a Contractor Damage Reporting and Remediation Program for the City. Each incident would be documented with photographs and damage/incident reports. The City’s Debris Manager would be informed of each incident with a report, which is also entered into our database. Field Supervisors would follow up to verify that remedial action was taken by the debris removal contractor in an appropriate timeframe and that resident concerns or complaints are addressed. If electric, water, phone or cable TV utilities are damaged, Supervisors would contact the proper utility authority and report the damages immediately to the City. If an incident presents a clear threat to the health and safety of workers or the public, Field Supervisors would immediately alert the Police, EMS, Fire Department or Public Works Department, as each situation warranted.

HURRICANE DEBRIS FORECAST AND STAFFING PLAN

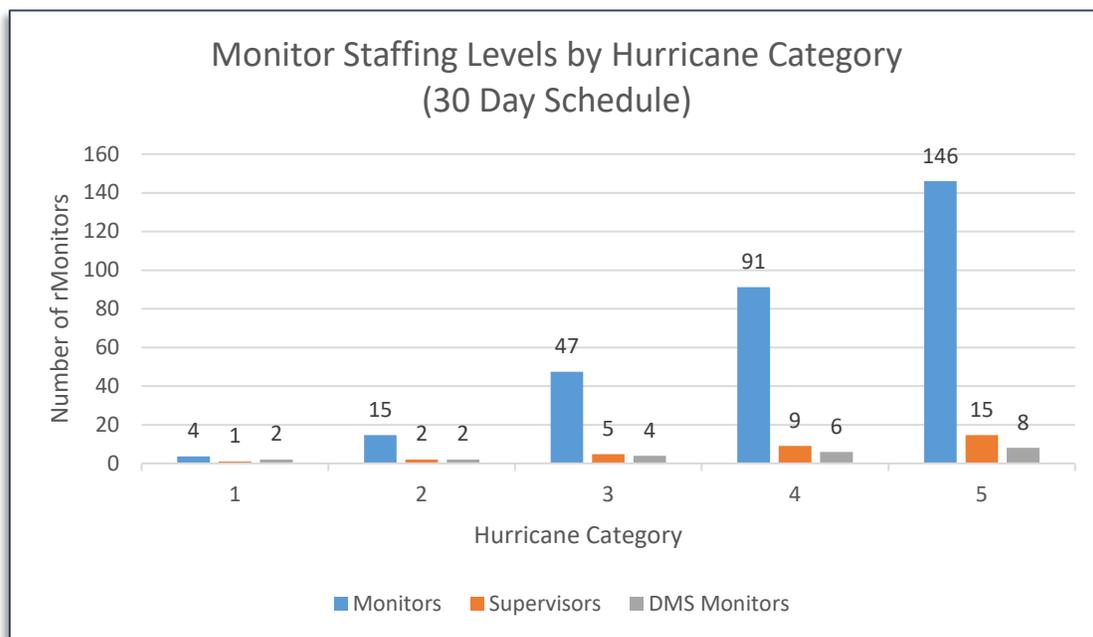
While the City is vulnerable to several types of debris generating events, hurricanes represent a likely scenario. Using US Army Corps of Engineers modeling methodologies designed to forecast hurricane debris based on storm size and the City’s demographic and geographic profile, we can roughly (+/- 30%) estimate the number of cubic yards of debris anticipated for a direct hit from each category of hurricane and the level of staffing needed for each storm category.

City of Stuart Hurricane Debris Forecast and Estimated Monitor Staffing Requirements

Hurricane Category	CYs of Debris	DMS Acres (1 Cycle)	Collection Monitors	Field Supervisors	DMS Monitors
1	30,647	3	4	1	2
2	122,587	13	15	2	2
3	398,408	41	47	5	4
4	766,169	79	91	9	6
5	1,225,871	126	146	15	8

Notes and Assumptions

- Staffing estimates based on 30-day project completion schedule (fewer monitors needed for longer project, more for shorter), 36 CY trucks making 10 collection runs per day and 1.2 monitors per truck (to account for roving and special debris monitors). Supervisor and DMS site staffing levels comply with FEMA requirements and guidelines.
- DMS acres based on one cycle of debris in and out and ten-foot debris piles – more cycles and higher piles would require fewer acres.



Automated Debris Management System (ADMS)

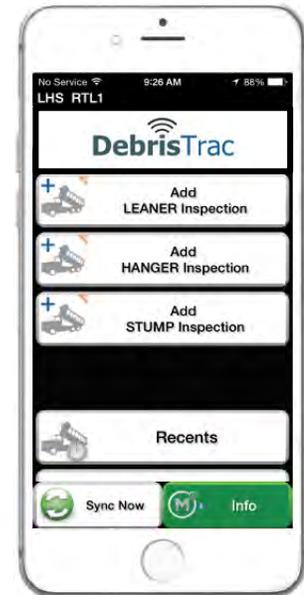
Landfall Strategies, LLC uses an Automated Debris Management System for debris monitoring called **DebrisTrac**™ which streamlines the collection of debris data and information. **DebrisTrac** is a comprehensive technical solution to the cumbersome and error-prone system of writing out paper load tickets by hand and manually entering information into a database.

By utilizing commonly available electronic devices (including cell phones and tablets running Apple, Android or Windows PC operating systems) to gather data in the field and automatically upload information (such as photos, GPS coordinates, addresses, roadway designation, debris types and truck numbers) into our secure data management application, **DebrisTrac** increases project efficiencies and reduces opportunities for fraud or errors.

Users of **DebrisTrac** enabled hand-held devices are led through the ticketing process step-by-step, with on-screen prompts to ensure all critical information is captured and that FEMA guidelines for eligibility and documentation requirements are followed. Landfall Strategies’ project management teams have instant access to up-to-date data and information on the debris project and can grant controlled access to client representatives online.

Each user of a hand-held device, based on their login credentials and role, can only access the module required for their specific task at that stage of the project. For example, specialized teams monitoring just the removal of stumps, hanging limbs or damaged trees are given logins for only those applications. Truck measurement and certification crews utilize a special module which automatically calculates truck capacities and deductions, links photographs of the truck to the certification and documents the driver’s information.

Special debris which requires verification prior to removal is documented through our “Recon/Inspection” module which generates work orders for the collection of identified debris, containing GPS locations and photos to guide crews and ensure that only pre-approved debris is removed. **DebrisTrac**’s powerful reporting engine allows administrators and managers to generate customized reports from a PC web-browser, a tablet or directly from their mobile device, according to any set of parameters required.

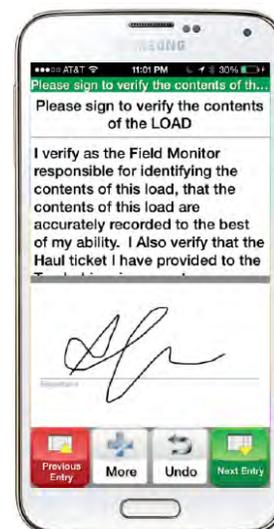


DebrisTrac was developed in collaboration with FEMA debris removal specialists and conforms to FEMA 325 specifications.

ADMS User Roles and Capabilities	
Client Administrators	Can review all data at any time
Removal Contractor Admin	Can review debris data, truck certification details and crew information
Field Monitors	Input information at debris collection sites
Leaner, Hanger and Stump Recon Teams	Scout areas for eligible debris and produce recon reports to guide collection crews
Leaner, Hanger and Stump Removal Monitors	Document removal of debris with GPS locations, photographs and electronic load source and type information
Landfall Strategies' Managers	Track monitor assignments and work; produce daily reports for client; map debris removal by zones; reconcile contractor invoices
Field Supervisors	Report contractor damages and safety issues on hand-held devices; track monitors in the field and inspect their work; review debris data and information for QA/QC
Tower Monitors	Inspect and quantify truck loads; closeout load tickets; provide driver with hard copy
Truck Certifier	Automatically calculate volumetric capacities; details any deductions made; photographs truck

BENEFITS AND FEATURES OF OUR ADMS

- ✓ Simplifies data collection and reporting;
- ✓ Reduces possibility of fraud or error and increases security of data storage;
- ✓ Automatically tallies and generates daily and running debris volumes;
- ✓ Customized reports generated for any set of data points or parameters (e.g. roadway type, zone, truck number, contractor)
- ✓ Compatible with widely available hardware to facilitate rapid scaling to meet any size project requirements;
- ✓ Network connectivity is not required for full use in the field;
- ✓ Photos link to each load ticket automatically and are stored in database;
- ✓ GPS coordinates automatically recorded for each load;
- ✓ Maps debris collection sites on Google Maps;
- ✓ Role-based access for field users and back office administrators – users only see data relevant to their role;
- ✓ Runs on a variety of mobile devices including iPhone, iPad (iOS), Android, Windows PC and Blackberry;
- ✓ Information can be entered verbally to expedite process;
- ✓ Information is secured and encrypted on the device and in transmission.



LOAD TICKETS

If a client chooses to use paper load tickets, our monitors would fill out five-part carbonless load tickets, keep one copy and give four to the truck driver to take to the DMS for completion and distribution to the removal contractor and the City.



Landfall Strategies imposes a strict command and control program over load tickets, which would be handled, organized and managed carefully by our staff - with Supervisors implementing QA/QC over the process to minimize lost, stolen, altered or erroneous tickets. Tower monitors log each ticket into a daily log, and at the end of daily operations, all load tickets would be taken from each DMS to the Debris Management Center, where they would be organized and provided to data entry clerks and a QA/QC Manager to input the information and data on each load into our secure database. Tickets are then scanned, with digital images saved on our secure servers.

DEBRIS LOAD TICKET		LANDFALL STRATEGIES		Landfall Strategies, LLC Disaster Recovery Services (941) 451-7472	
TICKET NUMBER:		TYPE			
CONTRACT OWNER:		WOODY / BURNABLE			
HAULING COMPANY:		C&D / NON-BURNABLE			
DATE:		MIXED			
LOADING MONITOR NAME:		OTHER		SIZE:	
QUANTITY		LOCATION			
TRUCK NUMBER:		LOAD ORIGIN (STREET):		ZONE / GPS:	
CAPACITY (CY):		DUMPING:		DUMPSITE:	
LOAD ESTIMATE (%):		ISSUES:		MONITOR SIGNATURE & NUMBER	
TONS (IF SCALED):					
TRUCK DRIVER NAME:					
COPIES: WHITE: OWNER GREEN: HAULER YELLOW: LANDFALL STRATEGIES PINK: LANDFALL STRATEGIES GOLD: OWNER					

Whether we use our ADMS system or paper load tickets, we can guarantee that project data and information will be FEMA-compliant, complete, accurate and stored securely.

Data Management and Reporting

Landfall Strategies' robust and secure database program captures, organizes, manages, stores and delivers all the data and information that we collect on a debris monitoring project.

Our database:

- Allows internet "cloud" storage and organization of debris collection data;
- Allows only authorized persons to access data online;
- Sorts and reports data by multiple parameters – contractor, truck, DMS, date range, type of debris, subcontractor, monitor, zone etc.;
- Automatically links and stores digital photos of debris with its associated load ticket;
- Streamlines record reconciliation of each load of debris;
- Stores data and information on redundant and secure local and remote servers; and
- Allows the generation of customized daily, weekly, monthly or total project summary reports, showing running totals and daily metrics.

Data collection and management are at the core of our debris monitoring services; we focus from the first day of the project on ensuring that the process is managed correctly, accurately, efficiently and securely. Our QA/QC program is designed to oversee our internal data management processes, and to ensure its integrity. Data is backed up hourly to secure and redundant local and remote servers, and is always accessible by the client and FEMA.

DAILY STATUS REPORTS AND MEETINGS

Our Project Manager and Operations Coordinator would meet regularly with the City's Debris Manager and the debris removal contractors' management and operational staff to coordinate scheduling, resolve problematic issues and make any adjustments required to debris removal, reduction and disposal operations to enhance safety, control costs, increase efficiencies or better comply with FEMA guidelines.

Daily status reports would be provided to the City's Debris Manager with the following information and any other items requested:

- ✓ Daily and running summaries of the quantities and types of debris collected;
- ✓ Daily status and progress reports on demolition program;
- ✓ Operation times of all debris loading trucks and debris management sites;
- ✓ Number of trucks and removal crews operating daily;
- ✓ Number of Landfall Strategies debris monitors and demo crews working daily;
- ✓ Progress by area or zone and estimates of remaining debris;
- ✓ Incidents and status of any issues (accidents, damages, safety concerns)
- ✓ Estimated project costs to date; and
- ✓ Quantities of reduced debris removed from temporary sites and hauled to final disposal.

Daily Status Reports

DEBRIS OPERATIONS STATUS REPORT **LANDFALL STRATEGIES**
Consulting Services

Date: 09/15/2015 | Report # 28
Client: Murdock County, FL
Disaster: Hurricane Ralph / FEMA DR 1984
Prime Debris Removal Contractor: Schmidt Brothers | Contract # PW1209
Number of Operational Days: 28 | Estimated Days Remaining: 13

DEBRIS OPERATIONS DATA			
Trucks Running Today	24	Total Debris Collected Today (CYs)	19,340
Number of Loads	175	Average Daily Collection (CYs)	17,157
Debris Site Monitors	8	Collection & Roving Monitors	29
Debris Sites Open	3	Other Monitoring Personnel	5

PUBLIC RIGHT-OF-WAY DEBRIS COLLECTED				
	Today	To Date	Today	To Date
Vegetative Loads	19	389	Vegetative (CYs)	16,300 235,632
C&D Loads	4	150	C&D (CYs)	3,000 25,893
Mixed Debris Loads	1	16	Mixed Debris (CYs)	40 501

PRIVATE ROADS/PROPERTY DEBRIS COLLECTED				
	Today	To Date	Today	To Date
Vegetative Loads	0	0	Vegetative (CYs)	0 0
C&D Loads	0	0	C&D (CYs)	0 0
Mixed Loads	0	0	Mixed Debris (CYs)	0 0

AGGREGATE DEBRIS SUMMARY				
	Today	To Date	Today	To Date
Total Number of Loads	175	564	Total CYs	19,340 262,206

SPECIAL DEBRIS PROGRAM				
	Today	To Date	Today	To Date
Leaning Trees	6	82	Hanging Limbs	85 473
Hazardous Stumps	14	172	White Goods	13 76
Vehicles / Boats	0	0	Hazardous Waste	0 13
Ineligible Debris CYs	0	0	Demolition Debris	0 0

DEBRIS MANAGEMENT SITE ACTIVITY				
	Today	To Date	Today	To Date
Outbound Mulch	457	1,200	Outbound Mixed	0 0
Outbound C&D	120	428	Recycled Debris	0 0

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SPECIAL DEBRIS PROGRAM

Category	9-Sep	Total to Date
Hanging Limbs	150	545
Stumps	24	340
Leaning Trees	8	198
White Goods	18	98

MONITORING STAFF LEVELS

Date	Collection Monitors	Debris Site Monitors	Supervisors	Data Entry
5-Sep	30	10	0	0
6-Sep	37	10	4	0
7-Sep	45	10	6	0
8-Sep	50	10	6	0
9-Sep	61	10	7	0
10-Sep	63	10	7	0
11-Sep	66	10	7	0
12-Sep	65	10	7	0
13-Sep	60	10	7	0
14-Sep	62	10	7	0
15-Sep	71	10	7	0

September 18, 2015 Page | 3

DEBRIS OPERATIONS STATUS REPORT **LANDFALL STRATEGIES**
Consulting Services

Summary Graphs

CUBIC YARDS COLLECTED TODAY

Category	Cubic Yards
Veg.	3,498
C&D	2,291
Mixed	722
Metals	934

CUBIC YARDS COLLECTED TO DATE

Category	Cubic Yards
Veg.	293,498
C&D	145,854
Mixed	14,583
Metals	34,063

DEBRIS OPERATIONS STATUS REPORT **LANDFALL STRATEGIES**
Consulting Services

Damages / Complaints

- Power line brought down by debris removal firm at 1200 block of Rosewood Street. LFS monitor called supervisor, who called FPL immediately, which sent repair crew out within twenty minutes. No injuries or permanent damages.
- Car parked on side of Hampton Lane damaged by tree branch that fell from truck being loaded. Owner of car was contacted by Schmidt supervisor to remedy problem. No injuries reported.
- Resident at 2884 Royal Road has complained about debris not being picked up. LFS supervisor has spoken with her and explained why the debris is considered ineligible for pick-up under the FEMA program, and she will sort, bag and set it out for regular Solid Waste collection.

Debris Management Sites

DMS	Number of Monitors	CYs Received Today	Total CYs Received	Total Mulch Removed
# 1	3	7,434	34,843	1,120
# 2	3	4,504	19,430	789
# 3	2	2,301	12,120	0

Issues: No safety, environmental or operational problems reported at DMS's yesterday. Operations continue at a good pace. Reduced mulch has begun to be removed from DMS # 2. DMS # 3 will start sending mulch out next week. Fire department representative has visited each site and found no safety issues. OSHA also visited again and found no issues.

Summary

FEMA Issues: LFS request to have FEMA representative on site for all further stump and hanging limb work has been granted. Discussion continues with FEMA about the possibility of removing debris from some previously identified private roadways and we anticipate being granted permission in the next few days. Grady Lake debris has been estimated and validated by State and FEMA team and removal of hazards to navigation will commence next week.

Ineligible Debris: Large amounts of ineligible debris have been accumulating outside of some private businesses on 12th Street NW. LFS will recommend to the County that Code Enforcement confer with the owners.

Scheduling: On track to complete project by target date, LFS coordinating with Schmidt to schedule staff required to monitor removal of debris from Grady Lake next week.

Staffing: Monitoring staffing levels have kept up with increase in removal crews without issue due to close coordination with Schmidt each evening and morning. No issues anticipated or experienced. More monitors may be needed next week to match the increased number of trucks in Zone 6 anticipated.

September 18, 2015 Page | 4

HEALTH AND SAFETY PROGRAM

We are committed to ensuring that demolition and debris removal operations are conducted as safely as possible. Landfall supervisory and monitoring staff are trained in our internal safety guidelines, including:

- Monitoring personnel are required to wear hard hats, steel toed boots, safety vests and eye and hearing protection (at the DMS) and to remain a safe distance from equipment and debris loading activities;
- Daily safety inspections at temporary debris sites to ensure fire suppression equipment, first aid kits, eye flush materials and other safety equipment is on hand;
- Incidents of unsafe operations or injuries are reported immediately to the Operations Coordinator;
- Supervisors carry first aid kits in the field and report safety program violations;
- Trucks are inspected to ensure that debris is properly loaded and contained and not protruding from trucks or capable of falling out;
- Landfall Strategies would halt debris operations at any site where serious safety violations or incidents are observed, until corrective measures are taken.



FINAL DISPOSAL CONFIRMATION AND DOCUMENTATION

Landfall Strategies would confirm that all storm debris was disposed of at sites which are properly permitted. Our monitors would inspect loads of reduced or processed debris leaving the temporary Debris Management Sites, issue a load ticket with an assessed volume of debris to each truck and maintain a log of ticket numbers and volumes. We could also position monitors at the final disposal landfill or other sites to record tare weights and document disposal costs. If final disposal sites other than established landfills are to be used, we would confirm that all the required documentation and environmental permits are in place and that State, Federal and local authorizations are secured.

FEDERAL PROGRAM COMPLIANCE ASSURANCE

Our extensive experience with federal disaster recovery funding programs enables us to ensure that the debris removal project is performed in compliance with FEMA, HUD, NRCS and FHWA requirements, as well as federal, State or local environmental and safety regulations. If it were to become apparent that deviating from general FEMA or other federal guidelines and requirements would be necessary to protect the health and safety of the City’s residents, or its economic well-being, we would work with the on-scene FEMA debris specialist to secure written permission before proceeding.

Our Project Managers and FEMA Grants Specialists are highly familiar with the guidance found in these FEMA and FHWA publications and would ensure that all work and documentation complies with them:

Federal Disaster Recovery Reference Materials	
FEMA 321	<i>Public Assistance Policy Digest</i>
FEMA 322	<i>Public Assistance Guide</i>
FEMA 323	<i>Applicant Handbook</i>
FEMA 325	<i>Debris Management Guide</i>
FEMA 327	<i>Debris Monitoring Guide</i>
FEMA 329	<i>Debris Estimating Guide</i>
FEMA 9580.203	<i>Debris Monitoring</i>
FEMA 9523.13	<i>Debris Removal from Private Property</i>
FEMA 9580.201	<i>Debris Contracting Guidance</i>
FEMA 9523.5	<i>Debris Removal from Waterways</i>
FEMA 9580.204	<i>Documenting & Validating Hazardous Trees, Limbs and Stumps</i>
FHWA	<i>Emergency Relief Manual</i>

INVOICE RECONCILIATION AND FINAL PAYMENT APPROVAL

Landfall Strategies reconciles each of the debris removal contractor's invoices and backup documentation with our independently maintained data base of debris quantities and project costs. First, we ensure that all costs presented on the invoices conform to the removal contract's scope of work, unit prices, performance parameters and timelines. We then inspect and audit the invoice backup documentation to assure that it reconciles with our own data base for the specified time frame and work. Any discrepancies would be brought to the attention of the City immediately, in the form of an Invoice Discrepancy Report.

Landfall Strategies would coordinate with the contractor to resolve any discrepancies or disputes and, upon resolution, provide the City with a final reconciliation and payment approval report/letter, highlighting the target date for payment and any retainer or other fees that may be outstanding. Included with this payment approval report is a complete load ticket summary from our data base to support the invoice amount, as well as details of any adjustments or corrections which had to be made. At the completion of the project, Landfall Strategies would produce a final debris removal invoice summary report.

Documentation of project costs would meet or exceed Federal and State agency requirements, to ensure that all FEMA or other federal disaster response and recovery claims are properly documented and able to withstand scrutiny during the final inspection and closeout process, or at an OIG audit.

FEMA PROGRAM ADMINISTRATION AND FINANCIAL RECOVERY SUPPORT

Landfall Strategies would prepare draft FEMA Project Worksheets for the debris project, and work with the City to maximize federal funding opportunities through compliance with FEMA and other federal recovery program guidelines. Our consultants would assist with Immediate Needs Funding requests and ensure that all documentation of debris clearance and removal costs are maintained properly. We will prepare initial estimated FEMA Project Worksheets and seek alternative funding from other federal recovery programs, to ensure that all available opportunities are explored. Landfall Strategies' priority is to protect and maximize your federal funding, financial integrity and public reputation. We could assist with all the City's FEMA claims if requested – Categories A through G.

FINAL DELIVERABLES

After the debris project, Landfall Strategies would provide all documentation of debris clearance, removal, management, reduction, disposal and monitoring costs - sufficient to fully and accurately support federal grant program claims, including but not limited to:

Project Deliverables	
✓	Original load tickets, sorted and bound by date (if ADMS not used)
✓	Debris removal and monitoring invoices
✓	Minutes of all meetings between Landfall and the client
✓	Electronic database of all tickets, in Excel format
✓	Load ticket summary – printed and electronic versions
✓	Daily Debris Management Site tower monitor logs
✓	Lists of all monitoring staff with signatures, initials and ID number
✓	Incident and damage reports and final resolution
✓	Daily field reports and logs
✓	List of any lost or voided load tickets
✓	List of ineligible debris with addresses and locations
✓	Final “After Action” project report and recommendations
✓	Draft FEMA Category A Project Worksheets
✓	Copies of all contractor invoices and payment approval letters
✓	Demolition documents, permits, photographs, reports and checklists
✓	Validation logs and photos of “special” debris removed (tree stumps, leaning trees, hanging tree limbs, private property, hazardous materials, boats, vehicles) with GPS coordinates
✓	Electronic “PDF” scans of all source documentation supporting debris removal and monitoring expenditures, including time sheets, log-in logs, receipts, bills, payment confirmation, etc.

MOBILE COMMAND UNITS



On major disasters, where office and lodging facilities may be unavailable, we mobilize self-sufficient RV’s for our project management teams, from which we can process local hires, stage monitoring operations, store documents, and house key personnel until hotel and office facilities become available.

Equipment and Supplies Ready to Deploy

We maintain all the equipment and supplies needed to initiate and sustain a debris monitoring project – stockpiled, pre-bundled in large plastic bins and crates and organized for rapid deployment. We also pre-source equipment and supplies in the areas where we are under contract, and reach out to local businesses – to ensure that we are always prepared to respond to our clients without delay. We also hold accounts with major suppliers of safety and office supplies and equipment, to ensure that we can have any items delivered expeditiously if they cannot be sourced locally.

Equipment and Supplies On-Hand		
Safety & Office Equipment	Monitoring Equipment	Forms and Documents
Hard Hats	ADMS Hand Held Units (300+)	Truck Certification Forms
Safety Vests	ADMS Field Printers	Load Tickets
Eye Protection	Digital Cameras	Truck Placards
Ear Plugs	Tape Measures	Safety Manuals
Laptop and Desk Computers	Spray Paint	Training Manuals
Printers and Copiers	Portable Generators	Logs and Timesheets
High Speed Scanners	Trailers	FEMA Validations Forms
Air Cards and MiFi Points	GPS Units	Damage and Safety Reports
First Aid Kits	FRS Radio Sets	Clipboards, pens, bins, etc.

FORMS AND DOCUMENTS

As the documentation of debris removal work is at the core of the monitoring services we provide, and serves as the basis for federal reimbursements of debris removal costs, we ensure that all forms required to initiate projects are pre-printed and packaged for rapid deployment – to avoid project start-up delays waiting for documents to be printed.

Stockpiled Project Documents	
Item	Quantity
Load Tickets in Five Parts	15,000+
Truck Measurement/Certification Forms	400
Truck Placards	400
Tower and Field Logs	400
Damage and Incident Reports	150
New Employee Packages	250
Time Sheets	1,000
Safety Manuals	200
Training Manuals	200

EMERGENCY COMMUNICATIONS EQUIPMENT



All Monitors and Field Supervisors are equipped with mobile phones to enable constant communications among themselves, the Operations Coordinator and truck drivers. If cell phone functionality is impaired, we supply field personnel with readily available FRS/GMRS Two-Way radios that have a range of over 25 miles, to ensure continuous communications capability. For major disasters, we can also activate satellite phones until wireless communications are restored.

SAMPLE MONITORING FORMS

Date: _____		Client: _____				Disaster: _____		
#	Ticket Number	Truck Number	Truck CY Capacity	Contractor	Load Origin / Address	Debris Type (Veg, C&D, Mix)	Time	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Date: _____		Location: _____				Monitor Name: _____				
Ticket Number	Truck Number	Truck Capacity	Load %	Total Cubic Yards	Debris Type	Landfill Receipt #	Tons (Scaled)	Time	Comments	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Date: _____		Monitor Name: _____							
Ticket Number	Truck Number	Truck Capacity	Load Percentage	Total Cubic Yards	Debris Type	Landfill Receipt #	Tons (Scaled)	Time	Comments
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Applicant: _____		Date: _____	
Applicant Representative: _____		Signature: _____	
FEMA Representative (If Available): _____		Signature: _____	
State Representative (If Available): _____		Signature: _____	

Physical Location Street Address/Road/Cross Streets	Description of Facility (ROW, City Hall, etc.)	Hazard?		GPS Decimal Degrees (00.000000)		Tree Size (Diameter)	Eligible?		Fill for Debris Stumps CY	Comments See Attached Sketch Photo, etc.
		Yes	No	Latitude (N)	Longitude (W)		Yes	No		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

LANDFALL STRATEGIES HANGING LIMB WORKSHEET

County or Municipality (applicant): _____ Date: _____

Applicant Representative: _____ Signature: _____

FEMA Representative (if available): _____ Signature: _____

State Representative (if available): _____ Signature: _____

	Physical Location (i.e., Street address, road, cross streets, etc.)	Description of Immediate Threat	Hazard		GPS (decimal degrees, 00.0000000)		Scope of Work	Eligible		Equipment Used	Comments (see attached sketch, photo, etc.)
			Yes	No	Latitude (N)	Longitude (W)		Yes	No		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

LANDFALL STRATEGIES

TRUCK MEASUREMENT CERTIFICATION

Truck No: _____ Max. Capacity (Cubic Yards): _____

Primary Hauling Contractor: _____

Subcontractor: _____

Truck Owner: _____

Truck Owner Phone #'s: _____

Truck Plate/Tag No. & State: _____

Truck Driver Name: _____

Driver's License No. & State: _____

Truck Description (Check One): Mechanical Loaded Trailer Hand Loaded Trailer
 Self Loader Dump Truck Other: _____

Inches Converted to Decimals	
INCHES	DECIMAL
1 =	0.083
2 =	0.167
3 =	0.25
4 =	0.333
5 =	0.417
6 =	0.5
7 =	0.583
8 =	0.667
9 =	0.75
10 =	0.833
11 =	0.917
12 =	1.0

Example: 10 feet 5 inches = 10.417 feet

Unit	Truck Bed Length	X	Truck Bed Width	X	Truck Bed Height	Equals	Subtotal 1 Inches	Divided By	Equals	Subtotal 2 Cu. Yds.	Add Rows A + B + C	Adjustments: Dog House	Total Cu. Yds.
A	Inch	X	X	X	=		46,656	=					
B	Inch	X	X	X	=		46,656	=					
C	Inch	X	X	X	=		46,656	=					

OR

Unit	Truck Bed Length	X	Truck Bed Width	X	Truck Bed Height	Equals	Subtotal 1 Feet	Divided By	Equals	Subtotal 2 Cu. Yds.	Add Rows A + B + C	Adjustments: Dog House	Total Cu. Yds.
A	Feet	X	X	X	=		27	=					
B	Feet	X	X	X	=		27	=					
C	Feet	X	X	X	=		27	=					

Certified By (Print Name & No.): _____ Signature: _____ Date: _____

Sub-Contractor (Print Name): _____ Signature: _____ Date: _____

Primary Contractor (Print Name): _____ Signature: _____ Date: _____

Client (Print Name): _____ Signature: _____ Date: _____

Our priority is to ensure that debris removal work and costs are properly documented and compliant with federal requirements, as this is the key to securing your FEMA reimbursements.



4. PRICE PROPOSAL AND FORM

Landfall Strategies would provide the personnel listed in the tables below, on an as needed or requested basis, at the direction of the City of Stuart.

Proposed Rate Schedule

DEBRIS MONITORING SERVICES

Requested Debris Monitoring Personnel	Hourly Rate
Project Manager	\$ 61.00
Debris Monitor Supervisor	\$ 45.00
Debris Monitor (Collection and Tower)	\$ 32.00
Debris Management Consultant	\$ 57.00
Data Entry Clerk	Not required

Debris Management Plan	Cost
Review Current Plan	\$ 0.00
Update Current Plan	\$ 0.00
Develop New Plan	Negotiable

Optional Personnel Available	Hourly Rate
FEMA Grant Manager/Administrator	\$ 79.00
Data Manager/ADMS Coordinator	\$ 55.00

Notes on Rates

- To the best of our knowledge and experience, our rates and costs are very reasonable and customary.
- Landfall Strategies would use an Automated Debris Management System (ADMS) on this project which does not require Data Entry Clerks to manually enter load ticket information.
- Equipment and office supply costs (ADMS equipment, GPS units, cameras, computers, printers) are included in standard rates.
- All other non-labor related project costs (such as aerial photography, drone videography, variable message boards, scissor lift rental, boat rental, environmental testing or assessments of debris sites, or other required equipment or services) would be billed at cost without mark-up, with documentation provided with regular invoices to ensure FEMA reimbursements.

PRO BONO PRE-EVENT SERVICES

Landfall Strategies would provide these services without cost:

- Annual coordination meeting with debris removal contractor;
- Review of current debris management plan and disaster recovery contracts;
- Review of critical facilities and roadways;
- Review and assessment of local ordinances, inter-local agreements and memoranda of understanding pertaining to disaster debris removal;
- Assessment of special needs areas and issues (parks, private gated communities, mobile home communities, waterways, beaches, canals, marinas, etc.);
- Review of current temporary debris management sites with recommendations;
- Review of debris removal and management contracts;
- Review and update of current public information materials pertaining to disaster debris;
- Assistance with solicitation and procurement of debris removal contracts;
- Review of ordinances pertaining to debris removal and disaster assistance;
- Regular phone consultation regarding open FEMA claims, Public Assistance policy or disaster debris management issues.

REVENUE SHARING

Landfall Strategies does not have a revenue sharing proposal concerning the possible sale of collected Materials but would work with the City to develop one, if requested.

PART V RFP SUBMITTALS

5.1 PRICE PROPOSAL FORMS

Respondents are to make no changes to the table below and are to fill the table out completely. Values must be provided for all categories or your submittal response may be deemed non-responsive.

ITEM	DESCRIPTION	UOM	HOURLY RATE
1	Project Manager	EACH	\$ 62.00
2	Debris Monitor Supervisor	EACH	\$ 45.00
3	Debris Monitor	EACH	\$ 32.00
4	Debris Management Consultant	EACH	\$ 57.00
5	Data Entry Clerk	EACH	\$ n/a
6	Review and update of City Debris Management Plan	LUMP SUM	\$ No charge

Has Proposer Included a Revenue Sharing Plan for Possible Sale of Collected Materials?
 Yes No

Preferred method of payment is by the City Purchasing Card (VISA). **DO YOU ACCEPT THE PURCHASING CARD (VISA)?** Yes No

If you are not the successful proposer awarded as primary provider, would you accept serving as the secondary (backup) provider, with the same terms as conditions as your proposal? Yes No

The Respondent certifies that as a condition of bidding he will hold good his proposal prices for a minimum period of **ninety** (90) calendar days from the date proposals are opened.

The City of Stuart offers proposers who commit to accepting the Purchasing Card, noted above in the Proposal Form as payment method, a one percent (1%) reduction in their overall price for evaluation purposes only. When evaluating prices submitted by proposers in response to this solicitation, the total offered price of a proposer committed to accepting the Purchasing Card will be reduced by one percent, the resulting number is then compared to the other proposers' offered price. If the committed proposer is awarded the contract, the award will be at the negotiated contract price. City shall not pay any service charges or fees for Pcard transactions.

The undersigned Respondent hereby certifies that the terms and conditions, including but not limited to, the scope of work have not been altered or modified in any manner. Any modification to this solicitation by the proposer will result in Proposer's response being found non-responsive and thereby disqualified.

COMPANY NAME: Landfall Strategies, LLC

5. INSURANCE

Landfall Strategies is fully-insured for the type of work being solicited in the City's RFP. Below is a current COI showing insurance coverage. Hazardous Materials Insurance is generally never required of any firm engaging in debris monitoring, which is a consulting and data collection function that does not involve the handling of any debris or the management of any debris management or disposal sites. This sort of insurance is only applicable to the debris removal and management companies which physically handle hazardous materials. However, if the City determines that this sort of coverage is necessary, Landfall Strategies could acquire it, if it were not already covered by terms in our umbrella policy.



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
5/23/2017

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

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

PRODUCER Insureon (BIN Insurance Holdings LLC.) 1101 Central Expy. South, Suite 250 Allen, TX 75013	CONTACT NAME: PHONE (A/C, No, Ext): 800-888-1984 FAX (A/C, No): (877) 826-9067 E-MAIL ADDRESS: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE</td> <td>22867</td> </tr> <tr> <td>INSURER B: Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER C: Sentinel Insurance Company, Limited</td> <td>11000</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE	22867	INSURER B: Hartford Casualty Insurance Company	29424	INSURER C: Sentinel Insurance Company, Limited	11000	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: ACE	22867														
INSURER B: Hartford Casualty Insurance Company	29424														
INSURER C: Sentinel Insurance Company, Limited	11000														
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Landfall Strategies, Llc 7061 South Tamiami Trail Suite B Sarasota, FL 34231															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			468BMUK3408	7/15/2017	7/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			468BMUK3408	7/15/2017	7/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000			468BMUK3408	7/15/2017	7/15/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	46WECAL1538	7/15/2017	7/15/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability (Errors and Omissions)			EONFL111694662	2/19/2017	2/19/2018	\$1,000,000 / \$1,000,000

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

CERTIFICATE HOLDER
CANCELLATION

Insured's Copy	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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6. REFERENCES

CITY OF WILMINGTON, NORTH CAROLINA – HURRICANE MATTHEW

Landfall Strategies recently provided debris monitoring services to the City of Wilmington, North Carolina, in support of their efforts to recovery from damages caused by Hurricane Matthew. Our President was on site with just hours of the notice to proceed, along with project management and start-up personnel. Within one day one, our project manager was on site with 11 locally hired and trained monitors ready to begin. Our team assisted with the set-up of the Debris Management Site and paired up with debris removal crews within hours of the first day of operations. We coordinated closely with the City’s Public Works Department to ensure that collection crews ran efficiently and safely through the City, and collected only storm debris which was eligible for FEMA reimbursement. We also identified eligible hazardous broken tree limbs and monitored their removal. In addition, Landfall Strategies has been retained by the City Finance Department to provide FEMA Public Assistance Program consulting services for all their disaster claims.

Client: City of Wilmington (NC)- Public Services Department Hurricane Matthew (FEMA DR-4286) Project Title: Debris Monitoring & Recovery Services	
Project Details	Contact / Reference
Dates: October 2016 – January 2017 Cubic Yards: 125,000 Hanging Limbs: 24 Leaning Trees: 5 Load Tickets: 1,912 Debris Management Sites: 1 Debris Removal Contractors: 1 Monitoring Personnel: 12 Trucks: 7 Debris Removal Cost: \$1,100,000	Dave Bundick Superintendent of Solid Waste Public Services Department 209 Coleman Drive Wilmington, NC 28412 Dave.Bundick@wilmingtonnc.gov (910) 341-0081
Services Provided	
Project Management Debris estimations Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management	Data entry and management Daily reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation Truck measurement/certification

NOTE: OTHER THAN HURRICANE MATTHEW, THERE HAVE BEEN VERY FEW DECLARED DISASTER EVENTS IN FLORIDA SINCE 2005.

TOWN OF HOPE MILLS, NORTH CAROLINA – HURRICANE MATTHEW

Landfall Strategies was contracted in the Fall of 2016 to provide debris monitoring services to the Town of Hope Mills, North Carolina, after Hurricane Matthew brushed the area with high winds and flood waters, leaving vegetative and C&D debris in its wake. Though it was a small project, the Town needed guidance to ensure that its debris removal project was FEMA-compliant, properly managed and that costs were properly documented. Our team responded within hours of notification and provided collection site and debris management site monitors, as well as data management and project supervision. Within just weeks, with our guidance, the Town was cleared of hazardous debris and back to normal operations. Based in part on our quick response and professional level of performance on this project, we are now also contracted to provide to debris monitoring services to Cumberland County, NC.

Client: Town Hope Mills (NC) Public Works Department Hurricane Matthew (FEMA DR-4286) Project Title: Disaster Management, Recovery & Consulting	
Project Details	Contact / Reference
Dates: November 2016 – January 2017 Cubic Yards: 6000 Load Tickets: 138 Debris Management Sites: 1 Debris Removal Contractors: 1 Monitoring Personnel: 4 Trucks: 2	Hector A. Cruz-Alicea Public Works Director (910) 429-3384 3414 Well St. Hope Mills, NC 28348 HACruz@townofhopemills.com
Services Provided	
Project Management Debris estimations Debris management site monitors Collection site monitors Load ticket management PA program consulting	Data entry and management Daily reports Invoice reconciliation Project closeout support Truck measurement/certification



CLAY COUNTY, FLORIDA – HURRICANE MATTHEW

Under a pre-event contract with Clay County, Florida, Landfall Strategies mobilized a project management team to the County EOC within just twenty-four hours of the notice to proceed. Hurricane Matthew had brushed through the County with sustained winds of over seventy miles an hour, leaving large quantities of vegetative debris and hazardous hanging tree limbs in its wake. Our President, an experienced project manager, an office/personnel manager and one of our FEMA debris program specialists were on site to initiate hiring and training of debris monitors, and to coordinate efforts between local municipalities, various County departments and the debris collection and hauling company (CrowderGulf).

Client: Clay County, Florida Hurricane Matthew (FEMA DR-4283) Project Title: Debris Monitoring	
Project Details	Contact / Reference
Dates: October 2016 – January 2017 Cubic Yards: 120,000 Load Tickets: 2600 Debris Management Sites: 5 Debris Removal Contractors: 1 Monitoring Personnel: 24 Trucks: 18 Debris Removal Costs: \$1,300,000	John Ward Emergency Management Director 2519 SR 16 West Green Cove Springs, FL 32043 (904) 541-2767 john.ward@claycountygov.com
Services Provided	
Project Management Debris estimations Debris management site monitors Collection site monitors Load ticket management Hanging limb program management	Data entry and management Daily reports Invoice reconciliation Project closeout support Truck measurement/certification Roving monitors and mapping



CITY OF FAYETTEVILLE, NORTH CAROLINA – TORNADOS AND SEVERE STORMS

After an EF-1 tornado struck the City of Fayetteville, North Carolina, a team of debris management professionals overseen by our President (who was the Regional Manager of debris services over all operations for the company) was mobilized to initiate monitoring of first push clearance crews and to coordinate with the debris removal contractors. Within hours, our crews were assisting with Preliminary Damage Assessments, estimating quantities and types of debris, coordinating with debris clearance crews and setting up our command center. We assisted the City with the selection of a temporary debris management site, staffed the sites, measured and certified all trucks and paired collection monitors with removal crews by the third day of the project. We also assisted the City with the formulation of its FEMA claims and mediated with FEMA on several issues pertaining to debris eligibility and cost reasonableness.

Client: City of Fayetteville (North Carolina) Fire Dept. and Public Utilities Severe Winter Storm (FEMA DR-1819) Project Title: Emergency Disaster Debris Monitoring	
Project Details	Contact / Reference
Project Dates: April 2011 – October 2011 Vegetative: 120,584 CYs / C&D: 24,496 CYs Hazardous / Household Waste: 1,580 Lbs. Monitoring Staff: 20 Debris Management Sites: 2 Debris Removal Contractors: 1 Trucks: 12 Debris Removal Cost: \$1,666,970.00	Mike Willis Project Coordinator Public Works Commission 955 Old Wilmington Rd. Fayetteville, NC 28301 (910) 223-4729 michael.willis@faypwc.com
Services Provided	
Project Management Debris Estimations First push monitoring Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management	Data entry and management Daily reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation Truck measurement/certification



COLLIER COUNTY, FLORIDA – HURRICANE WILMA

In response to the devastation caused by Hurricane Wilma in 2005, Landfall Strategies’ officers were on the scene within twelve hours of the “all clear” notice, to begin coordinating with the debris clearance crews, monitoring their activities, training monitors and setting up the Debris Management Headquarters. In Collier County, the largest county by area in the State of Florida, approximately 600 debris clearance personnel and 271 pieces of equipment were involved in the debris removal project. Over 1 million cubic yards of debris were removed and we trained, managed and supervised over 170 monitors to oversee and document the project. Landfall Strategies’ personnel were instrumental in gaining FEMA authorization for debris removal from private gated communities and private road, selecting and setting up temporary debris management sites, documenting the removal of stumps, hanging limbs and leaning trees, implementing a damage tracking system, mapping each zone each day, measuring and certifying trucks, producing daily reports for the County, performing QA/QC over load tickets and supervising all field staff.

Landfall Strategies is currently under contract with Collier County to provide debris monitoring and related disaster recovery services.

Client: Collier County (Florida), Solid Waste Department Hurricane Wilma (FEMA-1609-DR-FL) Tropical Storm Fay (FEMA DR-1785) Project: Disaster Debris Monitoring	
Client / Disaster Event	Contact / Reference
<p>Hurricane Wilma Project Dates: October 2005 - March 2006 Cubic Yards: 1,100,000 Debris Removal Contractors: 1 Debris Management Sites: 4 Monitoring Staff: 202 Load Tickets: 42,000 Debris Removal Cost: \$27,000,000.00</p> <p>&</p> <p>Tropical Storm Fay Dates: August – October 2008 Cubic Yards: 130,000 Debris Removal Contractors: 1 Monitoring Staff: 23 Load Tickets: 4400 Trucks: 40 Debris Management Sites: 1 Debris Removal Cost: \$2,500,000</p>	<p>Jodi Walters Recycling Coordinator Solid & Hazardous Waste Department 3339 Tamiami Trail East, Suite 302 Naples, Florida 34112 Jodiwalters@colliergov.net (239) 872-8830</p> <p>&/or</p> <p>Dan Rodriguez Director of Solid Waste 3339 Tamiami Trail East, Suite 302 Naples, Florida 34112 (239) 732-2508 DanRodriguez@colliergov.net</p>

Services Provided	
<ul style="list-style-type: none"> Project Management Debris Site selection support Debris Estimations First push monitoring Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management Mapping of debris by zone 	<ul style="list-style-type: none"> Data entry and management Daily reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation PPDR program management Stump program management Public Information support Truck measurement/certification



LEE COUNTY, FLORIDA – HURRICANES CHARLEY AND WILMA

Landfall Strategies' personnel provided comprehensive debris monitoring services to Lee County immediately following Hurricane Charley, which left enormous quantities of debris in its wake. Our management team was on the ground within hours to assist the County's Solid Waste Department with the coordination of debris clearance and removal operations and to measure and certify hundreds of debris removal trucks. We provided professional oversight of all debris removal operations, documented project costs, entered and managed all project data, reported on contractor damages to private property and advised the County on FEMA technical issues. We again provide these services to Lee County in 2005 when Hurricane Wilma struck the area.

Landfall Strategies' Senior Vice President prepared the County's comprehensive debris management plan and consulted with FEMA to win its approval for the Public Assistance Pilot Program.

Client: Lee County (Florida) Solid Waste Department Event: Hurricane Wilma (FEMA-1609-DR-FL) Project Name: Post-Disaster Debris Monitoring Services	
Project Details	Contact / Reference
Project Dates: Oct 2005 - Feb 2006 Cubic Yards: 500,000 Debris Removal Contractors: 1 Monitoring Staff: 60 Load Tickets: 15,000 No. of Trucks: 150 DMS: 3 Residential Drop Offs: 1 Debris Removal Cost: \$10,050,051.00	Emory Smith Recycling Coordinator 10550 Buckingham Rd. Fort Myers, FL 33905 smithel@Leegov.com (239) 707-1064
Services Provided	
Project Management Debris Site selection support Debris Estimations First push monitoring Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management Mapping of debris by zone	Data entry and management Daily Reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation PPDR program management Stump program management Public Information support Truck measurement/certification

TOWN OF AGAWAM, MASSACHUSETTS – SEVERE WINTER STORM

Landfall Strategies’ personnel directly managed the Town of Agawam’s debris monitoring project, from start to finish. Our President, acting as Regional Manager over all of the MA projects cited earlier, and on-scene Project Manager for Agawam and several other towns, initiated the hiring and training of monitors, set their daily schedules, worked with FEMA in the field to resolve problematic issues and managed the large amounts of data and documents generated by the project. He was on-site daily, meeting with the Town’s representatives, coordinating monitoring activities and ensuring that debris removal operations were conducted in a safe and FEMA-compliant manner, and that load tickets were accurate and managed correctly. Over two thousand hazardous hanging tree limbs were removed from the Town, each of which had to be photographed and documented on logs and tickets. Our staff assisted the Town in the formulation of its final FEMA Category A Project Worksheets and full reimbursements of debris removal and monitoring costs were obligated by FEMA.

Client: Town of Agawam (MA), Public Works Department Severe Winter Storm (FEMA DR-4051) Project Title: Disaster Debris Removal Monitoring	
Project Details	Contact / Reference
Dates: November 2011 – January 2012 Cubic Yards: 160,994 Hanging Limbs: 2,542 Leaning Trees: 62 Load Tickets: 3,810 Debris Management Sites: 1 Debris Removal Contractors: 1 Monitoring Personnel: 63 Trucks: 40 Debris Removal Cost: \$5,522,774	Christopher Golba Superintendent Public Works Public Works Municipal Annex 1000 Suffield Street Agawam, MA 01001 cgolba@agawam.ma.us (413) 821.0623 phone
Services Provided	
Project Management Debris estimations First push monitoring Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management	Data entry and management Daily reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation Truck measurement/certification

CHARLOTTE COUNTY, FLORIDA – HURRICANE CHARLEY

In Charlotte County, Florida, Landfall Strategies’ team was heavily involved in monitoring and coordinating the removal of almost two million cubic yards of storm debris after Hurricane Charley devastated the county. Charley generated huge amounts of all sorts of debris, including vegetative, C&D, hazardous trees, tree stumps, white goods, household hazardous waste and mobile home wreckage. Due to the overwhelming amount of clearly eligible debris, the project began with monitors issuing tickets at choke points or at the debris sites, but our team advised the County to initiate one on one debris monitoring to protect its interests. Due in part to our efforts, FEMA also approved the demolition of hundreds of mobile homes on private properties, and the removal of storm debris from private properties and roadways, which entailed our managing a Right of Entry program to secure hold harmless agreements from residents before removal crews were allowed on private property. We also monitored and documented the removal of asbestos containing materials (ACM). We met daily with County managers, FEMA personnel and contractors to provide them with progress reports and to coordinate debris removal activities. Landfall Strategies’ team was on this major project for over nine months (seven days a week) and was instrumental in the success of this challenging recovery effort.

Client: Charlotte County (Florida) Environmental Services Department Events: Hurricanes Charley (FEMA-1539-DR-FL) and Ivan (FEMA-1551-DR-FL) Project Name: Post-Disaster Debris Management and Monitoring Services	
Project Details	Contact / Reference
Project Dates: August 2004 - June 2005 Cubic Yards: 1,950,000 Debris Removal Contractors: 1 Monitoring Staff: 38 Load Tickets: 51,000 Trucks: 700 Debris Management Sites: 3 Residential Drop Offs: 3 Debris Removal Cost: \$55,000,000 Monitoring Cost: \$2,750,000	David Johnston Management/Budget Analyst Charlotte County BCC 18500 Murdock Circle Port Charlotte, FL 33948 Office: (941) 743-1524 David.Johnston@charlottefl.com
Services Provided	
Project Management Debris Site selection support Debris Estimations ROE & Demolition Program Management First push monitoring Debris management site monitors Collection site monitors Hanger & leaner monitoring Photographs of special debris Load ticket management	Data entry and management Daily Reports Coordination with FEMA Invoice reconciliation Project closeout support FEMA PW preparation PPDR program management Stump program management Public Information support Truck measurement/certification

ADDITIONAL DEBRIS MONITORING CLIENT REFERENCES

Below are references for some additional clients with whom we are currently contracted to provide debris monitoring services. While not all have yet been activated for a disaster event, they will attest to the professionalism of our management team. More references are available upon request.

Town of Sunset Beach, North Carolina

Susan Parker
Town Administrator
(910) 579-6297
srparker@atmc.net

City of Plant City, Florida

Jill Sessions
Director of Solid Waste
(813) 757-9288, ext. 4732
jsessions@plantcitygov.com

City of Greenville, South Carolina

G. Wayne Owens, Operations Manager
Public Works Department
(864) 467-4335
wowens@greenville.gov

Brunswick County, North Carolina

Micki Bozeman
Solid Waste & Recycling Coordinator
(910) 253-2524
micki.bozeman@brunswickcountync.gov

Cumberland County, North Carolina

Jeffrey Brown
County Engineer
(910) 678-7633
jbrown@co.cumberland.nc.us

City of Foley, Alabama

Rachel Keith, Contract Manager
City of Foley
(251) 970-2418
rkeith@cityoffoley.org

DeSoto County, Florida

Thomas Moran
Emergency Management Manager
(863) 993-4831
t.moran@desotobocc.com

Franklin County, Florida

Pamela Brownell, Director
Emergency Management
(850) 653-8977
em3frank@fairpoint.net

City of Wilmington, North Carolina

Dave Bundick
Superintendent of Solid Waste
(910) 341-0081
Dave.Bundick@wilmingtonnc.gov

Orange County, Florida

Ralphetta G. Aker, Manager
Public Works Department
(407) 836-8011
Ralphetta.Aker@ocfl.net

5.3 **REFERENCE FORM**

Provide three (3) satisfactory references within the past five (5) years of similar complexity, nature, and size of this project in Florida.

#1 REFERENCE

Company/Entity Name: Clay County, Florida		
Address 2519 SR 16 West		
City Green Cove Springs	State FL	Zip Code 32043
Contact Name: John Ward	Title: Director, Emergency Management	
Phone No: (904) 541-2767	Fax: (904) 529-2273	Email: john.ward@claycountygov.com
Date of Service or Contract Period: Oct 2016 - Jan 2017	Location	Clay County, Florida
Summary of Services Performed Storm debris monitoring.	Governmental or Private Government	
Dollar Value of Contract \$ 325,000		

#2 REFERENCES

Company/Entity Name: City of Wilmington, North Carolina		
Address 209 Coleman Drive		
City Wilmington	State NC	Zip Code 28412
Contact Name: Dave Bundick	Title: Superintendent of Solid Waste	
Phone No: (910) 341-0821	Fax: (910) 341-0099	Email: dave.bundick@wilmingtonnc.gov
Date of Service or Contract Period: Oct 2016 - Jan 2017	Location	Wilmington, NC
Summary of Services Performed Disaster debris monitoring	Governmental or Private Government	
Dollar Value of Contract \$ 210,000		

#3 REFERENCES

Company/Entity Name: Lee County, FL		
Address 10550 Buckingham Rd		
City Fort Myers	State FL	Zip Code 33905
Contact Name: Emory Smith	Title: Recycling Coordinator	
Phone No: (941) 707-1064	Fax: (239) 533-8025	Email: smithel@leegov.com
Date of Service or Contract Period: Oct 2005 - Feb 2006	Location	Lee County, FL
Summary of Services Performed Disaster debris monitoring	Governmental or Private	
Dollar Value of Contract \$ 900,000		

Company Name Landfall Strategies, LLC

SmithBrothers.

May 12, 2017

Landfall Strategies, LLC
22 South Links Avenue, Suite 200
Sarasota, FL 34236

RE: Surety Prequalification Letter

To Whom It May Concern,

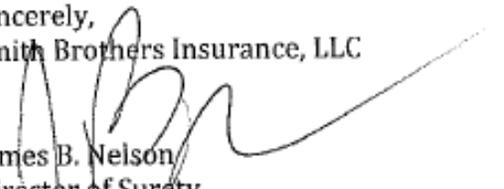
We are pleased to share with you our favorable experience and high regard for Landfall Strategies, LLC. Smith Brothers Insurance, LLC represents Landfall Strategies, LLC as their broker.

Landfall Strategies, LLC has a surety capacity on single projects in excess of \$15,000,000.00 and aggregate program of over \$50,000,000.00.

Naturally the execution of any bonds will be subject to our normal underwriting review, including but not limited to, approval of contract terms and conditions, bond forms and project financing as well as other underwriting criteria pertinent at the time such bonds are requested by Landfall Strategies, LLC.

This letter is only issued as a general bonding reference request from us by our client. If we can provide any further assistance, please do not hesitate to contact our office, (860) 430-3206.

Sincerely,
Smith Brothers Insurance, LLC



James B. Nelson
Director of Surety
Principal

Insurance | Surety | Risk Management | Benefits | Financial

Smith Brothers Insurance, LLC
68 National Drive
Glastonbury, CT 06033

Tel: 860.652.3235
Toll Free: 800.426.6946
Fax: 860.652.3236
SmithBrothersUSA.com



W CITY OF **WILMINGTON** NORTH CAROLINA

Solid Waste Management
235 Operations Center Drive
PO Box 1810
Wilmington, NC 28402-1810

910 341-7875
910 790-2391 fax
wilmingtonnc.gov
Dial 711 TTY/Voice

April 24, 2017

To whom it may concern,

Landfall Strategies, LLC Sarasota, FL was the City of Wilmington's Debris Monitoring & Recovery Services contractor for Hurricane Matthew that hit Wilmington in October 2017. Landfall monitored the cleanup of over 110,000 cubic yards of vegetative debris at a total cleanup cost of \$1,200,000.00. Landfall was good to work with, responsive to our needs and available for questions or concerns. They were in Wilmington the day after the hurricane hit to help with damage assessment and provide daily progress reports. The City was more than satisfied with the work Landfall Strategies performed during Hurricane Matthew cleanup and we extended their contract for another year.

Feel free to contact me with any question you may have.

Sincerely

Dave Bundick

Superintendent of Solid Waste
City of Wilmington
235 Operations Center Drive
P.O. Box 1810
Wilmington, NC 28402-1810
Ph: 910.341.0081 | Fax: 910.790.2391

W CITY OF
WILMINGTON
NORTH CAROLINA



TOWN OF HOPE MILLS
5770 ROCKFISH ROAD, HOPE MILLS, NORTH CAROLINA 28348-1848
TELEPHONE (910) 426-4100 FAX (910) 424-4902
www.townofhopemills.com

RE: Landfall Strategies letter of reference

To Whom It May Concern:

Following Hurricane Mathew, most residents affected in the Town of Hope Mills were able to take advantage of the cleanup programs the Town offered with the assistance of various agencies. We offered the following services for the residents who were not able to complete their individual clean up within the time parameters specified in the programs.

The Town contracted with Landfall Strategies for our disaster recovery consulting services. They are an established company and are known for "assisting state and local governments with the administration, management and compliance-monitoring of federal programs, including the FEMA public assistance, FHWA Emergency Relief and HUD Community Development Block Grant and Disaster Recovery programs".

In my capacity as the Public Works Director for the Town of Hope Mills, I had the opportunity to work closely with and develop a professional relationship with Landfall Strategies during the Hurricane Mathew recovery effort. For the Town, they provided excellent C&D and vegetative debris removal services as well as accurate disaster debris monitoring and accountability. They met every challenge and deadline presented. Should the need to utilize this type of services arise in the future; the Town will again look to Landfall Strategies for assistance without hesitation.

Hector A Cruz

Hector A. Cruz
Public Works Director



LEE COUNTY
SOUTHWEST FLORIDA
BOARD OF COUNTY COMMISSIONERS

April 24, 2017

John E. Manning
District One

Cedil L. Peindergrass
District Two

Larry Kiker
District Three

Brian Hamman
District Four

Frank Mann
District Five

Roger Desjarlais
County Manager

Richard Wm. Wesch
County Attorney

Donna Marie Collins
Hearing Examiner

To whom it may concern:

I have known Jeff Kyte, President of Landfall Strategies, LCC since 2004. Jeff was the manager of our contracted debris monitoring services for Hurricane Charlie. Jeff and I were responsible for the cleanup of approximately 500,000 cubic yards of debris generated by Hurricane Charley in Lee County in 2004. The County was more than satisfied with the work. Jeff has been in the disaster recovery business ever since. You can call me at 239-707-1064 if further discussion is required.

Thank You,

Emory Smith
Superintendent Public Utilities
Lee County Solid Waste Division
10550 Buckingham Rd.
Ft. Myers, FL 33905
Phone 239-533-8000

7. SUBMITTAL FORMS

*State of Florida
Department of State*

I certify from the records of this office that LANDFALL STRATEGIES, LLC is a limited liability company organized under the laws of the State of Florida, filed on June 3, 2009, effective June 3, 2009.

The document number of this limited liability company is L09000054004.

I further certify that said limited liability company has paid all fees due this office through December 31, 2017, that its most recent annual report was filed on May 1, 2017, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the First day of May, 2017*



Ken Detjens
Secretary of State

Tracking Number: CC7828452667

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Sarasota County Business Tax Receipt

2016-17

THIS TAX DOES NOT ASSURE QUALITY OF WORK OR CONFIRM THAT REGULATORY OR ZONING REQUIREMENTS HAVE BEEN MET, IT IS THE OWNER'S RESPONSIBILITY TO ENSURE COMPLIANCE.

Account No.
990010097493

Business Type:

SERVICE

Business Address:

LANDFALL STRATEGIES LLC
2884 PINECREST ST
SARASOTA uninc FL 34239

PAID: 5552533.0001 9/21/2016 \$14.43

ROCHA MARIA

2884 PINECREST ST
SARASOTA FL 34239



All businesses in Sarasota County are responsible for complying with the Sarasota County mandatory recycling ordinance.

Sarasota County Tax Collector
Barbara Ford-Coates

101 S. Washington Blvd., Sarasota, FL 34236
(941) 861-8300, option 3
www.SarasotaTaxCollector.com
Info@SarasotaTaxCollector.com

Valid until 9/30/2017

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) Landfall Strategies, LLC	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ P <input type="checkbox"/> Other (see instructions) ▶	Exemptions (see instructions) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.) 7061 S. Tamiami Trail, Suite B	Requester's name and address (optional) City of Stuart, Florida
City, state, and ZIP code Sarasota, FL 34231	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									
2	7	-	0	7	8	8	3	2	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 6/23/2017
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

5.4 SCHEDULE OF SUBCONTRACTORS PARTICIPATION

If bidder is subcontracting, this information is to be submitted with their submittal response in writing on the attached form or as a separate attachment subcontractor's information as follows; name, address, type of work to be performed and percentage of work that may be provided by Subcontractor, including participation as a small and minority businesses, and women's business enterprises. The Bidder will make additions, deletions or substitutions only with the permission of the City of Stuart and after sufficient prior written notification.

Name of Subcontractor: <u>No plans to utilize subcontractors.</u>		
Contact Name: <u>John Ward</u>		
Address, City, State, Zip, Phone: _____		
Type of Work to be Performed: _____		
License No. _____	Percentage of Work _____ %	MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____		
Contact Name: <u>Emory Smith</u>		
Address, City, State, Zip, Phone: _____		
Type of Work to be Performed: _____		
License No. _____	Percentage of Work _____ %	MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____		
Contact Name: _____		
Address, City, State, Zip, Phone: _____		
Type of Work to be Performed: _____		
License No. _____	Percentage of Work _____ %	MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____		
Contact Name: _____		
Address, City, State, Zip, Phone: _____		
Type of Work to be Performed: _____		
License No. _____	Percentage of Work _____ %	MWBE/MBE <input type="checkbox"/>

Company Name _____

5.5 PROPOSAL CHECKLIST FORM

A. All proposals shall be submitted in the format identified. Failure to submit the required documentation in the format identified may cause the proposal to be rejected. This form is to be submitted with proposal package.

- 1. Letter of Transmittal Yes No
- 2. Acknowledgment of addendum & submission with RFP Yes No
- 3. All Submittal Forms (proposal, reference, subcontractors, etc.) Yes No
- 4. Proof that Firm name is registered with their State of Origin Yes No
- 5. Submit a copy of all Licenses, Certificates, Registrations, Permits etc. Yes No
- 6. Submit any data in reference to Contract Performance Yes No
- 7. Evidence of Insurance Yes No
- 8. Additional Data is submitted (Optional) Yes No
- 9. Total of Five (5) sets (one (1) original and four (4) copies, one (1) electronic copy (PDF format preferred) on a CD or flash drive are submitted) Yes No

RFP 2017-168

(to be submitted with RFP response)

COMPANY NAME: Landfall Strategies, LLC

5.6 SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to CITY OF STUART, MARTIN COUNTY, FLORIDA

by: Craig Schultz, Senior Vice President

(print individual's name and title)

for: Landfall Strategies, LLC

(print name of entity submitting sworn statement)

whose business address is: 7061 S. Tamiami Trail, Sarasota, FL 34231

and (if applicable) its Federal Employer Identification Number (FEIN) is: 27-0788323

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

____ - ____ - ____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- A predecessor or successor of a person convicted of a public entity crime; or
 - An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

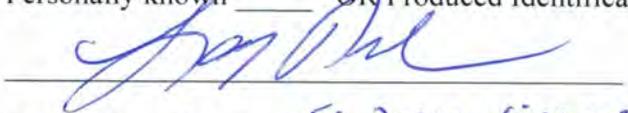
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



 Signature

Sworn to and subscribed before me this 27 day of June, 2017.

Personally known _____ OR Produced Identification FL Driver License



Notary Public – State of Florida

Type of Identification FL Driver License

My Commission Expires: 02/07/2018

SEAL OR STAMP



Larry Prazak
 State of Florida
 My Commission Expires 02/07/2018
 Commission No. FF 86301

The undersigned Respondent hereby certifies that he has received all the Addenda listed below and has incorporated them into his proposal listed herein. Failure to acknowledge any and all addenda may render the proposal non-responsive and no further evaluation of the proposal will occur.

Addendum(s) # n/a through # _____ Respondent's Initials CS



(Signature)

Craig Schultz

(Printed Name)

Landfall Strategies, LLC

Name of Company, Firm

Senior Vice President

(Printed Title)

(941) 451-7472

Telephone Number

(941) 927-1803

Facsimile Number

cschultz@landfallstrategi

Email Address

8. DISCLOSURE STATEMENTS

By having signed the cover letter of this proposal, Landfall Strategies, LLC certifies the following statements to be true.

Statement of Non-Collusion

Landfall Strategies, LLC certifies that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena.

Conflict of Interest Statement

Landfall Strategies, LLC certifies that no potential conflict of interest, real or apparent, exists between any employee, officer, or agent of the firm due to ownership, other clients, contracts or interests associated with this project.

9. OPTIONAL SERVICES AND INFORMATION

As a dedicated disaster management and recovery firm with extensive experience in providing government clients with federal grants management and financial recovery consulting services, Landfall Strategies could provide technical assistance with the City's FEMA and other federal claims. Our professional consultants would work with your participating departments from the beginning of response and recovery operations to properly capture and scope all eligible costs and work, and would remain engaged through the entire process. Our team has prepared hundreds of FEMA Project Worksheets for all categories of work and has assisted hundreds of Public Assistance grant recipients in maximizing their federal reimbursement. Services we can provide include:

Task	Services
Pre-Event Coordination and Planning	Provide training in disaster recovery programs and grants management and develop CEMP, COOP, Debris Management Plans and others. Assist with procurement of emergency and disaster recovery contracts. Identify temporary Debris Management Sites.
Data Collection and Documentation Management	Establish and maintain a documentation management process to quickly and completely capture costs associated with response and recovery. Prepare supporting documentation to fulfill grant application, reporting, and audit requirements.
Preliminary Damage Assessments	Assist departments with damage assessment immediately following a disaster event to estimate damages and provide state and federal officials with information required to request a presidential disaster declaration.
Applicant Briefings & Kick-off Meeting Support	Attend Public Assistance Program Applicant Briefing and Kickoff Meeting with Client and coordinate with FEMA and State for identification and initial reporting of damage claims and projects.
Site Inspections	Visit damaged facilities to document, photograph and log damages and prepare detailed damage reports for each site.
Project Scope Development	Develop detailed damage descriptions and scopes of work to include narratives in PWs. Capture all damages to ensure Client's claims are submitted and reimbursements for all eligible costs are received.
Project Cost Estimation and Documentation	Prepare cost estimates and supporting documentation for incomplete projects and large projects. Include in PWs to obtain small project reimbursement and expedited payment of large projects.
Immediate Needs Funding	Identify projects eligible for INF funding and coordinate with FEMA and State for development of requests.
Insurance Reviews	Identify insurance benefits expected or received by Client for projects submitted to FEMA. Adjust funding requests appropriately.

Task	Services
FEMA Project Worksheet Preparation	Preparation of PWs, grant application development for both small and large projects in all categories of work (A-G). Coordinate with Client, state, and federal PA representatives throughout the process.
Alternate and Improved Project Identification	Identify projects eligible for funding as alternate or improved projects and assist with development of requests and cost estimations.
Hazard Mitigation Project Identification and Development	Identification of Section 406 hazard mitigation opportunities to reduce or eliminate the future threat of damages. Development of grant applications and grant/program management of mitigation project activities.
Permanent Repair Project Support and Monitoring	Monitor contractor performance, assist with contract procurement and manage project documentation to ensure completeness and compliance.
Grant Management and Administration	Administrative support associated with program reporting requirements, payment requests, and financial management of grant expenditures and reimbursement funding.
Interim and Final Project Inspections	Perform interim and final inspections of large projects to ensure compliance with project schedules and grant program requirements.
Identify Cost Under or Overruns	Reconcile original PW estimates with actual project costs and flag discrepancies. Include findings in PW versions to ensure accurate reimbursement and prepare projects for potential audit.
Appeals and Audit Support	Prepare final documentation required for audit. Review audit findings and address any additional requests for clarification or adjustments. Develop and prepare appeals of any FEMA denials of reimbursement. Submit appeals within mandated deadlines that best defend the Agency and seek to maximize recovery and reimbursement
Small Project Review	Review small projects for additional funding opportunities and assist with nettings or requests for versions.
Prepare Large Projects for Financial Closeouts	Prepare final PW versions incorporating any changes or alterations to projects prior to grant closeout. Coordinate with FEMA and State to complete and submit for final approval.
FEMA Grant Closeout Support	Final reconciliation of project expenditures with grant funds and insurance proceeds received. Adjustment PWs for cost over-runs or under-runs to maximize reimbursement of all eligible costs.
Direct Administrative Cost Tracking and Recovery	Track and document all eligible direct administrative costs (DAC) associated with Landfall Strategies' grant administration and management services, and any eligible administrative work performed by the Client's staff. Submit DAC claims to FEMA as line items on each associated PW.

EXHIBIT B

"ORIGINAL RFP AS ISSUED BY CITY, INCLUDING ALL ADDENDA"



City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement and Contracting Services Division

Lenora Darden, CPPB
Procurement Manager
purchasing@ci.stuart.fl.us

Telephone (772) 288-5308
Fax: (772) 600-0134
www.cityofstuart.us

LEGAL NOTICE FOR RFP #2017-168

DEBRIS MONITORING SERVICES

The Stuart City Commission, Stuart, Florida is soliciting qualified firms to provide, Debris Monitoring Services, on an as needed basis, in accordance with the specifications.

A complete RFP package can be requested from Onvia DemandStar at <http://www.demandstar.com>, or by calling (800) 711-1712. A complete RFP package may also be obtained by contacting the City's Procurement Office at 772-288-5320 or by email at purchasing@ci.stuart.fl.us. The City of Stuart is not responsible for the content of any RFP package received through any 3rd party service or any source other than DemandStar by Onvia or the City of Stuart Procurement Division.

In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend this proposal opening who needs a special accommodation should contact the City's ADA coordinator at 772-288-5306 or TDD at 772-288-5302 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

Firms desiring to provide the services described above shall submit one (1) original and four (4) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposals, containing all of the required information **no later than 2:30 pm, June 28, 2017**. Submittals will be accepted by hand delivery overnight delivery or by U.S. Mail to Procurement and Contracting Services Division, 121 SW Flagler Avenue, Stuart, Florida 34994. Submittals received after that date and time will not be accepted or considered and will be retained unopened. Submittals will be opened as soon as practicable thereafter.

Mail/Overnight/Hand Deliver Submittal Responses to:
Stuart City Hall
Procurement & Contracting Services Office
121 S.W. Flagler Avenue
Stuart, Florida 34994

Mark outside of envelope: RFP #2017-168-"Debris Monitoring Services"

Publish Date: June 6, 2017

Stuart City Commission
City of Stuart, Florida

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PART I GENERAL INFORMATION

1.1 OVERVIEW

This Request for Proposal (RFP) provides guidelines for the submission of proposals in response to the City of Stuart's solicitation for firms and individuals to provide debris monitoring services as described herein.

The Contractor must handle debris management activities in the City of Stuart Florida in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Florida Department of Health (FDH), Natural Resources Conservation Services (NRCS), South Florida Water Management District (SFWMD), and the Florida Department of Environmental Protection (FDEP) in conjunction with the City's needs. The Contractor shall have an excellent understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, or Other Federal Agencies, and other State relief programs regulations regarding edibility.

This Proposal is being solicited in accordance with the Procurement Requirements for Federal grants, as provided for in Title 2 Code of Federal Regulations (CFR) Part 200.under the Public Assistance Program.

1.2 DEFINITIONS

"Proposer" shall mean Contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this Request for Proposal.

"Stafford Act Grant Programs" The Robert T. **Stafford** Disaster Relief and Emergency Assistance **Act (Stafford Act)** is a United States federal law designed to bring an orderly and systemic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens.

1.3 ISSUING OFFICE AND LOCATION OF PROPOSAL OPENING

Office of Procurement and Contracting Services Division
City of Stuart
121 S.W. Flagler Avenue
Stuart, Florida 34994

1.4 CONTRACT AWARD

The City of Stuart anticipates entering into a contract with the proposer who submits the proposal judged by the City to be most advantageous. The City anticipates awarding one contract, but reserves the right to award to more than one, if it's in the City's best interests to do so. The proposer understands that this RFP does not constitute an offer or a contract with the City. A contract shall not be deemed to exist, and is not binding, until proposals are reviewed and accepted by the City and executed by all parties. A sample Contract is attached to this RFP. The City anticipates that the final contract will be in substantial conformance with the Sample Contract; nevertheless, proposers are advised that any contract which may result from the RFP is subject to negotiation and may deviate from the Sample Contract, if in the City's opinion, such deviation is reasonable, justifiable, and serves the best interest of this procurement and the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to enter negotiations with the second, most responsive and responsible proposer determined by the selection committee, or it may re-solicit proposals.

The City reserves the right to reject all proposals, to waive non-material, technical variances in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

1.5 DEVELOPMENT COSTS

Neither the City, nor its' representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

1.6 INQUIRIES

The City will not respond to oral inquiries. Interested proposers may contact the Procurement Office, regarding questions about the proposal at email: purchasing@ci.stuart.fl.us or facsimile: (772) 600-0134. The Procurement Office will also receive written requests for clarification concerning the meaning or interpretation of this RFP, until seven (7) days prior to the submittal date. Questions shall be faxed or emailed with reference to the RFP number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication with the City prior to opening of the proposals.

Respondents may not contact any member of the selection committee, City employee or City elected official during this solicitation process. All questions or requests for clarification must be routed through the Procurement Office.

1.7 TIMETABLES

The City and proposers shall adhere to the following schedule in all actions concerning this RFP:

- A. On June 6, 2017 the City issues the RFP.
- B. From June 6, 2017 to June 21, 2017, the City will receive and answer written inquiries received by fax, mail or email.
- C. The City must receive the proposals by the closing time and date of 2:30 PM on June 28, 2017.
- D. The City will review and evaluate the proposals in a timely manner.
- E. Short listed firms may be scheduled for presentations/clarifications as detailed in 4.1 below.
- F. The City may enter into a contract after obtaining appropriate approvals and conducting negotiations.
- G. Anticipate effective date of the Contract for these services is intended on or about August 1, 2017.

1.8 DELAYS

The City may delay scheduled due dates, if it is to the advantage of the City to do so. The City will notify proposers of all changes in scheduled due dates by written addenda submitted to the City.

1.9 QUALIFICATION SUBMISSION AND WITHDRAWAL

The City will receive all proposals at the following addresses:

**Stuart City Hall
Procurement & Contracting Services Division
121 S.W. Flagler Avenue
Stuart, Florida 34994**

To facilitate processing, please mark the outside of the envelope as follows: **RFP #2017-168 “Debris Monitoring Services”** The envelope shall also include the proposer's return address.

Respondents shall submit one (1) original and four (4) copies of the proposal submittal with each marked "**COPY**", and **one (1) electronic copy (PDF format preferred) on a CD or flash drive** in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

***THE CITY MUST RECEIVE ALL PROPOSALS BY
2:30 P.M. JUNE 28, 2017.***

Due to the irregularity of mail service, the City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City's Procurement Office, as specified above, prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (772) 288-5320, before proposal closing time. A proposal received by the City Procurement Office after the established deadline will be retained unopened.

Proposers may withdraw their proposal submissions by notifying the City in writing at any time prior to the deadline for proposal submittal. Proposers may withdraw their submissions in person or by an authorized representative. Proposers and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the City with a signed receipt for the withdrawn proposal. After the deadline, proposals once opened, become a public record of the City and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.10 ADDENDA

If revisions become necessary, the City will provide written addenda to all respondents who received the Request for Proposals. All addenda issued by the City of Stuart in regard to this RFP shall be acknowledged. Failure to acknowledge all addenda may result in disqualification.

The City will make every effort to notify registered Proposers by email that an addendum has been made to the RFP. The City shall not be responsible for providing notice of addenda to potential proposers who receive a RFP package from sources other than the City or DemandStar by Onvia.

All addenda issued by the City must be acknowledged within the proposal at the time it is submitted to the City.

1.11 EQUAL OPPORTUNITY

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises.

1.12 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage (Item 5.2) reflecting the minimum amounts and coverages as required by the City.

1.13 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the City for construction of a public building or public works; may not submit bids for 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 for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

1.14 SUSPENDED VENDOR

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at:

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information

1.15 MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

The City of Stuart, Florida is committed to providing opportunities for all small business, with special attention directed to minority and women owned firms. The City of Stuart encourages contractors to use minority and women owned businesses as subcontractors. While the City does not have a preference or set aside program, it is the desire of the City that small businesses be assisted in participating in this work. If you have any difficulty in determining the requirements of this RFP, or in filling out the documents, please call (772) 288-5320 or write to purchasing@ci.stuart.fl.us. This is the policy of the City Commission of the City of Stuart, Florida as evidenced by various sections of the Florida Statutes and local City Ordinances.

1.16 ASSIGNMENT & SUBCONTRACTING

The successful proposer will not be permitted to assign its contract with the City without obtaining prior written approval of the City of Stuart. If a vendor subcontracts or subleases employees for any portion of this contract **for any reason**, the proposer must include, in writing the **name and address of the Subcontractor or leased employee/firm, and must obtain all the same insurance requirements, licensing, and certification requirements with prior approval by the City**. Name of the person to be contacted, include telephone number and extent of work to be performed. This information is to be submitted with RFP response (Item 5.4). If vendor should need to change subcontractor information, changes are subject to the approval by the City. The City reserves the right to reject a proposal of any proposer if the proposal names a subcontractor or leased employee who has previously failed in the proper performance of an award or failed to deliver on time contract of a similar nature, or who is not in a position to perform properly under this award.

1.17 PROPOSAL AS PUBLIC DOMAIN

All documents and other materials made or received in conjunction with this project will be subject to public disclosure requirements of Chapter 119, Florida Statutes. The proposal will become part of the public domain upon opening. **Vendors shall not submit pages marked "proprietary" or otherwise "restricted"**.

1.18 PUBLIC RECORDS: Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action

Note: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the City Clerk as the custodian of Public Records for the City of Stuart, and all the respective departments at 772-288-5306 or cwhite@ci.stuart.fl.us , City of Stuart, City Clerk 121 SW Flagler Avenue, Stuart, Fl. 34994 per F.S. 119.12.

In compliance with F.S. 119.0701 the Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. 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.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- D. 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.
- E. A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- F. If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- G. A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

- H. If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
 2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.
- I. A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- J. A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

1.19 LICENSES

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of RFP receipt. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

1.20 PERMITS

The Contractor shall be responsible for obtaining all permits. It is the responsibility of each proposer to contact the appropriate permitting agency and determine what fees and submittals are necessary to pull a permit. By submitting your response, the proposer certifies that he/she has contacted the appropriate permitting agencies, is knowledgeable of all the permit submittal requirements, and is prepared to obtain a permit within a reasonable time to be specified by the City. The Contractor is required to pay all the required permit fees whether or not there is a line item in the proposal schedule, so he/she should ensure that these costs are included in his/her proposal response submission.

1.21 BUSINESS TAX RECEIPT

Proposer shall comply with Business Tax Receipt requirements for their business location. A copy of the business tax receipt or proof of exemption shall be included with proposer's submittal and completion of Item 5.7.

1.22 CONTRACT TERM

At all times during the term of the contract, the successful Contractor shall act as an independent Contractor and at no time shall be considered an agent or partner of the City.

- A. **Contract Period:** This contract shall be awarded for an initial term of one (1) year subsequent to approval by the proper City authorities. The contract may be renewed for four (4) additional one year periods provided both the successful proposer and the City agree and all terms and conditions remain the same. Any contract or amendment resulting from this solicitation shall be subject to fund availability and mutual written agreement between the City and the successful

proposer. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

- B. **Option to Extend:** The performance period of any contract resulting from this solicitation may be extended upon mutual agreement between the contractor and the City of Stuart with no change in terms or conditions. Any extension of performance period under this provision shall be in one-year increments. The contract may be renewed for four (4) additional one-year periods, provided both parties are in agreement. Total contract length, including individual one-year extensions, shall not exceed five (5) years. Consideration of price increases at each renewal period will be given provided such escalations are justified, reasonable and acceptable to the City. Any price increases must be documented and approved by the City of Stuart. It is also expected that de-escalation of prices will be extended to the City if the market so reflects.

1.23 CONTRACT AMENDMENT

The City may also require additional services not specifically identified in the contract. The Contractor agrees to provide such services, and shall provide the City prices on such additional services based upon a formula or method which is the same or similar to that used in establishing the prices in this proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those services from other vendors or to cancel the contract. Furthermore, the City reserves the right to delete or revise items and services under this solicitation at any time during the contract period when and where deemed necessary. Deletions may be made at the sole discretion of the City at any time during the contract period. Items revised must be mutually agreed upon in writing by the Contractor.

1.24 TERMINATION CLAUSES

- A. **Termination for Convenience:** The City upon a thirty (30) day written notice to the other party may terminate this Agreement with or without cause. In the event of any termination, the Contractor shall be paid for all services rendered to the date of termination.
- B. **Termination for Cause:** The obligation to provide further services under this Agreement may be terminated by the City upon seven (7) days written notice in the event of failure by the Contractor to perform in accordance with the terms hereof through no fault of the City.
- C. **Default:** In the event that the Contractor cannot respond adequately to the needs of the City by any reason, the Contractor shall advise the City, as soon as possible, and further advise as to the length of said inability. The City may then consider said inability to be a breach of this Contract and may undertake the necessary work through its own services or those of another Contractor. The City shall have the right to deduct the cost incurred in having to provide said services from the payments to be made to the Contractor under this Contract

1.25 NON EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option. The successful proposer will be an independent contractor and the individual(s) assigned to work for the City by the provider will be approved by the City and will not be a City employee.

1.26 STANDARDS/REGULATIONS

The City reserves the right to request documentation of Contractor's compliance with standards and regulations to include, but not be limited to: OSHA, required employee safety & health training, written safety and health programs. Contractor services shall also comply with all applicable federal, state and local requirements, including but not be limited to, Florida Department of Environmental Protection (FDEP).

1.27 BACKGROUND INFORMATION

As part of the evaluation process, the City reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the City by the Proposer or any of their Owners.

1.28 REFERENCES/RECORD CHECK

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints (Item 5.3). Proposer's submission of their RFP constitutes acknowledgment of the process and consent to investigate. City is the sole judge in determining Proposer's qualifications.

1.29 PERFORMANCE EVALUATION

Throughout the contract period the vendor(s) performance will be monitored by City staff. If vendor performance fails to meet the standards specified and receives an unacceptable rating, the City may without cause and without prejudice to any other right or remedy, terminate the contract whenever the City determines that such termination is in the best interest of the City. Vendor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Procurement Division.

1.30 PRICING AND INVOICING

The City requires a firm price for each contract period. Invoices will be checked to confirm compliance with quoted pricing. Failure to hold prices firm through each contract term may be grounds for contract termination. Payment will be paid upon completion and acceptance of the work, net 30 days.

PART II STATEMENT OF WORK

2.1 PURPOSE

The City of Stuart is soliciting proposals from qualified, experienced firms to furnish all labor, equipment, materials and incidentals required to accomplish the work for Debris Monitoring Services resulting from hurricanes or other disasters.

2.2 WORK OBJECTIVE

- A.** The City will assign a Debris Manager (DM) and will establish and staff a Debris Management Center (DMC), which will provide overall coordination with local, state, and federal agencies responsible for debris operations. Depending on the size and complexity, local, state, and federal agencies may provide a representative and staff to the Debris Management Center, as necessary, to assure a proper level of coordination. The Debris Management Center will be the primary

point of contact for the Contractor and will resolve contract administration issues and disputes. The debris management expert is to provide assistance to the City's Debris Manager and support the efforts of staff at the Debris Management Center.

B. Contractor shall;

1. Provide adequate number of professionals and qualified personnel to monitor approximately six (6) debris management areas, within 24 hours of notification. The Contractor will be required to increase its staffing from this point depending on the severity of the debris generating event. At the discretion of the Debris Manager, the Contractor may be required to replace any debris monitor. As part of this proposal, the Contractor must indicate and explain how they plan to supply adequate personnel to support this scope of work and must describe how they would hire additional personnel to meet the expanded needs of the City.
2. Provide all debris monitors with appropriate personal protective equipment to include, but not limited to, eye protection, hearing protection, safety shoes, safety vests, hard hats, and wet and cold weather clothing, to comply with all federal, state and local requirements.
3. Provide the debris monitors with the means to communicate (cell phones, satellite phones, radio, etc.) with their supervisor or the Debris Management Center as may be necessary. Contractor supervision is responsible for resolving issues with truck drivers and other contractors' personnel.
4. Provide temporary office space and temporary sanitary facilities as necessary.
5. Provide all personnel with vehicles, telephones, meals, lodging arrangements, safety gear, cameras, and other incidentals necessary to work up to 12 hour days, and up to seven (7) days per week during emergency. All labor rates are to be fully burdened to include all taxes, benefits, handling charges, overhead and profits. All direct cost associated with monitoring (including those afore mentioned) shall be included in the labor rates.

C. Loading Site Monitoring Services

1. The primary function of the Loading Site Monitors is to approve debris load tickets for eligible debris cleared and removed at locations designated by the Debris Management Center.
2. Contractor shall, with 24 hours of notification, be prepared to provide qualified on site personnel to monitor debris removal operations throughout the City of Stuart. Additional sites may be added as debris removal efforts increase. Each loading site will operate, at a minimum, approximately 12-14 hours per day, 7 days per week. Exact number and location of loading sites will be determined by the Debris Manager in coordination with the debris removal Contractor.
 - a. Contractor may have Loading Site Monitors stationed at designated "Control Points" chosen by the debris removal Contractor and coordinated with the Debris Management Center the day before beginning the work. The number of "Control Points" must be kept to a minimum and be located at a safe site along the primary haul road to the designated debris management site. The Contractor must be

prepared to provide a minimum of two (2) Loading Site Monitors to be stationed at each “Control Point.” Each truck driver will provide a load ticket that validates where the material originated and that it is eligible for pickup. Load tickets will be completed in accordance with established procedures and as a minimum contain either a street address or the nearest intersection to be valid. The volume of debris hauled will be estimated at the debris management site by the City’s Debris Management Site Monitor.

b. The Loading Site Monitors shall accurately and legibly complete tickets provided by the driver to verify:

- Date
- Preprinted Ticket Number
- Truck Number
- Truck Capacity in Cubic Yards
- Load Size, either in Cubic Yards or Tons (including percent full and certified capacity)
- Truck Driver’s Name & Company Name
- Debris Classification:
 - Mixed
 - Vegetative
 - Construction & Demolition Debris
 - Other
- Zone/Sector
- Dumpsite Location and Destination
- Loading Time (from work site)
- Loading Site Monitor’s Name and Signature
- Loading Location by Full Address or Nearest Landmark
- Any other information required by the City or deemed pertinent by personnel providing the information.

3. Contractor shall provide all management, supervision, labor, transportation, mobile communications equipment, all safety equipment, digital cameras, video cameras, and other equipment necessary to initiate debris load tickets to document the removal of eligible debris from public access roadways, public rights-of-way, and public property within the City of Stuart.

4. All Loading Site Monitors must speak proficient English, be a minimum of 18 years of age and have a valid driver’s license issued in the United States.

5. Supervisors and all identified Loading Site Monitors must attend a training session to be conducted before the start of the first shift. Training will be the responsibility of the Contractor and must be approved by the City.

6. Monitors must be capable of working in an outside environment and be able to climb a staircase ladder of 10 feet high.

D. Debris Management Consulting Services

1. The Contractor will provide, if requested by the City, the services of an experienced professional (Consultant) to assist the City in the operations and coordination of activities at the Debris Management Center. The qualified individual must have direct debris management experience including the management of debris removal operations, the oversight of temporary debris storage and reduction sites, debris recycling and disposal. Emphasis on management and coordination of post debris causing event recovery and FEMA reimbursement guidelines are required.
2. The Consultant shall report to the Debris Manager. The Consultant shall perform work as assigned, which may include but not be limited to review of plans and procedures, drafting task orders, work plans and reports, audit of Debris Removal Contractor efforts and operations, develop information for public dissemination on debris removal, reduction and disposal, and other duties as assigned.
3. The Debris Manager will issue a task order to mobilize the Contractor to provide the Consultant. The Consultant shall be available on site at the Debris Management Center. The Debris Manager will establish the service requirements and length of time those services are essential based on the needs of the City.

E. Operational Requirements: The City will be contracting with a Contractor(s), to remove and transport disaster debris from the public access roadways, rights-of-way, and public property within the City of Stuart to a designated debris management site. Each load of eligible debris shall be tracked using a multi-page load ticket.

F. Miscellaneous Requirements

1. Assist the City in the preparation of FEMA and other required agency reports for reimbursement.
2. Coordinate with FEMA, the Florida Division of Emergency Management (FDEM), Florida Department of Transportation (FDOT), and other agencies to ensure the debris-related activities meet each agency's requirements for reimbursement eligibility.
3. Provide data necessary to provide substantiation for FEMA and state reimbursement.
4. As directed, perform other disaster response and recovery activities as necessary.
5. Contractors must have the resources necessary to perform all aspects related to the scope of this RFP including the ability to manage a major workforce including possibly multiple sub-contractors and cover the expenses associated with a major recovery operation prior to the initial payment and between subsequent payments, as well as providing the necessary bonding and insurance coverage.
6. Contractor experience with and knowledge of FEMA regulations and procedures will be vital to the City's successful recovery efforts. Experience with and knowledge of FEMA regulations and procedures is an evaluative criterion and will be used as part of the evaluation process.

2.3 WORKMANSHIP

- A. No activity shall be carried out in a manner that will disrupt, inconvenience or endanger any member of the public, neither pedestrian nor vehicular.
- B. Contractor is responsible for all physical damage to the property, caused by his workmanship, and agrees to pay for repair or replacement of all damaged property immediately.

2.4 STAFFING

- A. Contractor and/or his designated supervisor will be on the premises at all times while the Contractor's work force and/or his equipment are on the premises.
- B. All employees of Contractor shall be thoroughly trained to act in a professional manner and shall be able to communicate clearly with customers in the English language. The Contractor shall control and correct objectionable conduct, demeanor and appearance, of its employees as requested by the City.
- C. Contractor's employees shall not be considered employees of the City. Contractor understands that their employees shall be independent thereof and shall have no claim against the City as to pension, workers compensation, unemployment compensation, insurance, salary, wages or other employee rights or privileges granted by operation of law or by City of Stuart.
- D. All personnel shall be required to wear proper safety attire, which, at a minimum, includes a standard shirt carrying company name and/or logo, fluorescent vest, and any personal protective equipment (PPE) that represents a good appearance to maintain a professional code of conduct.
- E. All subcontractors working for the Contractor, are the Contractor's responsibility, and must be approved by the City prior to work performance.

2.5 START OF WORK

It is hereby understood and mutually agreed by and between parties hereto that the time of completion is an essential condition of this contract. By submitting a proposal response, successful proposer agrees to start the work within 24 hours of issuance of Notice to Proceed.

2.6 INSPECTION & DIRECTION

The Project Manager or an appointed inspector will make final inspection of the work covered by this contract when it is completed and finished in all respect in accordance with specifications and must be approved before payment is made. Appointments for the final inspection shall be made one (1) day in advance.

2.7 PERFORMANCE & PAYMENT BONDS

The successful proposer, when provided a notice to proceed, shall be required to furnish payment and performance bonds with a carrier duly licensed and authorized to do business in the State of Florida, equal to one hundred percent (100%) of the total amount of the contract to assure faithful performance and timely payments to all persons providing labor, materials or supplies used in the performance of the work.

2.8 PART 200-UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

The procurement standards must be met in accordance with the following categories:

- General procurement standards (2 C.F.R. Part 200.318).
- Competition (2 C.F.R. Part 200.319).
- Methods of procurement (2 C.F.R. Part 200.320).
- Contracting with small and minority businesses, women's business enterprises, and area labor surplus firms (2 C.F.R. Part 200.321).
- Procurement of recovered materials (2 C.F.R. Part 200.322).
- Contract cost and price (2 C.F.R. Part 200.323).
- Awarding agency and pass-through entity review (2 C.F.R. Part 200.324).
- Bonding requirements (2 C.F.R. Part 200.325).
- Contract provisions (2 C.F.R. Part 200.326 and Appendix II).

PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS

3.1 RULES FOR SUBMISSIONS

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the RFP. The interested firm or individual must submit one (1) original and four (4) copies of their proposal with each marked "COPY", and **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of the requested data for evaluation. Please tab all support documents or attachments according to the order established in the following paragraph.

3.2 PROPOSAL FORMAT

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the City has no previous knowledge of their product or capabilities. Proposals should clearly describe the services, specifying where it meets, exceeds or does not comply with the general specifications.

Letter of Transmittal: The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Contractor's understanding of the scope of work and make a positive commitment to timely perform the work within budgetary requirements. An agent authorized to contractually bind Contractor must sign the Letter of Transmittal indicating the agent's title or authority. The transmittal letter shall not exceed two pages in length.

Tab 1 ~ Qualifications/Knowledge: Provide a statement indicating the respondent's interest in, knowledge of, and resources necessary to provide the services described in this RFP. Detail practical experience, including relevant dates, in all aspects of this service. Include the history of the firm, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence. Provide a statement indicating the respondent's interest in, knowledge of, and resources necessary to provide the services described in this RFP. Provide a statement indicating the respondent's interest in, knowledge of, and resources necessary to provide the services described in this RFP. Indicate familiarity with and knowledge of FEMA requirements and procedures.

As part of this proposal, the Contractor must indicate and explain how they plan to supply adequate personnel to support this scope of work and must describe how they would hire additional personnel to meet the expanded needs of the City

Submit an organizational chart outlining operational structure, including personnel to be assigned to the City, segregating the respondent's staff and resources from that of anticipated sub-contractors. Resumes of proposed key personnel (name, company address, phone number, e-mail address) that will be assigned to this project shall include job skills, education, training, experience and professional affiliations/membership.

All proposed sub-contractors shall be identified, and the working relationship between the respondent and the sub-contractor shall be explained. Sub-contractors shall also provide key personnel resumes.

The firm shall provide sufficient competent and qualified personnel to effectively carry out its responsibilities under the Contract. The firm may not make changes in the personnel working on activities pursuant to the Contract without written concurrence of the City.

Proposers may submit such additional information as to their qualifications, experience and expertise as they may feel necessary to establish their level of proficiency in this area.

Tab 2 ~ Experience/Knowledge of FEMA Regulations and Procedures: Detail practical experience, including relevant dates, in all aspects of debris management. Describe, in detail, the firm's experience with and knowledge of FEMA regulations and procedures, to include but not be limited to, methods to meet compliance with all required reporting and tracking overall project progress in compliance with FEMA program guidelines. Indicate familiarity with and knowledge of FEMA requirements and procedures.

Tab 3 ~ Operational Plan: Describe, in detail, the proposed plan for providing the services identified in this RFP, highlighting proven strategies and expertise. The plan should include expected obligations and duties of the City upon which the proposed plan is contingent.

Describe all quality control implementation procedures sub-contractor supervision, contract compliance and enforcement of industry standards. Comment on firm's project schedules, budgets and adherence to those items. Discuss ways to maintain schedules. Discuss cost control. Describe any project management systems used to track and control project issues.

Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the City Project Manager and City staff. Provide information on any disposal diversion plans utilized previously or proposed as part of this plan. Attach copies or samples of tracking reports and reimbursement requests.

Tab 4 ~ Proposal Forms: Insert all requested pricing in the attached Price Proposal Form. Respondents may attach any additional pricing not listed. Include a statement that, to the best of the respondent's knowledge and experience, all proposed costs are reasonable and customary. As an additional attachment, provide any revenue sharing proposal concerning the possible sale of collected materials. The proposed fees shall include all overhead and expenses and as specified in Item 5.1.

Tab 5 ~ Insurance: Provide a statement agreeing to obtain (prior to award) Insurance with coverages as detailed in Item 5.2. Provide proof of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the City along with their qualification data. A properly completed Accord Form is preferable. The City of Stuart must be named as an additional insured for all General Liability prior to entering into a contract. The Firm shall either cover any sub-contractors on its policy or require the sub-contractors to conform to all requirements for insurance contained herein. Subcontractors must be provided on Item 5.4.

Tab 6 ~ References: Provide a list of three (3) successful projects in Florida of a similar nature and size within the past five (5) years by completing Item 5.3.

Tab 7 ~ Submittal Forms & Requested Information:

- Item 1.18 Licenses and Certifications as required
- Item 1.19 Business Tax Receipt requirements for their business location. A copy of the business tax receipt or proof of exemption shall be included with response submittal with IRS W-9 form.
- Item 5.4 Subcontractors List
- Item 5.5 Proposal Checklist
- Item 5.6 Public entity Crimes
- Item 5.7 Request for Information to submit with IRS W-9 Form

Tab 8 ~ Prohibition Non-Collusion/Conflict of Interest Disclosure Statements

- A. Include the following Statement of Non-Collusion: "The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena."
- B. Include a disclosure statement advising the City of any potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project.
- C. Signature on the transmittal letter shall certify the veracity of these statements.

Tab 9 ~ Optional Information: Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

Tab 10 ~ Addenda (if applicable): All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA

- A. General:** The City’s selection committee will evaluate proposals and will select the proposer which meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. This criterion shall be utilized in the evaluation of the proposals.

The City’s evaluation criteria will include, but not be limited to, consideration of the following:

<u>EVALUATION CATEGORIES</u>	<u>POINTS POSSIBLE</u>
Overall qualifications & knowledge	30 pts
FEMA knowledge & experience	25 pts
Operational Plan	15 pts
References	10 pts
Proposed price for work to be accomplished.	20 pts

- B. Selection:** Proposals will be evaluated using the above weighted criteria. The City will assign this task to a Selection Committee. The Selection Committee will make a recommendation for award to the City Commission. The City of Stuart reserves the right to select the most qualified individuals/firms solely from review of the packages submitted and request authorization to negotiate a contract with the highest ranked individual/firm; or to interview the most qualified Respondents prior to requesting authorization to negotiate an agreement with the highest ranked respondent. Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews. The City of Stuart reserves the right to request clarification of information submitted and to request additional information from one or more firms.
- C. Presentations:** The City may require oral and visual presentations from those firms that are ranked or short-listed. This shall be done at the City’s sole discretion when it feels presentations are essential as part of the evaluation process and are in the best interests of the City. The City shall be the sole judge and final arbiter of its own best interests in this matter.
- D. Negotiations:** After the City ranks the respondents; City staff will take the proposed ranking to the City Commission for approval and authorization to start negotiations with the top ranked firm. After staff concludes negotiations with the respondent(s) selected by the City Commission, staff will present the results of the negotiations to the City Commission with its recommendation for award of a contract. If the City Commission determines that staff is unable to negotiate a satisfactory contract with the respondent(s) considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations with that respondent(s) shall be formally terminated. Should the City be unable to negotiate a satisfactory contract with the selected respondent(s), the City may select additional respondent(s) in order of their original ranking, competence and qualification; and will continue negotiations until an agreement is reached. However, as stated in Item 1.4 above, the City reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

E. Terms and Conditions

All prospective Contractors are hereby cautioned not to contact any member of the Stuart City Commission, the City Manager, the City Attorney (except to discuss grievance matters) or any member of the selection committee. All questions and contacts must be made through the Procurement Office. Attempts to lobby or persuade through other channels will result in disqualification.

Any actual or prospective Contractor who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the City Manager, not later than close of business on the proposal opening date, as to the terms and conditions, and within ten (10) days of Commission action as to the selection or award recommendation.

The City reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal which in its sole judgment best serves the interest of the City.

As required by FS Section 287.133; "A person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or a Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount as stated in FS Section 287.017, for Category Two, for a period of thirty six months from the date of being placed on the convicted vendor list." Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (904) 488-8131.

F. Contact Person: Questions or requests for additional information shall be directed to the Procurement Office, at (772) 288-5320, fax (772) 600-0134, or email: purchasing@ci.stuart.fl.us between the hours of 8:30 a.m. and 5:00 p.m., local time, weekdays.

G. Purchasing Card Program: Preferred method of payment is by means of the City of Stuart Purchasing Card (VISA). The selected Bidder(s) can take advantage of this program and in consideration receive payment within several days, instead of the City's policy of Net 30 Days After Receipt of Invoice (ARI).

1. Bidders are requested to acknowledge acceptance of purchasing VISA card on the Proposal Form. In the event of failure on the part of the Proposer to make this statement, the City shall assume the purchase or Contract price shall be governed by the Net 30 ARI.
2. The City of Stuart offers bidders who commit to accepting the Purchasing Card as payment a one percent (1%) reduction in their proposal price for evaluation purposes only. When evaluating prices submitted by proposers in response to this solicitation, the total offered price of a proposer committed to accepting the Purchasing Card will be reduced by one percent, the resulting number is then compared to the other proposers' offered price. If the committed bidder is awarded the contract, the award will be at the *negotiated contract* price. City shall not pay any service charges or fees for Pcard transactions.

PART V RFP SUBMITTALS

5.1 PRICE PROPOSAL FORMS

Respondents are to make no changes to the table below and are to fill the table out completely. Values must be provided for all categories or your submittal response may be deemed non-responsive.

ITEM	DESCRIPTION	UOM	HOURLY RATE
1	Project Manager	EACH	\$
2	Debris Monitor Supervisor	EACH	\$
3	Debris Monitor	EACH	\$
4	Debris Management Consultant	EACH	\$
5	Data Entry Clerk	EACH	\$
6	Review and update of City Debris Management Plan	LUMP SUM	\$
Has Proposer Included a Revenue Sharing Plan for Possible Sale of Collected Materials? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Preferred method of payment is by the City Purchasing Card (VISA). DO YOU ACCEPT THE PURCHASING CARD (VISA)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If you are not the successful proposer awarded as primary provider, would you accept serving as the secondary (backup) provider, with the same terms as conditions as your proposal? Yes <input type="checkbox"/> No <input type="checkbox"/>			

The Respondent certifies that as a condition of bidding he will hold good his proposal prices for a minimum period of **ninety** (90) calendar days from the date proposals are opened.

The City of Stuart offers proposers who commit to accepting the Purchasing Card, noted above in the Proposal Form as payment method, a one percent (1%) reduction in their overall price for evaluation purposes only. When evaluating prices submitted by proposers in response to this solicitation, the total offered price of a proposer committed to accepting the Purchasing Card will be reduced by one percent, the resulting number is then compared to the other proposers' offered price. If the committed proposer is awarded the contract, the award will be at the negotiated contract price. City shall not pay any service charges or fees for Pcard transactions.

The undersigned Respondent hereby certifies that the terms and conditions, including but not limited to, the scope of work have not been altered or modified in any manner. Any modification to this solicitation by the proposer will result in Proposer's response being found non-responsive and thereby disqualified.

COMPANY NAME: _____

The undersigned Respondent hereby certifies that he has received all the Addenda listed below and has incorporated them into his proposal listed herein. Failure to acknowledge any and all addenda may render the proposal non-responsive and no further evaluation of the proposal will occur.

Addendum(s) # _____ through # _____ Respondent's Initials _____

(Signature)

(Printed Name)

Name of Company, Firm

(Printed Title)

Telephone Number

Facsimile Number

Email Address

5.2 INSURANCE REQUIREMENTS

- A. The successful proposer shall not commence any work in connection with the contract for services until the Proposer has obtained all of the following types of insurance and the City has approved such insurance. Nor shall the successful proposer allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers licensed and authorized to do business in the State of Florida. All carriers shall carry an AM Best Rating of at least A:VII. A Waiver of Subrogation is required under each of the required insurance policies. All policies should respond as primary. Each policy shall include Contractual Liability.
- B. Loss Deductible Clause: The City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the professional and/or subcontractor providing such insurance.
- C. Worker's Compensation Insurance: The Proposer shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of its employees furnished to the City pursuant to this contract. In case any work is sublet, the Proposer shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Proposer. Such insurance shall comply fully with the Florida Worker's Compensation Law. This coverage shall include Employer's Liability for limits of not less than \$100,000 Each Accident, \$100,000 Each Disease/Employee and \$500,000 Each Disease/Maximum.
- D. Commercial General Liability: The Proposer shall, during the life of this Contract take out and maintain broad form Commercial General Liability including premises and operations; products and completed operations; personal and advertising injury; and fire damage for limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. These limits shall apply on a Per Project Basis. There shall be no exclusion for Fellow Employees, Cross Liability or Insured vs. Insured. This insurance shall also insure the City to the same limits and shall include Completed Operations coverage.
- E. Business Automobile: The Proposer shall during the life of this Contract take out and maintain Business Automobile Liability form with a combined Single Limit of not less than \$1,000,000, including Owned, Hired, and Non-Owned and shall include an endorsement for Pollution Liability to cover any hauling. This insurance shall also insure the City to the same limits.
- F. Umbrella Liability: With limits of not less than \$5,000,000 per occurrence covering all work performed under this contract.
- G. Hazardous Materials Insurance: For the purpose of this section, the term "hazardous materials" includes all materials and substances that are now designated or defined as hazardous by Florida or Federal law or by the rules or regulations of Florida or any Federal Agency. If work being performed involves hazardous materials, the need to procure and maintain any or all of the following coverage will be specifically addressed upon review of exposure. However, if hazardous materials are identified while carrying out this contract, no further work is to be performed in the area of the hazardous material until Risk Management has been consulted as to the potential need to procure and maintain any or all of the following coverage through an addendum to the contract:

1. CONTRACTORS POLLUTION LIABILITY – For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract, including, but not limited to, all hazardous materials identified under the contract.
2. ASBESTOS LIABILITY – For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract.
3. DISPOSAL – When applicable, the CONTRACTOR shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance, covering liability for sudden and accidental occurrences in an amount not less than \$3,000,000 per claim and \$3,000,000 in the aggregate and shall include liability for non-sudden occurrences in an amount not less than \$6,000,000 per claim and \$6,000,000 in the aggregate.
4. HAZARDOUS WASTE TRANSPORTATION – When applicable, the CONTRACTOR shall designate the hauler and furnish a Certificate of Insurance from the hauler for Automobile Liability Insurance with Endorsement MCS90 for liability arising out of the transportation of hazardous materials with an amount not less than \$1,000,000 annual aggregate and provide a valid EPA identification number.
5. CERTIFICATES OF INSURANCE – Shall clearly state the hazardous material exposure work being performed under the contract.

H. Certificates of Insurance: the Contractor, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Purchasing Office. This certificate shall be dated and show:

1. The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
2. Statement that the Insurer will mail notice to the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
3. City shall be listed as Additional Insured on Commercial General Liability Insurance, Pollution Liability, and Automobile Liability Insurance.

NOTE: The City can decrease or increase these limits, depending on the project, at its sole discretion.

5.3 REFERENCE FORM

Provide three (3) satisfactory references within the past five (5) years of similar complexity, nature, and size of this project in Florida.

#1 REFERENCE

Company/Entity Name:		
Address		
City	, State	Zip Code
Contact Name:	Title:	
Phone No:	Fax:	Email:
Date of Service or Contract Period:	Location	
Summary of Services Performed	Governmental or Private	
Dollar Value of Contract \$		

#2 REFERENCES

Company/Entity Name:		
Address		
City	, State	Zip Code
Contact Name:	Title:	
Phone No:	Fax:	Email:
Date of Service or Contract Period:	Location	
Summary of Services Performed	Governmental or Private	
Dollar Value of Contract \$		

#3 REFERENCES

Company/Entity Name:		
Address		
City	, State	Zip Code
Contact Name:	Title:	
Phone No:	Fax:	Email:
Date of Service or Contract Period:	Location	
Summary of Services Performed	Governmental or Private	
Dollar Value of Contract \$		

Company Name _____

5.4 SCHEDULE OF SUBCONTRACTORS PARTICIPATION

If bidder is subcontracting, this information is to be submitted with their submittal response in writing on the attached form or as a separate attachment subcontractor's information as follows; name, address, type of work to be performed and percentage of work that may be provided by Subcontractor, including participation as a small and minority businesses, and women's business enterprises. The Bidder will make additions, deletions or substitutions only with the permission of the City of Stuart and after sufficient prior written notification.

Name of Subcontractor: _____ Contact Name: _____ Address, City, State, Zip, Phone: _____ _____ Type of Work to be Performed: _____ License No. _____ Percentage of Work ____% MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____ Contact Name: _____ Address, City, State, Zip, Phone: _____ _____ Type of Work to be Performed: _____ License No. _____ Percentage of Work ____% MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____ Contact Name: _____ Address, City, State, Zip, Phone: _____ _____ Type of Work to be Performed: _____ License No. _____ Percentage of Work ____% MWBE/MBE <input type="checkbox"/>
Name of Subcontractor: _____ Contact Name: _____ Address, City, State, Zip, Phone: _____ _____ Type of Work to be Performed: _____ License No. _____ Percentage of Work ____% MWBE/MBE <input type="checkbox"/>

Company Name _____

5.5 PROPOSAL CHECKLIST FORM

A. All proposals shall be submitted in the format identified. Failure to submit the required documentation in the format identified may cause the proposal to be rejected. This form is to be submitted with proposal package.

- 1. Letter of Transmittal Yes No
- 2. Acknowledgment of addendum & submission with RFP Yes No
- 3. All Submittal Forms (proposal, reference, subcontractors, etc.) Yes No
- 4. Proof that Firm name is registered with their State of Origin Yes No
- 5. Submit a copy of all Licenses, Certificates, Registrations, Permits etc. Yes No
- 6. Submit any data in reference to Contract Performance Yes No
- 7. Evidence of Insurance Yes No
- 8. Additional Data is submitted (Optional) Yes No
- 9. Total of Five (5) sets (one (1) original and four (4) copies, one (1) electronic copy (PDF format preferred) on a CD or flash drive are submitted) Yes No

RFP 2017-168
(to be submitted with RFP response)

COMPANY NAME: _____

5.6 SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to CITY OF STUART, MARTIN COUNTY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida , Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____ OR Produced Identification _____

Notary Public – State of Florida
Type of Identification _____ My Commission Expires: _____

SEAL OR STAMP

5.7 REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: mcleighton@ci.stuart.fl.us.

VENDOR NAME _____

DBA: _____

CORPORATE ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: (____) _____ **FAX:** (____) _____ **ALTERNATE PHONE:** (____) _____

“THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS”

REMIT TO ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: (____) _____ **FAX:** (____) _____ **ALTERNATE PHONE:** (____) _____

COMPANY CONTACT NAME: _____

COMPANY/CONTACT EMAIL ADDRESS: _____

TYPE OF ORGANIZATION

- 1. Corporation
- 2. Partnership
- 3. Sole Proprietor
- 4. Individual
- 5. Government Agency
- 6. Other: _____

1099 REPORTING STATUS (Check One): Yes No

TAXPAYER IDENTIFICATION NUMBER:

Employer Identification Number: _____ - _____ (Or) Social Security Number: _____ - _____ - _____

Print name of Taxpayer if using SS#: _____

Under penalties of perjury, I certify that this statement is accurate and complete.

Signature: _____ Title: _____

Date: _____ Phone: (____) _____

5.8 SAMPLE CONTRACT

CONTRACTOR: _____

PROJECT: **RFP #2017-168: DEBRIS MONITORING SERVICES**

CONTRACT FOR SERVICES

THIS CONTRACT, hereinafter "Contract," made and entered into the ____ day of July, 2017 by and between _____ hereinafter referred to as "Contractor" and the City of Stuart, Florida, a municipal corporation, 121 SW Flagler Avenue, Stuart, Florida 34994, hereinafter referred to as "City", for and in consideration of the following terms, conditions and covenants.

I. PURPOSE OF CONTRACT

City intends to enter into a contract with Contractor for provision of Debris Monitoring Services by the Contractor and the payment for those services by City as set forth below.

II. SCOPE OF SERVICES

The Contractor shall provide Debris Monitoring Services pursuant to this Contract as hereinafter provided. These services will include all labor, equipment, and materials necessary to provide Debris Monitoring Services.

Contractor shall work with City staff in advising the City and the City Commission regarding Debris Monitoring Services as rendered. The services will be those customarily attendant to Debris Monitoring Services. The detailed scope of services to be performed and schedule of fees for those services is described in Exhibit A (Contractor's response to RFP #2017-167 as accepted by the CITY) and Exhibit B (CITY's original Request For Proposals) incorporated herein.

Contractor must handle debris management activities in the City of Stuart Florida in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Florida Department of Health (FDH), Natural Resources Conservation Services (NRCS), South Florida Water Management District (SFWMD), and the Florida Department of Environmental Protection (FDEP) in conjunction with the City's needs. The Contractor shall have an excellent understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, or Other Federal Agencies, and other State relief programs regulations regarding edibility.

III. CONTRACT PROVISIONS

Section 1. Period of Service

1.1 Term of Contract

Upon award of this Contract, the effective date of this Contract shall be the date of Commission approval. Term of this contract shall be for an initial period of one (1) year with the option of four (4) additional one-year renewal periods, upon the mutual written agreement of the parties. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

Section 2. Compensation and Method of Payment

2.1 Fee Schedule

CITY will compensate Contractor for these Debris Monitoring Services in accordance with Contractor's pricing schedule formalized in "Exhibit A-Price Proposal Forms" to this Contract. Contractor's pricing schedule may be updated annually prior to each optional renewal period.

2.2 Invoices

Contractor shall submit invoices to the City for work accomplished and accepted by the City under this Contract for reimbursement from FEMA. Each invoice shall be detailed and include, but not be limited to, a legible copy of the estimate approved by the City Representative, and the date work was completed and accepted by the City.

2.3 Payment

Payment for services rendered is due within thirty days of receipt and approval of invoice by City. Payment is delinquent 30 days following receipt and approval of invoice by City.

Section 3. Guarantee

The Contractor guarantees to provide inspection services and make good to the satisfaction of the City at the time of the inspection but does not guarantee future condition, efficiency, or life expectancy of systems or components.. Contractor further guarantees the successful performance of workmanship for the service intended. If the City deems it inexpedient to require the Contractor to correct deficient labor, an equitable deduction from the contract price shall be made therefore or in the alternative the City may sue for damages, or both.

Section 4. Audit

The Contractor agrees that the City or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Agreement. The Contractor agrees that payment(s) made under this Agreement shall be subject to reduction for amounts charged thereto which are found on the basis of audit examination not to constitute allowable costs under this Agreement. The Contractor shall refund by check payable to the City the amount of such reduction of payments. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of the project and issuance of the final certificate, whichever is sooner.

Section 5. Contractor Responsibility

5.1 Independent Contractor

The Contractor is an independent contractor and is not an employee or agent of the City. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the City and the Contractor, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

5.2 Responsibility for Work

The Contractor shall take the whole responsibility of the Agreement Work and shall bear all losses resulting to him because of bad weather, or because of errors or omissions in his or its bid on the Agreement price, or except as otherwise provided in the Agreement Documents because of any other causes whatsoever.

5.3 Contractor's Records

As a condition precedent to Contractor filing any claim against City, Contractor shall make available to City all of Contractor's books and records (directly or indirectly related to the claim of Contractor's business) requested by City. Refusal to do so shall constitute a material breach of this contract and cause for dismissal of any litigation.

5.4 Time of Performance

The Contractor shall begin work within 24 hours after delivery of written Notice to Proceed, hereinafter "NTP," issued by the Project Manager for the City to the Project Manager for the Contractor.

The work shall be conducted in such a manner and with sufficient labor, materials, tools, and equipment necessary to complete the work. The Contractor fully understands and agrees that the City shall not pay for any obligation or expenditure made by the Contractor prior to the Notice to Proceed.

5.5 Inspection & Direction

The Project Manager or an appointed inspector will make final inspection of the work covered by this contract when it is completed and finished in all respect in accordance with specifications and must be approved before payment is made. Appointments for the final inspection shall be made one (1) day in advance.

5.6 Performance & Payment Bonds

Contractor, when provided a notice to proceed, shall be required to furnish payment and performance bonds with a carrier duly licensed and authorized to do business in the State of Florida, equal to one hundred percent (100%) of the total amount of the contract to assure faithful performance and timely payments to all persons providing labor, materials or supplies used in the performance of the work.

5.7 Contractor Supplied Equipment

Contractor shall provide their own ladders and any tools required to perform inspections. Contractor shall also provide their own cell phone, vehicle, fuel, vehicle maintenance and insurance.

5.8 Use of Documents

All original documents that result from the Contractor's services pursuant to this Agreement shall be the sole property of the City.

Section 6. Termination

6.1 Termination for Convenience

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, Contractor shall be paid for all services rendered to the date of termination including all authorized reimbursable expenses.

6.2 Termination for Cause

The performance of the Contract may be terminated by the City of Stuart in accordance with this clause, in whole or in part, in writing, whenever the City shall determine that the contractor has failed to meet performance requirement(s) of the Contract. If the successful bidder should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the City, then the City can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this Contract.

6.3 Default

In the event that the Contractor cannot respond adequately to the needs of the City by any reason, the Contractor shall advise the City, as soon as possible, and further advise as to the length of said inability. The City may then consider said inability to be a breach of this Contract and may undertake the necessary work through its own services or those of another Contractor. The City shall have the right to deduct the cost incurred in having to provide said services from the payments to be made to the Contractor under this Contract.

6.4 Performance Evaluation

Throughout the contract period the Contractor(s) performance will be monitored by City staff. If Contractor performance fails to meet the standards specified and receives an unacceptable rating, the City may without cause and without prejudice to any other right or remedy, terminate the contract whenever the City determines that such termination is in the best interest of the City. Contractor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Procurement Division.

Section 7. CITY's Obligations

7.1 Project Manager

The Project Manager for the City with the authority to act on the City's behalf with respect to all aspects of the Project is the Public Works Director or designee.

The Project Manager for the Contractor with authority to act on the Contractor's behalf with respect to all aspects of the Project is:

(name, title)
(mailing address)
(email address)
(phone/fax)

Section 8. Persons Bound by Contract

8.1 Parties to the Contract

The persons bound by this Contract are the Contractor and the City and their respective partners, successors, heirs, executors, administrators, assigns and other legal representative.

8.2 Assignment of Interest in Contract

This Contract and any interest or services associated with this Contract may not be assigned, sublet or transferred to another by either party without the prior written consent of the other party. Nothing contained herein shall be construed to prevent Contractor from employing such independent Contractors, associates and subcontractors as Contractor may deem appropriate to assist in the performance of the services hereunder.

8.3 Rights and Benefits

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than Contractor and the City.

Section 9. Indemnification of City

Contractor assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, caused by the Contractor or Contractor's employees, agents, consultants or sub-contractors, and Contractor shall to the fullest

extent allowed by law, indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, omission, or intentional conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the contract. Specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by Contractor.

Contractor shall obtain, maintain and pay for general liability insurance coverage to insure the provisions of this paragraph.

Section 10. Insurance.

10.1. Requirements

Contractor shall procure and maintain insurance, in the amounts noted in Item 5.2 of the Request for Proposal and included in “**Exhibit C**” of this Contract, which names the Contractor, its officers, board members, employees and agents as additional insured on General Liability and Automobile Liability insurance policies. Such certificate must contain a provision for notification of the City 30 days in advance of any material change or cancellation. The City by and through its Risk Manager, reserves the right to review, modify, reject or accept any required policies of insurance, including limits coverages or endorsements, herein from time to time throughout the term of this contract. All insurance carriers must have an A.M. Best Rating of at least A:VII or better. When a self-insured retention or deductible exceeds \$5,000, the City reserves the right, but not the obligation, to review and request a copy of contractor’s most recent annual report or audited financial statement. All contractors, including any independent contractors and subcontractors utilized, must comply with the insurance requirements as set forth in the documents identified and listed in “**Exhibit C**” attached hereto.

10.2 Certificate of Insurance

Certificates of all insurance required from the Contractor shall be attached to this agreement and shall be subject to the City's approval for adequacy.

Section 11. Professional Standards

All work performed by Contractor will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations.

Section 12. General Conditions

12.1 Venue in Martin County

Jurisdiction a venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

12.2 Laws of Florida

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

12.3 Attorney’s Fees and Costs

In the event the Contractor breaches or defaults in the performance of any of the terms, covenants and conditions of this Contract, the Contractor agrees to pay all damages and costs incurred by the CITY in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

12.4 Mediation as Condition Precedent to Litigation

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The parties shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the CITY shall select the mediator who, if selected solely by the CITY, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

12.5 Contract Amendment

Agreement extends only to those services specifically described herein. If upon the request of the CITY, the Contractor agrees to perform additional services hereunder, the CITY shall pay the Contractor for the performance of such additional services an amount (in addition to all other amounts payable under this agreement) based on a formula or method which is the same or similar to that used in establishing the prices in this agreement.

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. This Contract constitutes the entire agreement between the parties, and no prior, or contemporaneous oral agreement shall be binding on either party. If either party fails to enforce a portion of this Contract, it shall not constitute a waiver of the same.

12.6 Contractual Authority

By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor, and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the City, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

12.7 Sovereign Immunity

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

Section 13. Public Records

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the City Clerk as the custodian of Public Records for the City of Stuart, and all the respective departments at 772-288-5306 or cwhite@ci.stuart.fl.us , City of Stuart, City Clerk 121 SW Flagler Avenue, Stuart, Fl. 34994 per F.S. 119.12.

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 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 records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

- The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
- At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

Section 15. Exhibits

The following Exhibits are attached to and made a part of this Contract:

“**Exhibit A**” - "Proposal as Submitted by Respondent and Accepted by City"

“**Exhibit B**” - “Original Request for Proposal as Issued by City, including all Addenda”

“**Exhibit C**” - "Insurance and Indemnification."

IN WITNESS WHEREOF, the City has hereunto subscribed and the Contractor has signed his, its, or their name, or names the date aforesaid.

CITY OF STUART, FLORIDA

ATTEST:

CHERYL WHITE
CITY CLERK

TROY MCDONALD
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:

MICHAEL MORTELL
CITY ATTORNEY

WITNESSES:

CONTRACTOR

(Signature)

(Signature)

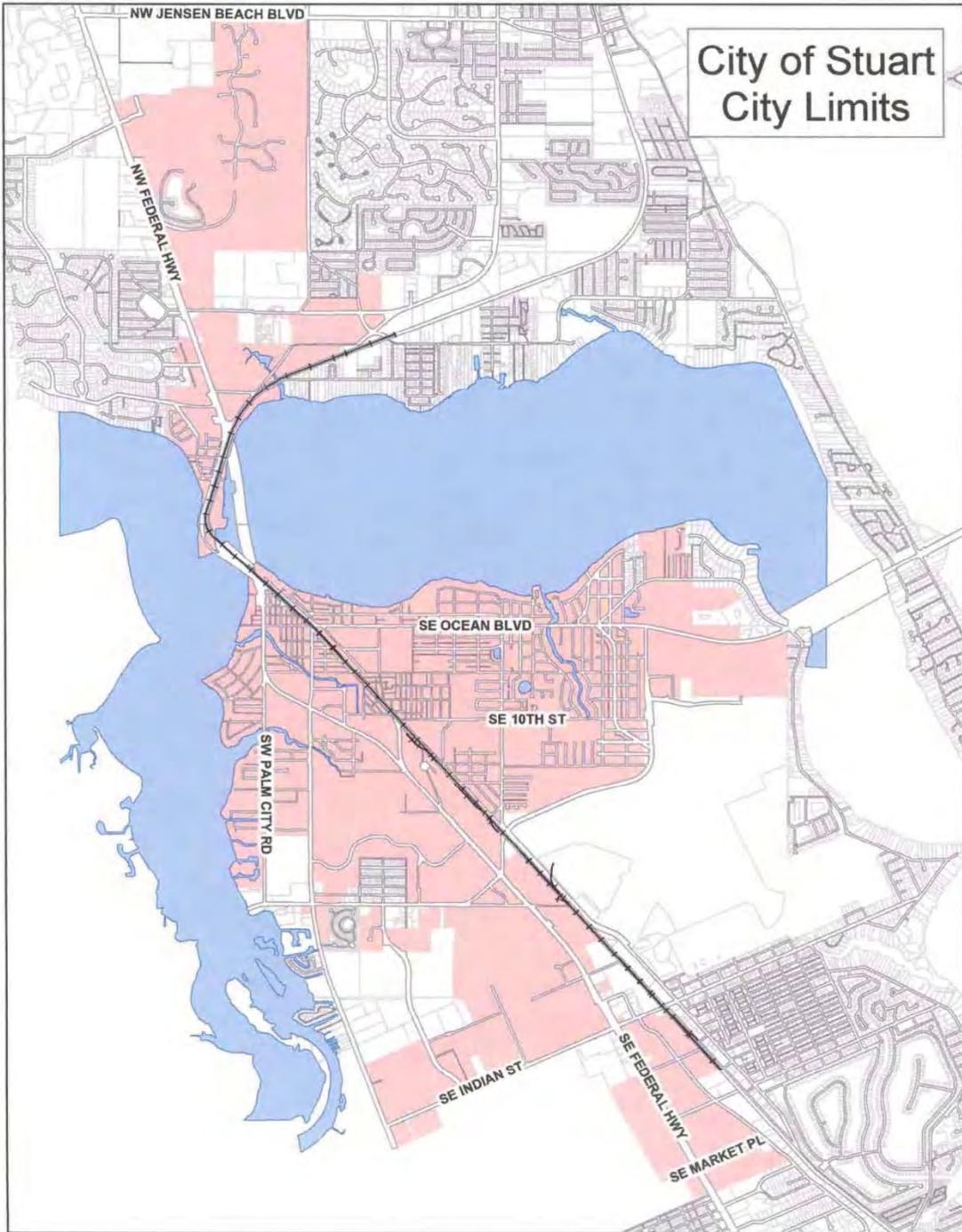
(Signature)

Printed Name

Title

Attachment A

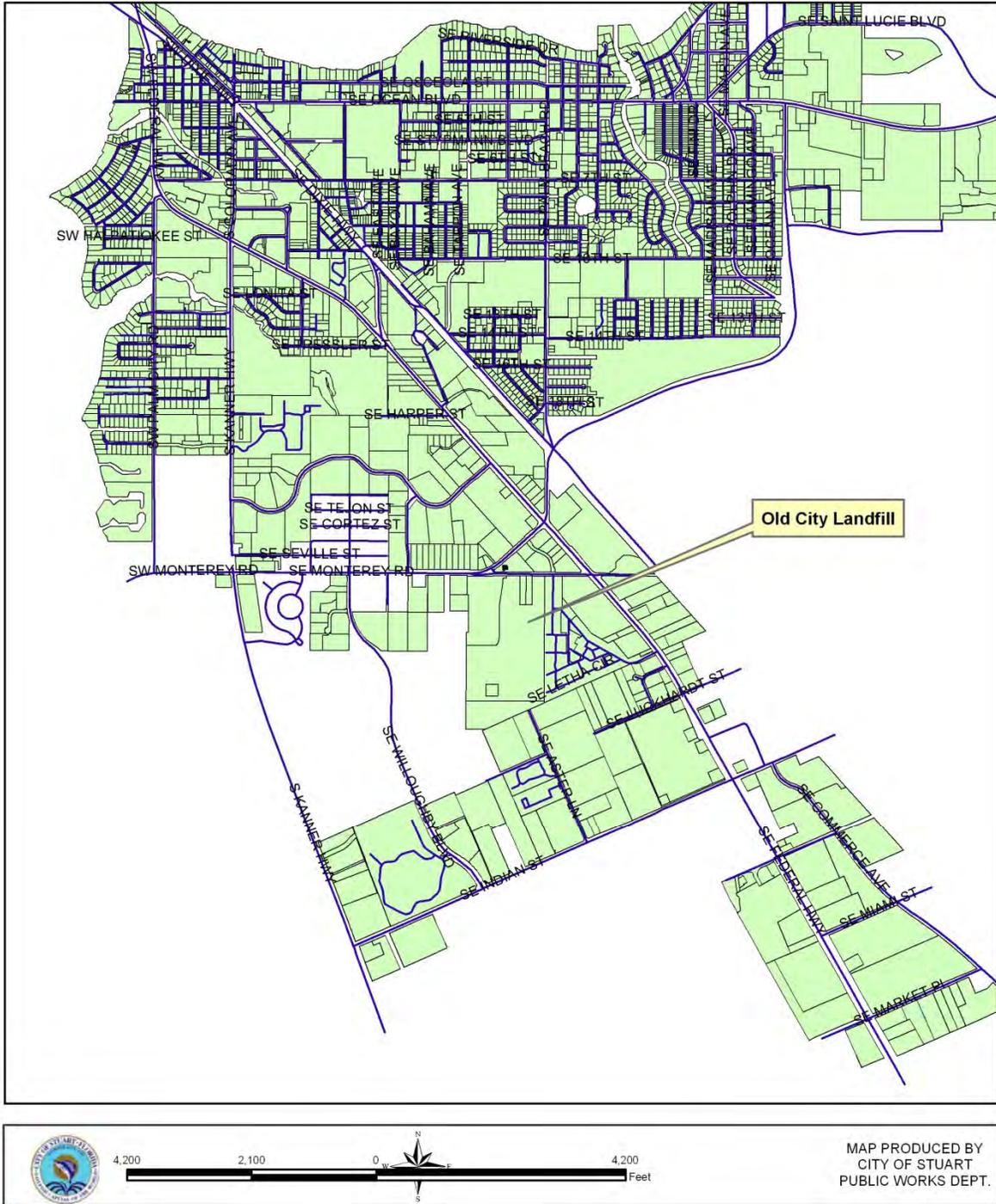
Map 1
City Limits Map



Attachment B

Map 2

Debris Management Site



Attachment C

Map 3

Debris Management Area



Attachment D

Debris Management Plan

See next page(s)

The City of Stuart Debris Management Plan



Stuart, Florida

October 26, 2007

Annex B
Emergency Management Plan

DEBRIS MANAGEMENT PLAN

FOREWORD

This Debris Management Plan identifies the actions required to plan for and respond to a natural or man-made debris-generating event. It is designed to identify City, County, State and Federal agencies responsible for debris operations and defines the procedures to be followed in the event of a major debris-generating event.

The City Emergency Management Coordinator and the Public Works Director recognize the need for close coordination between all City departments, County, State, and Federal agencies identified in this plan. Therefore, debris operations will be directed and coordinated from a centralized Debris Management Center (DMC) located at the Public Works Complex, 499 Georgia Avenue, Stuart, Florida. The Public Works Director is designated as the City Debris Manager.

The City Debris Manager will direct and coordinate Debris Clearing Operations (Phase I) and Debris Removal and Disposal Operations (Phase II) utilizing personnel and equipment from the Public Works Department and private contractors.

The City Debris Manager will be responsible for coordinating all disaster debris operations with respect to the emergency clearance and permanent removal, and disposal of all debris deposited along or immediately adjacent to rights-of-way in consultation with other City departments. This approach will ensure a seamless and efficient cleanup operation.

Your support and understanding of the importance of having a coordinated Debris Management Plan in place prior to a natural or man-made disaster will contribute to the safety and well being of all residents of the City.

Frank Lasaga
Coordinator
Emergency Management

Sam Amerson
Public Works Director
Public Works Department

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CITY OF STUART DEBRIS MANAGEMENT PLAN

I. AUTHORITY

This Plan is developed, promulgated, and maintained under the following State and Federal statutes and regulations:

- Chapter 252, Florida Statutes (Emergency Management)
- Governors' Executive Order 80-29 (Disaster Preparedness) dated April 14, 1980; Executive Order 87-153 (State Emergency Response Commission) dated April 17, 1987, as updated by Executive Orders 98-153 and 98-155.
- Public Law 93-288 as amended by Public Law 100-107, the Stafford Disaster Relief and Emergency Assistance Act and in this plan referred to as "the Stafford Act".
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended.
- CFR, Title 44, Part 200 et seq.
- State of Florida Comprehensive Emergency Operations Plan (CEMP), dated February 1, 2004.
- Martin County Comprehensive Emergency Operations Plan, dated December, 2002.
- City of Stuart Disaster Recovery Plan, dated 2002, currently under revision.

II. OVERVIEW

Background

The City of Stuart (City), along with its natural and built environment, presents opportunities for a number of potential natural and technological disasters or emergencies. The Emergency Management Coordinator is responsible for planning and emergency preparedness, response and recovery, and mitigation activities. The City coordinates with the Martin County Emergency Management Agency (EMA) office in response to disasters, emergencies, severe weather conditions, and other catastrophic events.

The City subscribes to the guidance developed by Martin County EMA and the State of Florida in each of their Comprehensive Emergency Management Plans (CEMP) respectively. The CEMP establishes responsibilities for each State government agency and sets forth lines of authority and organizational relationships that are essential for the protection of the public. The CEMP also establishes the concepts and policies under which all elements of the State government will operate during disasters and emergencies by providing for the integration of those resources.

This Plan is based on guidance provided by Martin County and procedures outlined in the State Debris Management Plan. This Plan focuses on the types of activities that are likely to be required during a disruption or emergency, without regard to the type or cause of that disruption or emergency.

Purpose

This Plan has been developed to provide the framework for City government and other entities to clear and remove debris generated during a public emergency within the City limits. This Plan unifies the efforts of public and private organizations for a comprehensive and effective approach to:

- Provide organizational structure, guidance, and standardized guidelines for the clearance, removal, and disposal of debris caused by a major debris-generating event.
- Establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.
- Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of City residents.
- Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.

General Approach

The City is vulnerable to numerous natural and technological hazards, including severe weather and hazardous materials spills. The City can manage many disaster situations with internal resources. However, there are potential debris-generating events that may overwhelm the City's assets and capabilities.

This Plan establishes the framework within which the City will respond and coordinate the removal and disposal of debris generated by potential manmade and natural disasters. This Plan will also address the potential role that State and Federal agencies and other groups will take in a debris operation.

This Plan defines the roles and responsibilities of City Staff with respect to debris planning prior to an event and actions following a major debris-generating event.

Planning Basis and Assumptions

Natural disasters such as hurricanes, tornadoes, and flooding precipitate a variety of debris that includes, but is not limited to, trees and other vegetative organic matter, construction materials, appliances, personal property, mud, and sediment. Man-made disasters such as terrorist attacks may result in a large number of casualties and heavy damage to buildings and basic infrastructure. Crime scene constraints may hinder normal debris operations, and contaminated debris may require special handling. These factors will necessitate close coordination with local and Federal law enforcement, health, and environmental officials.

This Plan takes an all-hazards approach to identifying and responding to the following hazards that may pose a threat to the City:

- Natural Hazards – severe weather, hurricanes, tornadoes, flooding, or earthquakes;

- Human-caused Events and Hazards – urban fires, special events, civil disorder, or transportation accidents; and
- Terrorist Incidents – bomb threats or attacks, sabotage, hijacking, armed insurrection, or Weapons of Mass Destruction (WMD) incidents.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized, the associated costs, and the speed with which the problem can be addressed. Further, the quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

For planning purposes and for pre-positioning response assets, this plan assumes that the magnitude of the event exceeds the capacities of the City.

The fact that this Plan is based on an event that exceeds the City's capacities in no way diminishes the value of the Plan for use in response to other types and categories of events. This Plan establishes a general framework that can, with minor modifications, be used in any debris-generating event.

This Plan addresses the clearing, removal, and disposal of debris generated by the above hazards based on the following assumptions:

- A major natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur at any time;
- The amount of debris resulting from a major natural disaster will exceed the City's in-house removal and disposal capabilities;
- The Public Works Department will contract for additional resources to assist in the debris removal, reduction, and disposal processes;
- Federal assistance will be requested to supplement the City's debris capabilities in coordination with the Debris Manager.

Federal Assistance

The Debris Manager will request Federal assistance when the debris-generating event exceeds the City's in-house debris clearing, removal, and disposal capabilities. The request will be submitted to the Emergency Management Director in the County Emergency Operations Center (EOC). The Emergency Management Director will forward the request for a mission assignment to the State of Florida, Department of Emergency Management (FDEM) who will then place a formal request to the Federal Emergency Management Agency (FEMA). Additionally, the United States Army Corps of Engineers (USACE) will provide a liaison to the EOC when activated. This liaison will serve as an advisor to the EOC staff providing advice as needed and ensuring that the USACE is prepared to respond when tasked.

The USACE will alert a Debris Planning and Response Team (PRT) and the Advance Contracting Initiative (ACI) contractor under contract for that area and have them ready to respond when a mission assignment is received. Once the USACE receives a mission assignment from FEMA, the management groups for both the PRT and ACI

contractor will be available to meet with the Debris Manager to conduct contingency planning as required.

The USACE will also provide staffing to the Debris Management Center (DMC) when activated to ensure a coordinated debris operation. USACE will coordinate with the DMC staff on the use of any pre-identified debris management sites and disposal sites, and identify/acquire other sites as required to accomplish the mission assignment.

III. DEBRIS MANAGEMENT STAFF RESPONSIBILITIES

Debris Response and Recovery Organization and Responsibilities

One of the primary functions of this Plan is to clearly delineate a basic organization and assign specific responsibilities. During the conduct of debris operations, many issues will arise that are not specifically mentioned in this Plan. However, responsibilities are sufficiently defined so that unexpected issues can be assigned and resolved efficiently.

This section of the Plan provides a listing of primary debris-related responsibilities for directors and managers, as well as debris-specific assignments for tasks and issues that normally arise during debris operations.

Debris Manager

The Public Works Director will assume the role of the City Debris Manager, and in that role the responsibilities include, but are not limited to, the following with respect to any and all debris management issues:

- Overall control of the DMC.
- Provide a DMC Liaison Officer to the City operation center to coordinate debris requests and actions as required.
- Provide a Public Works Debris Coordinator to the DMC staff to coordinate all DPW debris assignments.
- Coordinate all media reports on debris operations with City's Public Information Officer.
- Provide personnel and equipment to assist in clearing major evacuation routes and access to critical facilities.
- Ensure that the DMC is provided all needed administrative staff and equipment support, including administrative support personnel, computers, desks, chairs, etc.
- Receive regular updates from the Debris Coordinator regarding cleanup progress and any problems encountered or expected.
- Identify staff members for debris management monitoring duties (Roving, Load Site, and Disposal Site Monitors) and provide a list of names to the Debris Management Supervisor.
- Provide for yearly training and refresher training for all personnel assigned to debris management monitoring responsibilities.
- Coordinate training requirements with Emergency Management Coordinator.

- Provide personnel and equipment to the Damage Assessment Team.

In the role of Debris Manager, the Public Works Director's responsibilities include, but are not limited to, the following with respect to any and all debris management activities:

- Communicate timely information to the City Manager and the City EOC staff regarding the status of the debris clearing, removal, and disposal operations.
- Assure that the City is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
- Coordinate with appropriate County, State, and Federal agencies, including FEMA, USACE, and others as appropriate.
- Implement the following notification system to rapidly notify appropriate staff as to where and when to report for duty. This system must be kept up-to-date to ensure key staff can readily be reached. The notification system should be maintained in such a manner that notification can be made at any time. Operational levels are as follows:

Level I – Involves an event likely to be within the capabilities of local government and results in only limited (does not require involvement beyond the duty officer and several assistants) need for State assistance. Typical daily activities continue while the event is monitored. Notification is limited to those State agencies that have normal day-to-day emergency responsibilities or regulatory requirements. If the event occurs during non-duty hours, the duty officer may be required to report to the EOC to monitor the situation and respond to requests for State assistance.

Level II – Involves any event that has the potential to develop into an emergency or disaster and will likely require the assistance of at least two or three State agencies. A limited staff will be in place in the EOC staffed with State EMA personnel and those agencies essential to the response. Twenty-four hour staffing may be required. Daily activities are altered to accommodate the situation. All applicable State agencies are alerted.

Level III – Involves an event which has become, or is becoming, an emergency or disaster and requires significant State response, and possible Federal response and recovery assistance (local government capabilities clearly exceeded). The direction and control, primary resources, mass care, and environmental and natural resources groups are at least partially staffed on a 24-hour basis in the EOC. Support agencies are alerted and most State EMA personnel are assigned to emergency/disaster functions. The City will declare a local State of Emergency. Martin County will declare a local State of Emergency. The governor will declare a State of Emergency. The State of Florida CEMP is implemented. FEMA Emergency Response Team (ERT) and State Liaison may be requested.

Level IV - Involves a declared disaster, which requires an extensive State response where the State and local governments are clearly overwhelmed. The State EOC is fully staffed for 24-hour operations by all of the primary State agencies (all four groups). The State requests implementation of the

Federal Response Plan and the presence of the FEMA Region IV State Liaison and the ERT, if not previously requested.

- Convene emergency debris coordinating meetings.
- Appoint a Debris Management Supervisor responsible for daily operation control of the DMC.
- Ensure that the DMC is provided all needed administrative staff support.

The Debris Management Supervisor will focus on keeping track of Debris Control Zone assignments and progress of the initial debris clearance (Phase I) from emergency evacuation routes and critical facilities.

Point of Contact: *Greg Schommer, Debris Management Supervisor, (772) 260-4238 or (772) 600-1210.*

Debris Management Supervisor

The Debris Management Supervisor will be supported by a joint debris staff made up of personnel from City department staff personnel. The joint staff will constitute the daily operating element of the DMC.

The Debris Management Supervisor is responsible for daily operational control of the DMC staff. The Debris Management Supervisor will receive current information on the severity of the disaster from the Public Works Department liaison Officer located at the EOC. All requests for debris removal or disposal from the EOC staff will go through the Public Works Department liaison Officer. Requests for debris removal from public facilities and roadways will be reviewed and approved by the Debris Management Supervisor.

The Debris Management Supervisor will appraise the extent of damage give and resulting debris and issue directives to the appropriate personnel.

The Debris Management Supervisor will ensure that all Contractor debris removal and disposal operations are properly monitored.

The Debris Management Supervisor will keep the Debris Manager and DMC staff informed on all ongoing debris management operations through, at a minimum, daily meetings and/or reports.

The Debris Management Supervisor will maintain a daily journal and file on all debris related documents and issues.

Point of Contact: *Greg Schommer (772) 260-4238 or (772) 600-1210.*

Public Works Department Liaison Officer

The EOC Public Works Department Liaison Officer will be located at the City/County EOC and will be responsible for coordinating with the DMC staff all requests for debris activities initiated by the City/County EOC staff.

Point of Contact: *Dave Peters, Public Works Department Liaison (772) 260-9615 or (772) 288-1292.*

Public Works Department Debris Coordinator

The Public Works Department Debris Coordinator will:

- Maintain a listing of all available DPW equipment identified for possible debris clearing and disposal missions.
- Coordinate all DPW debris assignments approved by the Debris Manager.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager is kept informed of cleanup progress and any problems encountered or expected.

Primary Point of Contact: *Greg Schommer (772) 260-4238 or (772) 600-1210.*

Public Works Solid Waste Debris Coordinator

The Solid Waste Debris Coordinator will:

- Maintain a listing of all available SWM equipment identified for possible debris clearing and disposal missions.
- Coordinate all SWM debris assignments approved by the Debris Manager.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager is kept informed of cleanup progress and any problems encountered or expected.

Primary Point of Contact: *Greg Schommer (772) 260-4238 or (772) 600-1210.*

Operations/Streets/Stormwater/Turf and Grounds Division

The Deputy Director of Public Works' responsibilities include, but are not limited to, the following with respect to any and all debris management activities:

- Provide a Debris Coordinator to the DMC staff to coordinate necessary street, stormwater, turf and grounds personnel, and equipment debris assignments.
- Provide personnel and equipment to augment the Damage Assessment Team.
- Provide personnel and equipment to initiate the clearing of emergency evacuation routes and access to critical facilities throughout the City (Phase I) as directed by the Debris Manager, in coordination with the Debris Management Supervisor located at the DMC.
- Ensure that the operations' Representative at the DMC is provided all needed logistics support, including cell phone, transportation, etc.
- Ensure that the operations' Debris Coordinator keeps the Debris Manager informed of clearing progress and any problems encountered or expected.

Primary Point of Contact: *Milton Leggett, Deputy Public Works Director, (772) 260-1271.*

Transportation Debris Coordinator

The Debris Management Supervisor will:

- Maintain a listing of all available DOT equipment identified for possible debris removal and disposal missions.
- Coordinate all DOT debris assignments approved by the Debris Manager.
- Ensure that required logistical support is available, including cell phone, transportation, etc.
- Ensure that the Debris Manager is kept informed of cleanup progress and any problems encountered or expected.

Primary Point of Contact: *Greg Schommer (772) 260-4238 or (772) 600-1210.*

Debris Management Center Staff

The DMC is organized to provide a central location for the coordination and control of all debris management requirements. The DMC will be located at the Public Works Complex, 499 Georgia Avenue, Stuart, Florida 34994.

The DMC organizational diagram shown in Figure 1 below identifies the DMC staff positions required to coordinate the actions necessary to remove and dispose of debris using both City and contractor assets.

Specific DMC staff actions will include the following:

- Making recommendations for City force account and Contractor work assignments and priorities based on the City's Debris Control Zones. Appendix B contains a map showing the boundaries of the various Debris Control Zones.
- Reporting on debris removal and disposal progress, and preparing of status briefings.
- Providing input to the EOC PIO on debris removal and disposal activities.
- Coordinating with the State on debris issues affecting adjacent counties.
- Coordinating City debris removal and disposal operations with solid waste managers and environmental regulators from Martin County.
- Coordinating with the following State and Federal agencies in the event of a major natural or man-made debris-generating disaster that exceeds the City's capabilities:
 - Florida Department of Emergency Management (FDEM)
 - Federal Emergency Management Agency (FEMA)
 - U.S. Army Corps of Engineers (USACE)
 - Local Office of the Federal Bureau of Investigation (FBI)

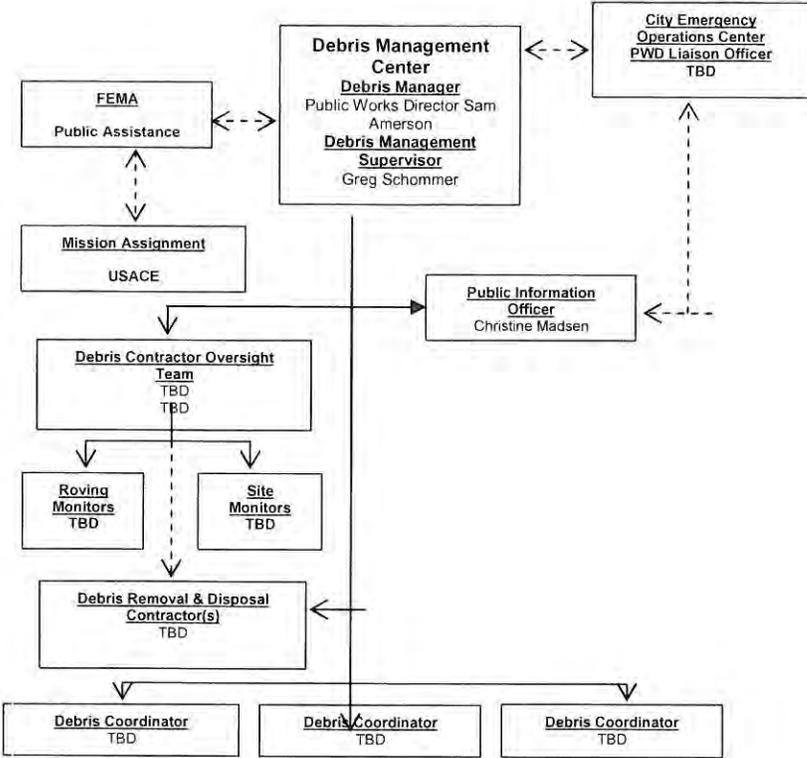
Public Information Officer

The City's PIO will serve as the DMC liaison to the City. The PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio, and TV public service announcements will be used to encourage public cooperation for such activities as:

- Separating burnable and non-burnable debris;
- Segregating Household Hazardous Waste (HHW);
- Placing disaster debris at the curbside;
- Keeping debris piles away from fire hydrants and valves;
- Reporting locations of illegal dump sites or incidents of illegal dumping;
- Segregating recyclable materials; and
- Disseminate pickup schedules through the local news media.

Point of Contact: *Christine Madsen, Public Information Officer (772) 288-5300 or (772) 260-1055.*

Figure 1 - Debris Management Center Organization Chart



Debris Response and Recovery Support Agencies

Specific responsibilities of the various supporting agencies are shown in the sections that follow:

1. **Fire and Emergency Medical Services**

- Respond to fire and other emergencies at debris management sites.
- Respond to request to investigate and handle hazardous materials incidents.
- Approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning.
- Supervise burn sites in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department and/or Fire Marshall.

Primary Point of Contact: *Lori Sunderman, (772) 288-5365, (772) 260-1854*

2. **Police Department/ Martin County Sheriff's Office**

- Assist in monitoring illegal dumping activities.
- Assist in monitoring debris management sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all loading sites and at entrances to and from debris management sites

Primary Point of Contact: *Ed Morley, Police Chief (772) 220-3909, (772) 260-1846*

3. **Martin County Health Department**

- Assists in monitoring debris management site operations and closeout activities.
- Assists as necessary on all environmental and health issues.
- Regulate the burning at debris management sites.

Primary Point of Contact: *Ray Cross, Environmental Services Supervisor (772) 221-4090*

4. **Water and Sewer**

Coordinate debris removal and disposal requirement on Water and Sewer Authority facilities with the Debris Manager.

5. **Florida Power & Light**

Coordinate with the Debris Manager with regards to debris removal along electrical easements and rights-of-way to ensure that all lines are de-energized.

Primary Point of Contact: *Lou Zorzi, Accounts Manager (772) 979-5575*

IV. DEBRIS MANAGEMENT RESPONSE AND RECOVERY OPERATIONS

The Debris Manager will be the single point of contact to coordinate and control all personnel and equipment responding to a major debris-generating event. This Plan provides guidance for the efficient and effective control and coordination of initial debris assessments through debris clearance, removal, and disposal operations.

Damage Assessment Teams

The City Debris Manager is responsible for coordinating impact assessment for all City public structures, equipment, and debris clearance immediately following a large-scale disaster. Impact assessments are performed by Damage Assessment Teams and used to prioritize impacted areas and resource needs. The teams will be composed of Department of City Development as Coordinator, Public Works Department, and Emergency Management personnel.

The DMC PWD Debris Management Supervisor will have the primary mission of coordinating the efforts of PWD personnel to identify debris impacts on critical roads and make initial estimates of debris quantities. Based on this prioritization, the Debris Management Supervisor will issue urgent assignments to clear debris from at least one lane on all evacuation routes, and identify primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police, and medical responders. A listing of Critical Facilities is provided in Appendix C. A Priority Primary Road Clearance List and a list of roads within the City that are eligible for federal aid is found in Appendix D.

Damage Assessment Teams will conduct initial zone-by-zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways and on private and public property. The results of the windshield surveys will be provided to Debris Manager and to the PWD Liaison Officer located at the City EOC.

The Debris Manager will establish initial priority for debris clearance based upon the following ranking as provided by the Rapid Response Teams:

- Extrication of people.
- Major flood drainage ways.
- Egress for fire, police, and Emergency Operations Center.
- Ingress to hospitals, jail, and special care unit.
- Major traffic routes.
- Supply distribution points and mutual aid assembly areas.
- Government facilities.
- Public Safety communications towers.
- American Red Cross shelters.
- Secondary roads to neighborhood collection points.
- Access for utility restoration.
- Neighborhood streets.

- Private property adversely affecting public welfare.

During the debris clearance and removal process, the DMC staff will be responsible for coordinating with the Florida Power & Light and other utility companies (telephone and cable TV) via the City and County EOC.

Phase I – Initial Response

For ease of control and coordination, debris management operations are divided into two phases.

Phase I will be implemented immediately after a debris-generating event to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods. The major emphasis during this phase is to simply push debris from the traveled way to the right-of-way or curb. This activity is commonly referred to as Debris Clearance. Little or no effort is made to remove debris from the right-of-way.

The Public Works Department will be responsible for implementing all Phase I activities with support as required. Requests for additional assistance will be submitted to the Debris Manager located at the DMC.

Phase I activities include:

- Implementation of the Debris Management Plan.
- Determination of incident-specific debris management responsibilities.
- Establishment of priorities based on evacuation needs and prediction models.
- Identification and procurement of debris management sites.
- Activation of pre-positioned contracts, if necessary to support Phase I clearance operations.
- Implementation of Public Information Plan.
- Coordination and tracking of resources.
- Formal documentation of costs.

Phase II - Recovery

Phase II will be implemented within two to five days following a major debris-generating event, and will encompass the processes of debris removal and disposal. This delay is normal and allows time for affected citizens to return to their homes and begin the cleanup process. Debris must be brought to the rights-of-way or curb to be eligible for removal at public expense.

The Debris Manager will be responsible for implementing all Phase II activities with support as required from Public Works Department. All debris removal and disposal operations will be coordinated by the Debris Manager located at the DMC. Phase II may be quite lengthy as disaster recovery continues until pre-disaster conditions are restored.

Phase II activities include:

- Activation of pre-positioned contracts.

- Notification to citizens of debris removal procedures.
- Activation of debris management sites.
- Removal of debris from rights-of-way and critical public facilities.
- Movement of debris from debris management sites to permanent landfills.

Phase III - Debris Removal and Disposal Overview

The general concept of debris removal operations includes multiple scheduled passes by each critical site, location, or right-of-way. This manner of scheduling debris removal allows residents to return to their properties and bring debris to the edge of the right-of-way as property restoration proceeds.

In general, the City of Stuart does not remove debris from private property. Exceptions may be made under the following circumstances:

- Debris located on private business and residential property is so widespread that public, health, safety, and/or the economic recovery of the community is threatened.
- Debris removal from the roadways in gated communities, for which the City of Stuart has legal authority, is necessary to create an emergency path of travel.

The City has been divided into six (6) Debris Control Zones to control and expedite debris removal and disposal operations (please refer to Appendix B for zone delineation). The estimated quantity of debris that would be generated by a Category 2 Hurricane for each Debris Control Zone is shown below in Table 1. Estimated debris quantities for Hurricane Categories 1 through 5 are shown in Table 2.

Table 1 - Debris Control Zone Estimates

Debris Control Zone	Number of Structures	Estimated Debris Quantity (cubic yards)	Temporary Debris Management Site (required acres)
1			
2			
3			
4			
5			
6			
Total			

Note: Estimated debris based on destruction of 50% of structures.

*Required acres represent the worst case and assumes open space. Multiple small or large sites maybe used in this situation.

Table 2 - Estimated Debris Quantities for the City of Stuart

Category 1	74 - 95 mph
Category 2	96 - 100 mph
Category 3	111 - 130 mph
Category 4	131 - 155 mph
Category 5	156+ mph

Estimated Debris Quantities

Population: [redacted]

Estimated damage @ 50% of total single family homes

	Units	Category 1	Category 2	Category 3	Category 4	Category 5
Single Family Homes Affected	[redacted]	0	0	0	0	0
Category Factor	C	2	8	26	50	80
Vegetation Factor	V	1.5	1.5	1.5	1.5	1.5
Commercial Density	B	1	1	1	1	1
Precipitation	S	1.3	1.3	1.3	1.3	1.3
Q = H(C)(V)(B)(S)	CY	-	-	-	-	-

Debris Reduction Site Requirements

1 Acre (ac)

10 Feet Stack Height

Total Volume per Acre

Q

Acres Required

Road Buffers, etc.

Square Miles Required

CY	-	-	-	-	-
ac	-	-	-	-	-
ac	-	-	-	-	-
Sq. Miles	-	-	-	-	-

Debris Classification

Clean Woody Debris

Mixed C&D

 Burnable

 Soil

 Metals

 Landfilled

CY	-	-	-	-	-
CY	-	-	-	-	-
CY	-	-	-	-	-
CY	-	-	-	-	-
CY	-	-	-	-	-
CY	-	-	-	-	-

Days Required for Cleanup

Trucks per Day

Payload Size

Trips

Total per Day

Total Working Days Required for Cleanup

[redacted] trucks/day
 [redacted] CY/truck
 [redacted] trips/day
 - CY/day

#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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Phase IV - Debris Removal and Disposal Operations

The Debris Manager and staff will coordinate debris removal and disposal operations for all portions of the City. Phase III operations involve the removal and disposal of curbside debris by City force account and/or Contractor crews. All City hired debris removal and disposal Contractor operations will be overseen by the Debris Contractor Oversight Team (DCOT).

Under this Plan, mixed debris will be collected and hauled from assigned Debris Control Zones to City designated debris management sites or to designated landfill locations. Clean woody debris will be hauled to the nearest designated vegetative debris management site for eventual burning or grinding. Grinding and chipping of woody debris will be the preferred method of disposal and the resulting product, mulch, can be recycled. The location of the Debris Management Sites are identified Phase III, Section 7 of this Plan.

The primary tracking mechanism for all debris loaded, hauled, and disposed of under this plan will be the Load Ticket, which is shown in Figure 2 below. Load tickets will be initiated at pickup sites and closed-out upon drop-off of each load at a debris management site or permanent landfill, and are to be used to document both City force account and Contracted haulers. Load tickets will serve as supporting documentation for contractor payment as well as for requests for FEMA reimbursement.

Figure 2 - Sample Load Ticket

CITY OF STUART LOAD TICKET		Ticket No. 000001
Section 1		
Prime Contractor:		Date:
Subcontractor (Hauler):		Departure Time:
Driver:		Truck Plate No.:
Measured Bed Capacity/County (cu. yds.):		
Debris Pickup Site Location: (must be a street address)		
Debris Type: <input type="checkbox"/> Vegetation <input type="checkbox"/> Construction & Demolition <input type="checkbox"/> Mixed <input type="checkbox"/> Other: _____		
Loading Site Monitor:		Print Name: _____
Signature: _____		
Remarks:		
Section 2		
Debris Disposal Site Location:		
Estimate Debris Quantity (cu. yds.):		Arrival Time:
Disposal Site Monitor:		Print Name: _____
Signature: _____		
Remarks:		
Copies: White – Load Site Monitor Green – Disposal Site Monitor Canary, Pink, Gold – Onsite Contractor's Representative or Driver		

For tracking of all debris moved in response to a given event, the following is the disposition of each ticket part:

- Part 1 (White) Load Site Monitor (Turned in daily to the DMC)
- Part 2 (Green) Disposal Site Monitor (Turned in daily to the DMC)
- Part 3 (Canary) Driver or Contractor's on-site representative (Contractor Copy)
- Part 4 (Pink) Driver or Contractor's on-site representative (Contractor Copy)
- Part 5 (Gold) Driver or Contractor's on-site representative (Driver/Subcontractor Copy)

6. Debris Contract Oversight Team

The Debris Management Supervisor is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by private Contractors (see Appendix F, Debris Contract Standard Operating Guidelines).

The Debris Management Supervisor and team members will be detailed from City staff. The DCOT team may also be supplemented with contracted inspectors and other personnel as needed.

The Debris Management Supervisor will be located at the DMC and will provide overall supervision of the three monitoring elements described below. Specific responsibilities include the following:

- Planning and conducting debris management site inspections, quality control, and other contractor oversight functions.
- Receiving and reviewing all debris load tickets that have been verified by a Disposal Site Monitor (see description below).
- Making recommendations to the Debris Manager regarding distribution of City force account and Contractor work assignments and priorities.
- Reporting on progress and preparation of status briefings.
- Providing input to the City PIO on debris cleanup activities and pickup schedules.

The Debris Management Supervisor will oversee the activities of three types of monitors. The functions and responsibilities of the field monitors are described below (see Appendix F, Debris Removal and Disposal Monitoring Plan).

a. Roving Monitors

Roving Monitors will be assigned to specific Debris Control Zones or to a specific Contractor, depending upon the distribution of work assignments. The Roving Monitors' mission is to act as the "eyes and ears" for the Debris Manager and Debris Management Supervisor to ensure that all contract requirements, including safety, are properly implemented and enforced.

Staff to fulfill the Roving Monitor positions will be provided by Public Works personnel. Roving Monitors will have the authority to monitor City Contractor operations and to report any problems back to the Debris Management Supervisor. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct Contractor operations or to modify the contract scope of work.

Roving Monitors will monitor debris operations on a full-time basis and make unannounced visits to all loading and disposal sites within their assigned debris management zone(s). In addition, Roving Monitors shall do the following:

- Assist in the measuring of all Contractor trucks and trailer with the Contractor's representative. Take photographs of all trucks and trailers.
- Obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
- Observe all phases of debris management operation, to include loading sites, debris management sites, and final landfill sites.
- Prepare a daily written report of all Contractor activities observed, to include photographs.
- Periodically monitor each debris management site to ensure that operations are being followed as specified in the applicable Debris Removal and Disposal Contract with respect to local and Federal regulations and the Debris Removal and Disposal Monitoring Plan (Appendix F).

Roving Monitors will also submit daily written reports to the Debris Management Supervisor outlining their observations with respect to the following:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
- Has the Contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
- Are burn sites constructed and operating in accordance with the plans and requirements in Appendix H?
- Has the Contractor established procedures to mitigate smoke, dust, noise, and traffic flow?

Roving Monitors' reports will also include written observations at loading sites, disposal sites, and the locations of any illegal dumping sites. If the monitor sees a problem they are to notify the DMC immediately and take photographs of the site.

b. Load Site Monitors

Load Site Monitors will be stationed at designated Contractor debris loading sites. The Load Site Monitors' primary function is to verify that debris being picked up is eligible under the terms of the contract.

Load Site Monitor positions will be staffed from City Public Works personnel and supplemented by other City department personnel depending on the magnitude of the debris-generating event. Load Site Monitors will be assigned to each Contractor's debris loading site within designated Debris Control Zones, and will initiate and sign load tickets as verification that the debris being picked up is eligible.

c. Disposal Site Monitors

Disposal Site Monitors will be located at both debris management sites and landfill sites as identified by the DMC through out the recovery process. The Disposal Site Monitors' primary function is to ensure that accurate load quantities are being properly recorded on pre-printed load tickets (see Figure 2).

At each debris management site and landfill disposal site, the Contractor will be required to construct and maintain a monitoring station tower for use by the Disposal Site Monitor. The Contractor will construct the monitoring station towers of pressure treated wood with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris. The Contractor will also provide each site with chairs, table, and portable sanitary facilities.

The Disposal Site Monitor will estimate the quantity (in cubic yards) of debris in each truck/trailer entering the Contractor's selected temporary debris management site or landfill disposal site and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on debris load tickets. This is to be done on all types of debris removal contracts and force account vehicles.

Disposal Site Monitors will be staffed by Public Works Department personnel depending on the magnitude of the debris-generating event. The Disposal Site Monitors will be stationed at all debris management sites and landfill disposal sites for the purpose of verifying the quantity of material being hauled by the contractor. The Disposal Site Monitor will be responsible for closing out and signing each load ticket, and returning a copy to the DCOT Supervisor at the end of each day.

7. Non-Exclusive Franchise Haulers

Non-Exclusive franchise haulers will continue to pickup refuse in accordance with current procedures, routes, and removal schedules. They will not haul disaster debris unless expressly authorized by the Debris Manager.

8. Household Hazardous Waste Drop-Off Locations

The Martin County Environmental Services Department will identify one or more Household Hazardous Waste (HHW) drop-off locations within each of the Debris Control Zones. Contractors will be encouraged to separate HHW at the curb and not haul it to a Debris Management Site. Residents will be encouraged to separate and transport HHW to pre-identified drop-off points. The Martin County Environmental Services Department will coordinate with local Environmental Protection Agency (USEPA) officials for the collection of eligible industrial or commercial hazardous waste resulting from the disaster.

9. Utility Company Property

Florida Power & Light, BellSouth, Adelphi Cable, and other utility crews will remove and dispose of all utility related debris such as power transformers, utility poles, cable, and other utility company material.

10. Equipment Assets and Equipment Storage Yard Locations

Table 3 below presents a summary of equipment assets that are available to the City for use in response to a debris-generating event.

Table 3 - Equipment Assets

Department	Trucks	Loaders	Chain Saws	Bucket Trucks	Other
Dept. of Public Works	6 ea – 15 CY	1	8		3 Backhoes 1 Grappler
Dept. of Parks and Recreation					
Contractors					

Table 4 below is a listing of equipment storage yard locations where this equipment is normally stored.

Table 4 - Equipment Asset Yards

Department	Facility Name	Facility Address
Public Works Department	Municipal Complex	699 Georgia Ave.
	Streets / Stormwater	914 10 th Street
Dept. of Transportation	TBD	
Dept. of Parks and Recreation		

11. Contractor Debris Removal and Disposal Operations

The City recognizes that disasters may generate debris of types and quantities that exceed the City's capabilities. Thus, the City will implement a pre-positioned contracting process to have Contractors on stand-by to respond within a pre-determined period to assist in requested aspects of the debris operation.

In accordance with the City's Purchasing Manual the City will prepare a formal solicitation for a Request for Proposal (RFP). Public notice may be in the form of a legal advertisement in a publication of general publication within the community or posting the notice on a bulletin board on City property with public access. Recommendations for award of an RFP are determined by using weighted "selection criteria" of which one may be price. Therefore, price may be a factor in the award of an RFP, but not necessarily the determining factor. The terms, conditions and pricing may be negotiated with the highest ranked proposer(s) after the proposals are opened and before a contract is awarded and executed.

The Debris Manager, or his/her authorized representative, will contact the firm(s) holding pre-positioned debris removal and disposal contract(s) and advise them of impending conditions. The scope of the pre-positioned contract provides for the removal and lawful disposal of all natural disaster-generated debris, excepting household, industrial, or commercial hazardous waste. Debris removal will be limited to City-maintained streets, roads, and other public rights-of-way based on the extent of the disaster. Debris removal will be limited to disaster related material placed at or immediately adjacent to the edge of the rights-of-way by residents within designated Debris Control Zones.

Each Contractor, upon receipt of notice to proceed, will mobilize such personnel and equipment as necessary to conduct the debris removal and disposal operations detailed in the Contractor's General Operations Plan (required by the Debris Removal and Disposal Contract). All Contractor operations will be subject to review by the Debris Manager.

The Contractor will make multiple, scheduled passes of each site, location, or area impacted by the disaster according to assigned Debris Control Zones and as

directed by the Debris Manager. Schedules will be provided to the PIO for publication and notification by the news media.

The load ticket, coupled with inspections by Roving, Load Site, and Disposal Site Monitors, will be the primary mechanism for monitoring Contractor performance and tracking quantities for pay purposes.

Federal support will be requested if the incident is beyond the City's capability and its Contractors. The USACE will be tasked by FEMA through the mission assignment process to provide the necessary support to the City.

The USACE will respond by providing trained and experienced Debris PRTs that are responsible for managing the debris mission from removal to final disposal. These tasks are accomplished utilizing pre-awarded contracts to private industry contractors experienced in debris removal operations. The USACE also has Debris Subject Matter Experts available to provide advice and support to the Contractor and the DMC staff.

12. Temporary Debris Management Sites

The City recognizes the economic benefits of debris volume reduction, and will realize this benefit through the use of local debris management sites for processing of clean woody debris. The City has identified pre-designated vegetative debris management sites for the sole purpose of temporarily storing and reducing clean woody debris through either burning or grinding. The debris management sites are as follows: primary site at the Old City Landfill at 904 Monterey Road, secondary site at 10th Street Ballfields located at 910 10th Street.

The debris management site at the Old City Landfill has an existing permit issued by the Florida Department of Environmental Protection (Permit Number EI 43-0137632-001 as a vegetative waste reduction site. Whenever the site is utilized as a debris management site, the Southeast District office of the Florida Department of Environmental Regulation is notified. Depending on the severity of a debris generating event, the secondary site may be inspected and permitted through the Southeast District office in advance.

Contractors will operate the debris management sites made available by the City. Each Contractor will be responsible for all site setup, site operations, rodent control, closeout, and remediation costs at each of its sites. The Contractor is also responsible for the lawful disposal of all by-products of debris reduction that may be generated.

The Contractor will restore the debris management sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the Debris Manager with the intent of maintaining the utility of each site.

The City's Sanitation Team will haul and manage construction and demolition (C&D) waste. Contractors may also be expected to haul and manage construction and demolition (C&D) waste. C&D materials will be hauled to Martin County Landfill.

It is important to note that all material deposited at debris management sites will eventually be taken to a properly permitted landfill for final disposal.

While residents will be encouraged to segregate HHW at curbside, small amounts of HHW may be mixed in with material deposited at the debris management sites. Therefore, the Contractor must be prepared to place any HHW in a separate enclosed and lined area for temporary storage, and must report any accumulation of HHW at the debris management sites to the DCOT staff. The DCOT staff will notify the DMC staff. DMC will notify the Debris Management Supervisor who will coordinate with Martin County Environmental Services Department for removal and disposal.

13. Load Ticket Disposition

The Load Ticket will be a 5-part pre-printed form (see Figure 2).

At initiation of each load, the Load Site Monitor will fill out all items in Section 1 of the Load Ticket and will retain Part 1 (White Copy). The remaining copies will be given to the driver and carried with the load to the disposal site.

Upon arrival at the disposal site, the driver will give all four copies to the Disposal Site Monitor. The Disposal Site Monitor will complete Section 2 of the Load Ticket and retain Part 2 (Green). Parts 3, 4, and 5 will be given either to the Contractor's on-site representative or to the truck driver for subsequent distribution.

All trucks will be measured by the Contractor and DMC staff before the operation begins and periodically rechecked throughout the operation.

The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) of the Load Ticket with the Contractor's invoice.

Load tickets will also be completed and retained for City force account vehicles as a primary mechanism for tracking debris quantities deposited at debris management sites.

14. Temporary Debris Management Site Setup and Closeout Procedures

The Contractor will be responsible for preparing and closing out a temporary debris management site in accordance with specification in the Debris Removal and Disposal Contract and guidance contained in Appendix H.

15. Private Property Debris Disposal

Dangerous structures are the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will often remain in place due to lack of insurance or absentee landlords. Care must be exercised to ensure that the City/County properly identifies structures listed for demolition.

The Debris Manager will coordinate with the City Building Officials and State and FEMA Public Assistance Officers regarding:

- Demolition of private structures.
- Removing debris from private property.
- Local law and/or code enforcement requirement.
- Historic and archaeological site restrictions.
- Qualified environmental Contractors to remove hazardous materials such as asbestos and lead-based paint.
- Execution of Right-of Entry/Hold Harmless agreements with landowners. A sample Right-of-Entry/Hold Harmless agreement is shown in Appendix F.

V. WEAPONS OF MASS DESTRUCTION/TERRORISM EVENT

The handling and disposal of debris generated from a Weapons of Mass Destruction (WMD) or terrorism event will exceed the capabilities of the City and will require immediate Federal assistance.

Normally, a WMD or terrorism event will, by its very nature, require all available assets, and involve many more Federal and adjacent State and County departments and agencies. The nature of the waste stream, as well as whether or not the debris is contaminated, will dictate the necessary cleanup and disposal actions. Debris handling considerations that are unique to this type of event include:

- Much of the affected area will likely be a crime scene. Therefore, debris may be directed to a controlled debris management site by State and/or Federal law enforcement officials for further analysis.
- The debris may be contaminated by chemical, biological, or radiological contaminants. If so, the debris will have to be stabilized, neutralized, containerized, etc. before disposal. In such an occurrence, the operations may be under the supervision and direction of a Federal agency and one or more specialty Contractors retained by that agency.
- The presence of contamination will influence the need for pretreatment (decontamination), packaging, and transportation.
- The type of contaminant will dictate the required capabilities of the personnel working with the debris. Certain contaminants may preclude deployment of resources that are not properly trained or equipped.

The Debris Manager will continue to be the single point of contact for all debris removal and disposal issues within the City. Coordination will be exercised through the USACE ESF #3 Branch located at the designated FEMA Disaster Field Office.

In this type of event, the City will become a supporting element to the U.S. Army Corps of Engineers, and will operate as defined in the USACE WMD Emergency Response Plan (to be published).

VI. ADMINISTRATION AND LOGISTICS

All City departments and agencies will maintain records of personnel, equipment, load tickets, and material resources used to comply with this Plan. Such documentation will then be used to support reimbursement from any Federal assistance that may be requested or required.

All City departments and agencies supporting debris operations will ensure 24-hour staffing capability during implementation of this plan, if the emergency or disaster requires, or as directed by the Debris Manager.

All City departments are responsible for the annual review of this Plan in conjunction with the annual update to the City Emergency Management Plan. It will be the responsibility of each tasked department and agency to update its respective portion of the Plan, and ensure any limitations and/or shortfalls are identified and documented, and work-around procedures developed, if necessary.

The review will consider such items as:

- Changes in Mission
- Changes in Concept of Operations
- Changes in Organization
- Changes in Responsibility
- Changes in desired contracts
- Changes in pre-Positioned contracts
- Changes in priorities

This Plan also may be updated as necessary to ensure a coordinated response as other Debris Management Plans are developed. Surrounding cities may also develop Debris Management Plans that should be coordinated with the City's Plan as well as other plans. This coordination is especially important with respect to allocation of resources such as temporary staging areas and disposal facilities.

APPENDIX A

ACRONYMS AND DEFINITIONS

APPENDIX A

ACRONYMS AND DEFINITIONS

LIST OF ACRONYMS

AC	Acre
ACI	Advance Contracting Initiative
C&D	Construction and Demolition
CY	Cubic Yard
DCOT	Debris Contractor Oversight Team
FDOT	Florida Department of Transportation
DMC	Debris Management Center
DR	Department of Recreation
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HHW	Household Hazardous Waste
PIO	Public Information Officer
PWD	Public Works Department
PRT	Planning and Response Team
USACE	U.S. Army Corps of Engineers
USEPA	U.S. Environmental Protection Agency
WMD	Weapons of Mass Destruction

DEFINITIONS

Burning – Reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95% through burning. Air curtain burners are recommended because they can be operated in a manner to comply with clean-air standards.

Chipping or Mulching – Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75%, based on data obtained during reduction operations. The terms “chipping” and “mulching” are often used interchangeably.

Construction, Demolition and Land-Clearing Wastes – Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

Debris – Scattered items and materials that were broken, destroyed, or displaced by a natural disaster. Examples: trees, construction and demolition material, personal property.

Debris Clearance – Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Management Site – A location where debris is temporarily stored until it is sorted, processed, and reduced in volume and/or taken to a permanent landfill. Similar to a Temporary Debris Storage and Reduction Site (TDSR).

Debris Removal – Picking up debris and taking it to a temporary storage site or permanent landfill.

Federal Response Plan – A plan that describes the mechanism and structure by which the Federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of State and local governments.

Final Debris Disposal – Placing mixed debris and/or residue from volume reduction operations into an approved landfill.

Force Account Labor – In this context, State, tribal or local government employees engaged in debris removal activities within their own jurisdiction.

Garbage – Waste that is normally picked up by a designated department (such as the Department of Solid Waste Management, or a Contractor). Examples: food, plastics, wrapping, papers.

Hazardous Waste – Any waste or combination of wastes of a solid, liquid, contained gaseous, or semisolid form which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Also includes material and products from institutional, commercial, recreational, industrial, or agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive; and/or 4) Reactive. Such wastes may include, but are not limited to, those that are

persistent in nature, assimilated, or concentrated in tissue, or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage, or solid dissolved materials in irrigation return flows or industrial discharges, which are point sources subject to state or federal permits.

Household Hazardous Waste (HHW) – Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) Toxic, 2) Flammable, 3) Corrosive and/or 4) Reactive. Examples of household hazardous waste include small quantities of normal household cleaning and maintenance products, latex or oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

Hot Spots – Illegal dumpsites that may pose health and safety threats.

Illegal Dumping – Dumping garbage and rubbish, etc., on open lots is prohibited. No garbage, refuse, abandoned junk, solid waste or other offensive material shall be dumped, thrown onto, or allowed to remain on any lot or space within the City.

Industrial Waste – Any liquid, gaseous, solid, or other waste substance, or a combination thereof resulting from any process of industry, manufacturing, trade, or business, or from the development of any natural resources.

Monitoring – Actions taken to ensure that a Contractor complies with the contract scope of work.

Mutual Aid Agreement – A written understanding between communities, states, or other government entities delineating the process of providing assistance during a disaster or emergency. (See FEMA Response and Recovery Directorate Policy Number 9523.6, "Mutual Aid Agreements for Public Assistance", dated August 17, 1999.)

Public Works Department (PWD) – Department typically responsible for clearing debris from the roads and rights-of-way.

Recycling – The recovery and reuse of metals, soils, or construction materials that may have a residual monetary value: The City encourages the voluntary participation of all of its residents to reduce the waste stream through recycling. Residents are strongly encouraged to recycle all items that are recyclable, and throw away for ultimate landfill disposal only those items which cannot be recycled. Special containers are provided at numerous manned recycling and solid waste centers for the storage and collection of:

- Newspapers
- Green glass
- Brown glass
- Clear glass
- Aluminum and bi-metal beverage cans
- PET plastic milk jugs
- HDPE plastic drink bottles
- Used motor oil
- Lead acid batteries
- Scrap metals and appliances including refrigerators, stoves, water heaters, etc.
- Composts including leaves, limbs, brush, and yard wastes

Rights-of-Way – The portions of land over which facilities, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

Sanitation Team – Team typically responsible for managing and overseeing the collection of municipal solid waste, construction debris, recyclables, and disaster-related debris, and composting sites.

Scale/Weigh Station – A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped, and a tipping fee may be charged accordingly. Also may be used to determine the quantity of debris picked up and hauled.

Sweeps – The number of times a Contractor passes through a community to collect all disaster-related debris from the rights-of-way. Usually limited to three passes through the community.

Temporary Debris Storage and Reduction (TDSR) Site – See Debris Management Site.

Tipping Fee – A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs. The fee also may include amounts to cover the cost of closing the current facility and/or opening a new facility.

Trash – Non-disaster related yard waste, white metals, or household furnishings placed on the curbside for pickup by local solid waste management personnel. Not synonymous with garbage.

United States Army Corps of Engineers (USACE) – The primary missions of the USACE are the design and management of construction projects for the Army and Air Force, and to oversee various flood control and navigation projects. The USACE may be tasked by FEMA to direct various aspects of debris operations when direct Federal assistance, issued through a mission assignment, is needed.

Volume Reduction Operations – Any of several processes used to reduce the volume of debris brought to a temporary debris storage and reduction site. It includes chipping and mulching of woody debris, shredding and baling of metals, air curtain burning, etc.

White Metals – Household appliances such as refrigerators, washers, dryers, and freezers.

APPENDIX B

DEBRIS CONTROL ZONE INDEX MAP

APPENDIX C

CRITICAL FACILITIES

The City's critical facilities lists are on file with and available from the City of Stuart. For confidentiality purposes, they are not published with this document.

APPENDIX D

**FDOT PRIMARY AND SECONDARY ROAD LISTS
(FEDERAL HIGHWAY DESIGNATED)**

Stuart

Martin County

Intended debris management operations: Stuart will do the push and pass on selected off-system roadways in our jurisdiction. Martin County will complete the push and pass on county-maintained roads within their jurisdiction.

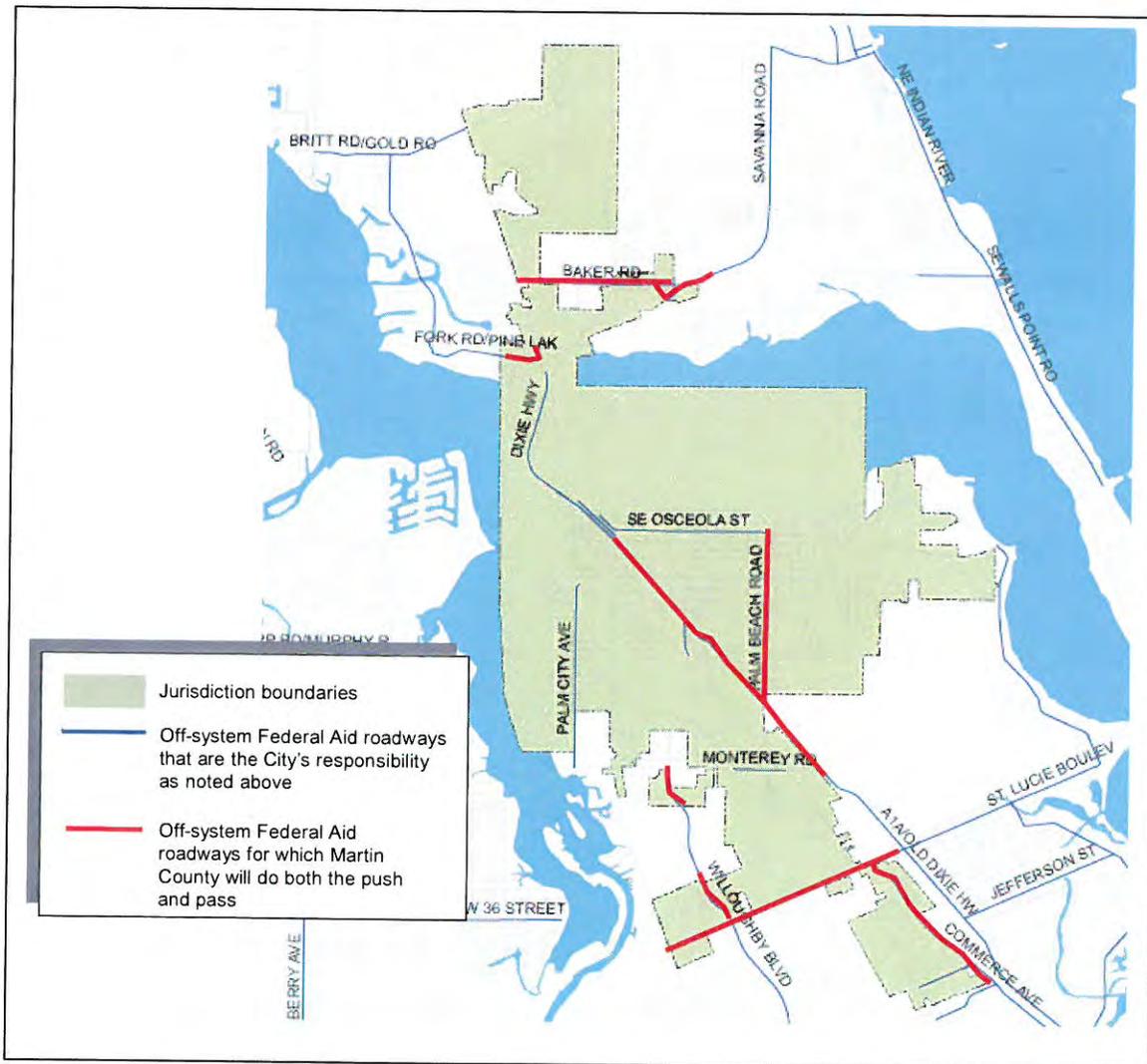
Jurisdiction Debris Point of Contact:

Sam Amerson Public Works Director Public Works Department	Telephone: 772-221-8798 (City EOC) Cell: 772-260-9613 Email: samerson@ci.stuart.fl.us
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City's Debris Management Contractor(s):

Crowder Gulf

Map of off-system roadways in jurisdiction:



APPENDIX E

DEBRIS CONTRACT OVERSIGHT TEAM STANDARD OPERATING GUIDELINES

DEBRIS CONTRACT OVERSIGHT TEAM STANDARD OPERATING GUIDELINES

DEBRIS REMOVAL AND DISPOSAL OPERATIONS

General

The Public Works Director or his designee will coordinate debris removal and disposal operations for all portions of the City. Phase II operations involve the removal and disposal of curbside debris by the Sanitation Team, Martin County, and the Florida Department of Transportation. Martin County and the Florida Department of Transportation will provide oversight of their own removal operations, Contractor operations for the City of Stuart will be overseen by the Public Works Director or his designee.

Mixed debris will be collected and hauled from assigned Debris Control Zones to designated temporary Debris Management Sites or to designated landfill locations. Clean woody debris will be hauled to the nearest designated vegetative Debris Management Site for eventual burning or grinding.

Load tickets will be used to track all debris that is loaded, hauled, and disposed of. Load tickets are to be used by both in-house and contracted haulers, and will serve as supporting documentation for Contractor payment as well as for requests for Federal Assistance or reimbursement.

DEBRIS CONTRACTOR OVERSIGHT TEAM

General

The Debris Contractor Oversight Team (DCOT) is responsible for the coordination, oversight, and monitoring of all debris removal and disposal operations performed by City debris removal and disposal contractors.

The Sanitation Team Leader is designated as the DCOT Supervisor and will utilize existing personnel in the Sanitation Team, as well as contracted inspectors and other personnel as needed.

The DCOT supervisor will be located at the Debris Management Center (DMC) and will provide overall supervision of the two field-based monitoring elements as described below. The DMC is located at the Public Works Complex: 499 Georgia Avenue, Stuart, FL. 34994. Specific DCOT Supervisor responsibilities include the following:

1. Planning, Debris Management Site inspection, quality control, and other Contractor oversight functions.
2. Receiving and reviewing all debris load tickets that have been verified by a Disposal Site Monitor (see description below).
3. Making recommendations to the Debris Manager regarding distribution of in-house and Contractor work assignments and priorities.
4. Reporting on progress and preparation of status briefings.

5. Providing input to the DMC PIO on debris removal and disposal activities and pickup schedules.

The DCOT Supervisor will oversee the activities of two types of field-based inspection teams. The functions and responsibilities of the field inspectors are described in the following sections.

Roving Monitors

Teams of Roving Monitors will be assigned to a specific Debris Control Zones, or to a specific Contractor depending upon the distribution of work assignments. Their mission is to act as the "eyes and ears" for the Debris Manager and DCOT Supervisor to ensure that all contract requirements, including safety, are properly implemented and enforced.

Staff to fulfill the Roving Monitor positions will be provided by other teams within the Public Works Department as well as contracted inspectors. Roving Monitors will have the authority to monitor Contractor operations and to report back to the DCOT Supervisor. Roving Monitors may request contract compliance, but do not have the authority to otherwise direct Contractor operations or to modify the contract scope of work.

The following actions will be initiated immediately after a debris-generating disaster:

- ① Provide a "Notice to Proceed" to the Debris Removal Contractor in accordance with the City's Purchasing Policy Manual.
- ② The Debris Supervisor will establish two-person roving monitor teams with their own transportation and communications.
- ③ Roving Monitor teams will be assigned to each Contractor's debris removal and disposal zone.

Once assigned, Roving Monitors will monitor debris operations on a full-time basis, and make unannounced visits to all loading and disposal sites within their assigned debris management zone(s). In addition, Roving Monitors are responsible to do the following:

1. Obtain and become familiar with all debris removal and disposal contracts for which they are providing oversight.
2. Observe all phases of debris management operation, to include loading sites, Debris Management Sites, and final landfill sites.
3. Complete a Debris Loading Site Monitoring Checklist (Attachment 2) for every site visited.
4. Complete a Debris Disposal Site Monitoring Checklist (Attachment 3) for every Debris Management Site visited. Ensure that operations are being followed as specified in the applicable Debris Removal and Disposal Contract with respect to local, State, and Federal regulations.
5. Complete the Stockpiled Debris Field Survey Form (Attachment 4) at least weekly at all temporary Debris Management Sites to determine estimated quantities of debris stockpiled.

6. Periodically measure curbside debris using the estimating formulas shown in Attachment 5.
7. Prepare a daily written report of all Contractor activities observed to include photographs and the aforementioned checklists.

Roving Monitors will also submit daily written reports to the DCOT Supervisor outlining their observations with respect to the following:

1. Is the Contractor using the site properly with respect to layout and environmental considerations?
2. Has the Contractor established lined temporary storage areas for ash, household hazardous wastes, and other materials that can contaminate soil and groundwater?
3. Has the Contractor established environmental controls in equipment staging areas, fueling, and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
4. Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
5. Has the Contractor established appropriate rodent control measures?
6. Are burn sites constructed and operating in accordance with the plans and requirements as stated in the contract?
7. Has the Contractor establish procedures to mitigate:
 - a. Smoke – Are the incineration pits constructed properly and being operated according to the contract statement of work?
 - b. Dust – Are water trucks employed to keep the dust down?
 - c. Noise – Have berms or other noise abatement procedures been employed?
 - d. Traffic – Does the Debris Management Site have a suitable layout for ingress and egress to help traffic flow?

Roving Monitor's reports will also include observations at loading sites, disposal sites, and the locations of any illegal dumping sites.

Load Site Monitors

Load Site Monitors will be stationed at designated Contractor loading sites. Load Site Monitor positions will comprise of existing personnel in the Sanitation Team as well as contracted inspectors and other personnel as needed.

Load Site Monitors will be assigned to each Contractor loading site within designated Debris Control Zones. The Load Site Monitors' primary function is to verify that debris being picked up is eligible under the terms of the contract. They will initiate and sign load tickets (see Figure 1 in main text) as verification that the debris being picked up is eligible.

The primary tracking mechanism for all debris loaded, hauled, and disposed of will be the Load Ticket. Load tickets will be initiated at pickup and closed-out upon drop-off of each load, and are to be used by both City and contracted haulers.

Disposal Site Monitors

Disposal Site Monitors will be staffed by existing personnel in the Sanitation Team, as well as contracted inspectors and other personnel as needed. The Disposal Site Monitors will be stationed at all temporary Debris Management Sites and landfill disposal sites for the purpose of verifying the quantity of material being hauled by the Contractor.

The Disposal Site Monitor will estimate the cubic yards of debris in each truck entering the temporary Debris Management Site or landfill disposal site, and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets.

The Disposal Site Monitor will be responsible for completing and signing each load ticket and returning DCOT copies to the DCOT Supervisor. In addition, Disposal Site Monitors will maintain a daily Debris Disposal Site Load Tracking Log (Attachment 6), which will also be returned to the DCOT at the end of each day.

At each temporary Debris Management Site and landfill disposal site, the Contractor will be required to construct and maintain a monitoring station tower for use by the Disposal Site Monitor. The Contractor will construct the monitoring station tower(s) of pressure treated wood with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris. The Contractor will also provide each site with chairs, table, and portable sanitary facilities.

Annual Training Workshop

The Public Works Director, acting in the capacity of the Debris Manager, will be responsible for coordinating an annual training workshop for all assigned DCOT personnel. The purpose of the workshop is to review the Debris Management Plan procedures and to ensure that the DCOT operation works smoothly. Items of discussion will include:

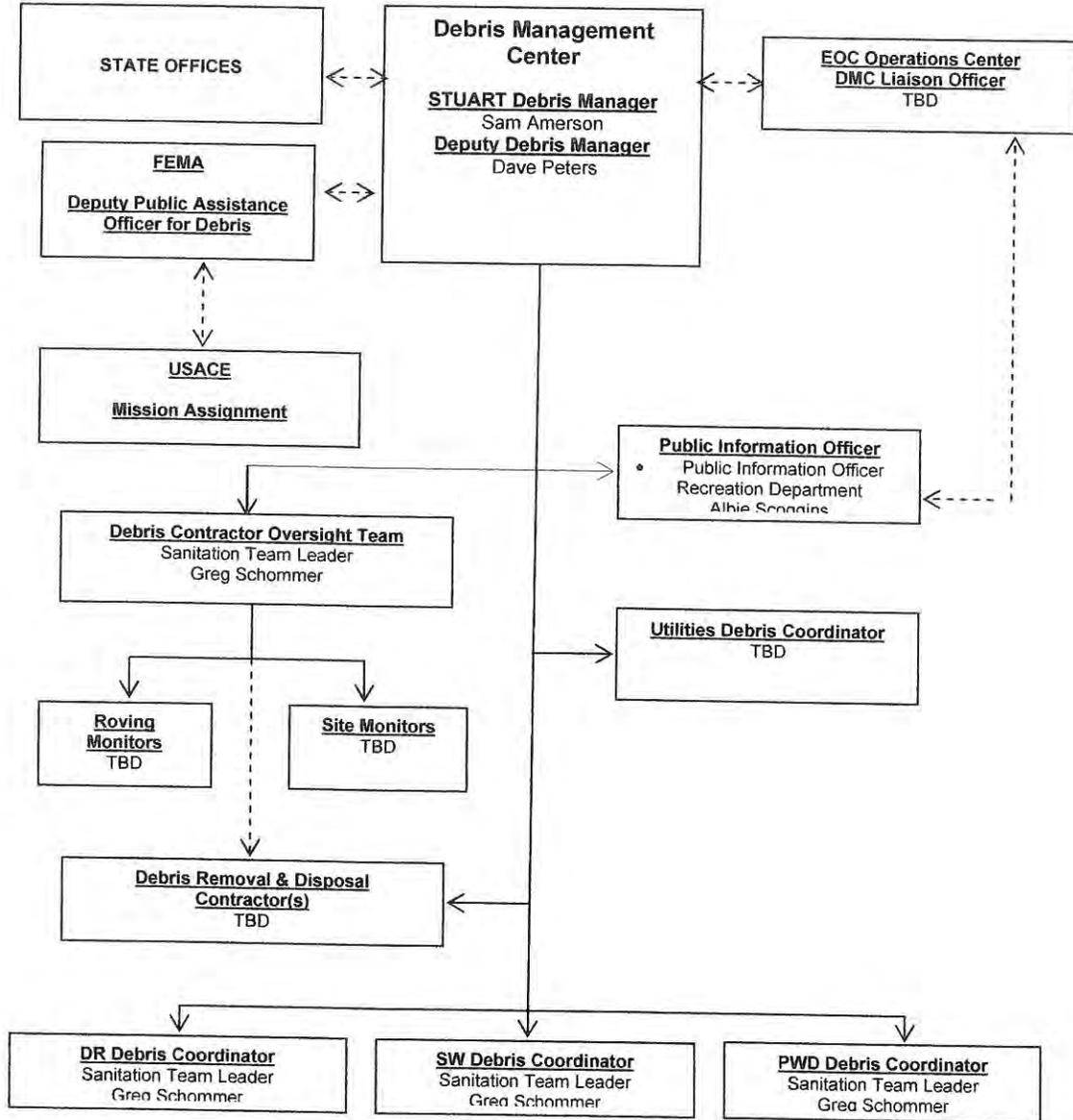
1. Contractor responsibility
2. Mobilization sites
3. Logistical support
4. Pre-storm mobilization
5. Procedures for call-up of Contractor personnel and equipment
6. Haul routing
7. Contractor vehicle identification and registration
8. Debris hauling load ticket administration
9. Mobilization and operation of the debris management sites
10. Contractor payment request submission, review, and verification
11. Special procedures for Household Hazardous Waste
12. Debris management site closure requirements

This training will be scheduled annually in May, prior to the start of the Hurricane Season.

ATTACHMENT 1

City of Stuart Management Center Organization

Debris Contractor Oversight Team



ATTACHMENT 2
Debris Loading Site Monitoring Checklist

Date: _____

Arrival Time: _____ Departure Time: _____ Weather Conditions: _____

Loading Site Location: _____
(Street address or nearest intersection)

GPS Location: N _____ ; W _____

Loading Site Monitor's Name _____
(Print Name)

Roving Monitor's Name: _____
(Print Name)

(Signature)

Loading Site

1. Is the Site Monitor filling out the Load Ticket properly? YES NO
If NO, explain actions taken:

2. Is the Contractor loading eligible debris from the designated right-of way (approximately 15' from curb)? YES NO

If NO, explain actions taken:

3. Is the Contractor loading trucks to capacity? YES NO
If NO, explain actions taken:

4. Identify Contractor's truck numbers observed while on site:

5. Were photographs taken at the loading site? YES NO
If YES, list photo log numbers: _____

General Notes and Comments: (Include observations within the general area as to overall cleanup activities)

(Use reverse side if necessary)

**ATTACHMENT 3
Debris Disposal Site Monitoring Checklist**

Date: _____

Arrival Time: _____ Departure Time: _____ Weather Conditions: _____

Disposal Site Location: _____

(Street address or nearest intersection)

GPS Location: N _____; W _____

Disposal Site Monitor's Name _____

(Print Name)

Roving Monitor's Name: _____

(Print Name)

(Signature)

Disposal Site

1. Is the Disposal Monitor filling out the Load Ticket properly? YES NO
If NO, explain actions taken:

2. Is the Disposal Monitor attaching a copy of the Weight Ticket to the Load Ticket? YES NO
If NO, explain actions taken:

3. Are the Contractor's trucks loaded to capacity? YES NO
If NO, explain actions taken:

4. Identify Contractor's truck numbers observed while on site:

5. Were photographs taken at the loading site? YES NO
If YES, list photo log numbers: _____

General Notes and Comments: (Include observations of operations at the landfill)

(Use reverse side if necessary)

ATTACHMENT 4
Stockpiled Debris Field Survey Form

Stockpiled Debris Field Survey Form

Type of Material:
Clean Vegetative ___ Mixed ___ C&D ___ Mulch ___ Other _____

Stockpile Location: _____ Date: _____

Average Length of Stockpile: _____ Feet

Average Width of Stockpile: _____ Feet

Average Height of Stockpile: _____ Feet

Total Cubic Feet : _____ Cubic Feet

Total Cubic Yards:(Cubic Feet divided by 27) _____ Cubic Yards

Contractor's Representative: _____ Date _____

Government's Representative: _____ Date _____

Remarks: _____

See Sketch of Site on Reverse Side

Stockpiled Debris Field Survey Form



Remarks: _____

$\frac{L \times W \times H}{27} = \text{CY}$

ATTACHMENT 5 Debris Estimating Formulas

Estimating Rule of Thumb:

- 15 trees, 8 inches in diameter = 40 CY
- Single wide mobile home = 290 CY
- Double wide mobile home = 415 CY
- Root system (8'-10' dia.) = One flat bed trailer to move
- Treat debris piles as a cube, not a cone, when performing estimates.
- Average pace = 2' 6"

Formulas

Conversions:

- 27 cubic feet=1 cubic yard
- One mile=5280 feet or 1760 yards

Building formula:

$L \times W$ (building footprint) x No. of Stories x 0.2 = _____ Cubic Yards of debris

Debris pile formula:

$L \times W \times H =$ _____ Cubic Yards of debris.

27

Conversion Factors from Cubic Yards to Tons

- Mixed Construction & Demolition Debris = 500 LBS/CY or $CY \times 0.25 =$ Tons
- Yard Vegetation = 300 LBS/CY or $CY \times 0.15 =$ Tons
- Mulch = 500 LBS/CY or $CY \times 0.25 =$ Tons
- Regular Trash = 300 LBS/CY or $CY \times 0.15 =$ Tons
- Concrete = 2000 LBS/CY or $CY \times 1.0 =$ Tons
- Sand = 2600 LBS/CY or $CY \times 1.3 =$ Tons
- Land Clearing (Root balls with dirt) 1500 LBS/CY or $CY \times 0.75 =$ Tons

APPENDIX F

SAMPLE DEBRIS REMOVAL AND DISPOSAL MONITORING PLAN

EXHIBIT C

"INSURANCE & INDEMNIFICATION"

