



ORIGINAL Bid

For

Franklin County Clerk of Courts



**Request for Proposals for Disaster Debris Removal
and Disposal Services**

Due: July 16, 2021

3:00 pm



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6021 SW 29th St. PMB #130
Topeka, KS 66614
(785) 478-9805 – Office
(785) 478-4195 – Fax
ggathers@customtreecare.com
www.customtreecare.com
(Office locations in Kansas & Alabama)

Franklin County Clerk of Courts
Attn: Jessica Gay
33 Market Street Suite 203
Apalachicola, FL 32320

Jessica Gay,

Attached are documents from Custom Tree Care (CTC) for Disaster Debris Removal and Disposal Services for Franklin County Clerk of Courts. Our Disaster Response Division was founded over 16 years ago. CTC has operated as a successful, well-established “tree” company since 1999, providing services throughout the Midwest. Therefore, emergency recovery and storm debris removal is a natural fit. CTC has operated as prime contractor in the recovery of over 125 major catastrophic events in 27 states.

With this experience, we have had the experience needed to streamline the recovery process, while maintaining our 100% safety record. We have also been able to develop and streamline debris removal, reduction, and disposal to ensure that our teaming partners and the community receive the benefits of our experience.

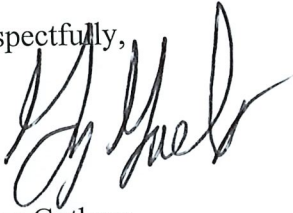
CTC, unlike many of the “major players” holds the advantage of owning a fleet of equipment which can readily provide the rapid response needed for any size project, in any location. We do not have to “wait” for subcontractors to mobilize, get insurance, and staff their equipment. Many primes are heavily dependent on rental equipment which may or may not be available when needed the most.

Our past performance is excellent, and we will strictly adhere to all requirements of this project including program standards as provided in FEMA’s “Debris Management Guide.” Custom Tree Care is registered to do business in the state of Florida and has completed several contracts of this nature in the past for school districts, Municipalities

(cities and towns), counties, states, and the federal government. Our staff is trained in USACE and FEMA standards and all work practices will conform to applicable OSHA, ANSI, and DOT standards.

Upon award we will provide all additional documentation required. We look forward to serving the Franklin County Clerk of Courts in completion of this project.

Respectfully,



Greg Gathers
President & ISA Certified Arborist
MW-4172A
Custom Tree Care, Inc.

Authorized Representatives:

Greg Gathers, President
(785)221-7550
ggathers@customtreecare.com

Jeremy Britton, Vice President
(256)749-4886
jbritton@customtreecare.com

FEIN: 48-1245968



PAST PERFORMANCE

(AS A PRIME CONTRACTOR)

<u>ST</u>	<u>CLIENT</u>	<u>CONTRACT #</u>	<u>TOTAL CY</u>	<u>TOTAL AMOUNT</u>	<u>DATE</u>	<u>CONTACT</u>
MS	Warren County	Debris Removal and Disposal Ice Storm	19,777.20	\$317,047.20	4/12/2021	Loretta Brantley (601) 634-8073 lorettab@co.warren.ms.us
MS	City of Waveland	Emergency Debris Disposal Hurricane Zeta	216,688.85	\$1,864,747.17	12/5/2020-3/20/2021	Mickey Lagasse (228) 467-4134 mlagasse@waveland-ms.gov
OK	City of Oklahoma City - Public Works	Emergency Street Access Tree & Debris Removal October 2020 Ice Storm	13,799.03 tons	\$1,220,524.20	11/16/2020-2/14/2021	Derek Johnson (405)297-1517 derek.johnson@okc.gov
OK	City of Oklahoma City - Utilities	October 2020 Ice Storm Debris Removal October 2020 Ice Storm	56,827.43 tons	\$5,026,386.19	11/10/2020-2/13/2021	Don Maisch (405)297-3140 don.maisch@okc.gov
OK	City of the Village	Storm Debris Removal October 2020 Ice Storm	33,227.16	\$ 262,510.50	11/5-12/15/2020	Bruce Stone (405)529-0000 bruce_stone@thevillageok.org
CO	City of Boulder	Post Disaster Debris Collection September Snowstorm	52,331.40	\$ 752,658.60	9/16-11/25/2020	Jeff Haley (303) 413-7233 haleyj@boulder.colorado.gov
IA	City of Madrid	Debris removal and disposal Derecho	1,785.40	\$ 36,063.28	9/16-10/17/2020	Tom Brown (515) 795-3930 mayor@madridiowa.org
TN	Wilson County	Disaster Debris Clearance, Removal & Disposal Tennessee Tornado Debris Removal	35,400.2	\$ 650,971.00	Apr. 2020 - June 2020	Aaron Maynard (615) 443-2630 maynarda@wilsoncountyttn.gov
TN	City of Waverly	Hurricane Debris Clearing / Removal Tropical Storm Olga	22,558.0	\$ 200,630.60	3/2-4/3/20	Corey Burket (931) 296-2101 csburket@yahoo.com
TN	Putnam County	Disaster Debris Clearance, Removal & Disposal Tennessee Tornado Debris Removal	76,521.0	\$ 728,690.00	Mar. 2020 - May 2020	Randy Porter (931) 526-2161 randy.porter@putnamcountyttn.gov
TN	City of Cookeville	Disaster Debris Clearance, Removal & Disposal Tennessee Tornado Debris Removal	45,606.0	\$ 446,715.58	Mar. 2020 - May 2020	James Mills (931) 520-5241 jam@cookeville-tn.gov
MS	Lee County	Debris Removal Tropical Storm Olga	138,770.2	\$ 2,850,608.20	Dec. 2019 - June 2020	Lee Bowdry (662) 432-2950 lbowdry@co.lee.ms.us
MS	City of Corinth	Storm Debris Removal & Disposal	181,460.9	\$ 1,955,761.63	3/9-6/19/20	Clayton Mills (662) 415-0855 cm@bellsouth.net

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MO	City of Clayton	Tree Removal Services		\$ 73,615.00	2/4-3/7/19	Michael Leady (314)290-8550 mleadyc@claytonmo.gov
KS	Douglas County Public Works	Disaster Debris Removal Tornado		\$ 144,996.58	June 2019 - Sept. 2019	Keith Browning (785) 832-5293 kbrowning@douglascountyks.org
MO	City of Springfield	Tree Removal Stump Grinding		\$ 58,025.00	3/11-3/31/19	Casey Kellner (417) 864-1135 ckellner@springfieldmo.gov
NC	Town of Beaufort	Hurricane Florence Vegetative & C&D Debris Removal	48,469.8	\$ 372,331.95	9/21-11/5/18	Mark Eakes (252) 904-6477 m.eakes@beaufortnc.org
NC	Town of Belville	Hurricane Florence Vegetative & C&D Debris Removal	47,735.2	\$ 345,364.72	10/10-12/11/18	Athina Williams (910) 371-2456 townadministrator@townofbelville.com
NC	Town of Cape Carteret	Hurricane Florence Vegetative & C&D Debris Removal	87,697.65	\$ 566,343.87	9/24-11/19/18	Zach Steffey (252) 393-8483 zsteffey@capecarteret.org
NC	Town of Carolina Beach	Hurricane Florence Vegetative & C&D Debris Removal	60,598.04	\$ 339,386.57	9/24-11/15/18	Brian Stanberry (910) 458-8291 brian.stanberry@carolinabeach.org
NC	Town of Cedar Point	Hurricane Florence Vegetative & C&D Debris Removal	46,007.0	\$ 287,926.07	9/26-11/1/18	Jayne Calhoun (252) 393-7898 jcalhoun@cedarpointnc.org
NC	Wayne County	Hurricane Florence C&D Debris Removal	48.97	\$ 3,623.78	10/9-11/13/18	Noelle Woods (919) 705-1714 noelle.woods@waynegov.com
NC	Town of Wrightsville Beach	Hurricane Florence Vegetative & C&D Debris Removal	9,894.9	\$ 121,578.99	10/4-10/26/18	Tim Owens (910) 239-1700 towens@towb.org
NC	Pamlico County	Hurricane Florence Vegetative & C&D Debris Removal	98,277.6	\$ 847,214.26	10/8/18-2/25/19	Tim Buck (252) 745-3133 tim.buck@pamlicocounty.org
NC	Carteret County	Hurricane Florence Vegetative & C&D Debris Removal	49,861.0	\$ 353,339.88	10/29/18-3/13/19	Randy Cantor (252) 728-8545 randy.cantor@carteretcountync.gov
NC	Town of Hope Mills	Hurricane Florence Vegetative & C&D Debris Removal	8,478.9	\$ 65,287.53	12/11/18-2/5/19	Don Sisko (910) 429-3384 dsisko@townofhopemills.com
FL	Town of Bay Harbor Islands	Hurricane Debris Clearing / Removal	7,769.3	\$ 167,467.11	9/12-10/19/17	Jordan Leonard (305) 206-8497 jleonard@bayharborislands-fl.gov
FL	South Broward Drainage District	Hurricane Debris Clearing / Removal	1,110.3	\$ 193,442.10	9/15-10/12/17 2/16-3/15/18	Joe Certain (954) 680-33337 x208 joe@sbdd.org
FL	City of West Park	Hurricane Debris Clearing / Removal	3,207.48	\$ 30,000.00	9/16/2017	Dan Millien (954) 964-0824 dmillien@cityofwestpark.org
FL	Broward County Schools	Hurricane Emergency Debris Cleanup & Removal		\$ 1,491,664.66	12/9/15-11/30/18	Roy Norton (754) 321-4316 roy.norton@browardschools.com

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CO	City of Boulder	Emergency Tree & Debris Removal		\$ 420,710.00	4/1-5/31/16	Kathleen Alexander (303) 441-3406 alexanderk@bouldercolorado.gov
MO	Housing Authority of Kansas City	Tree Services			On-going	Ric Chase (816) 968-4100
KS	City of Mission, KS	Nuisance Abatement			1/19/2016	Nilo Fanska (913) 676-8350
KS	City of Roeland Park	Nuisance Abatement			1/19/2016	Shiloh Wells (913) 722-2600
KS	Shawnee County	Line Clearance, Tree Trimming, Stump Removal & Emergency Services		\$ 225,439.00	9/22/2016	Tom Hammer (785) 251-2663
TN	City of Memphis	Emergency Removal Storm Debris		\$ 136,632.00	6/30/16-6/30/18	Barry Levine (901) 237-2805
NC	City of Goldsboro	Vegetative Debris Removal Hurricane Matthew		\$ 112,575.94	8/4/2016	Tracy Barber (919) 580-4393
NC	Wayne County	Debris Clearing & Removal Services Hurricane Matthew		\$ 28,071.90	11/14/2016	Noelle Woods (919) 705-1714
KS	City of Derby	Brush Grinding		\$ 24,100.00	11/1/2015	Michael Day (316) 239-8693
CL	Cleveland Metroparks	2015 Tree Removal Program		\$ 66,300.00	10/1/2015	Jim Rodstrom (216) 739-6044
IL	City of Quincy	Storm Damaged Tree Removal & Trimming Project		\$ 275,400.00	10/1/2015	Jon Vrandenburg (217) 257-9380
MO	University of Central Missouri	On Call Tree Services IFB #9685		Varies	9/17/14-12/17/18	Brad Mackey (660) 543-4495
MO	North Kansas City	Tree Maintenance Services		\$ 230,140.00	12/1/13-11/30/18	Chris Cooper (816) 274-6004
MO	Missouri DOT - SW District	On Call Tree Trimming SW-14-029CS		Varies	12/5/13-11/30/14	Christina Stephens (417) 895-7811
MO	Missouri DOT - KC District	On Call Tree Trimming KC-B13-018		Varies	6/14/13-6/14/16	Toni Terry (816) 347-4112
MO	City of Kansas City, MO	Annual Tree Maintenance & EAB Tree Removal		\$ 3,102,877.00 \$ 999,845.00	6/1/13-6/1/16	Alice Hannon (816) 513-8566
KS	City of Topeka	Final Yard Clean-up		Varies	11/14/2012	Tim Davis (785) 368-0139
KS	City of Derby	2012-022 Brush Grinding		\$ 17,750.00	10/19/2012	Darryl Zimmerman (316) 734-4263
TX	National Park Service	P12PX28609		\$ 59,065.00	10/19/2012	Linda Wheiles (432) 477-2807
KS	City of Lawrence, KS	Levee Clearing at Airport		\$ 63,000.00	5/18/2012	Steve Bennett (785) 832-3123
KS	City of Shawnee, KS	Tree Trimming & Emergency Tree Debris Removal Contract		Varies	6/1/11-6/1/19	Tammy Snyder (913) 742-6267
TX	National Park Service	P7130100049		\$ 31,670.00	10/8/2010	Linda Wheiles

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		Tree Removal Services				(432) 477-2807
IA	Iowa State University	RFQ 61451 Disaster Recovery - Veenker		\$ 19,968.80	10/1/2010	Brian Burkheimer (515) 294-4793
SD	United States Army Corps. Of Engineers	W9128F-10-M-G034 Tree Trimming / Removal		\$ 87,025.00	9/6/2010	Gary Ledbetter (402) 667-2530
OK	VT Griffin (Fort Sill, OK)	Tree Pruning / Removal Debris Removal		\$ 308,950.00	2/24/2010	Richard Castleberry (580) 442-6557
OK	Picerne Military Housing (Fort Sill, OK)	Tree Pruning Debris Removal		\$ 316,552.50	2/2/2010	Greg Starkey (580) 581-2100
KS	Dept. of Veteran Affairs	Tree Services VA-786-P-0787		\$ 20,725.00	10/7/2009	Jayme Quinley (913) 683-1179
MO	City of Webster Groves, M	Tree Removal		\$ 5,900.00	4/2/2009	Katie Nakazone (314) 963-5319
MO	City of Lees Summit, MO	Annual Tree Maintenance		Multiple	4/16/09-4/15/15	DeeDee Tschirhart (816) 969-1087
IA	State of Iowa Woodward Resource Center	Tree Removal / Pruning		\$ 15,525.00	3/24/2009	Kim Polish (515) 438-3511
AR	University of Arkansas	Hazardous Limb Removal & Debris Removal		\$ 80,630.00	2/8/2009	Sam Emerson (479) 575-6172
AR	Dept. of Veteran Affairs	Hazardous Limb Removal & Debris Removal VA-564-C90185		\$ 59,900.00	2/9/2009	Kevin Garrison (479) 444-4006
KS	Dept. of Veteran Affairs	Tree Services VA-786-08-RP-0243		\$ 51,300.00	9/26/2008	Jayme Quinley (913) 683-1179
KS	City of Lawrence, KS	Emergency Tree Services		Multiple	1/1/08-12/31/21	Crystal Miles (785) 832-7970
KS	USD #501 Schools Topeka, KS	Tree Services		Multiple	Various Dates	Gary Menke (785) 295-3095
KS	City of Holton, KS	Line Clearance Trimming		\$ 114,534.76	8/29/2008	Scott Frederickson (785) 364-7977
KS	Fort Riley, KS	Tree Trimming, Removal, Stump Grinding		\$ 362,700.00	7/24/2008	John Barber (785) 239-6537
KS	City of Horton, KS	Hazardous Limb Removal Debris Hauling & Removals		\$ 99,949.28	5/12/2008	Levi Henry (785) 486-2681
KS	City of Holton, KS	Hazardous Limb Removal		\$ 57,238.00	4/11/2008	Rex Cameron (785) 364-3379
KS	City of Junction City, KS	Tree Trimming, Removal, & Debris Hauling		\$ 15,441.59	3/1/2008	Steve Hoambrecker (785) 238-7142
KS	City of Topeka, KS	Debris Hauling		\$ 57,790.00	1/15/2008	Adam Moser (785) 368-3758
MO	City of Springfield, MO	027-2008 Tree Removal		\$ 24,160.00	11/1/2007	Joe Payne (417) 864-1135
KS	Dept. of Veterans Affairs	Tree Services VA-786-07-RP-0282		\$ 58,695.00	9/27/2007	Jayme Quinley (913) 683-1179
IA	Iowa City, IA	08-28		\$ 8,950.00	9/24/2007	Rea Lyn Schepers

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		Tree Removal				(319) 356-5106
CO	Larimer County, CO	07-29 Tree Removal		\$ 12,950.00	9/19/2007	Lonnie Berett (970) 498-5671
KS	Saline County, KS	06-0768 Tree Trimming		\$ 31,730.00	10/31/2006	Neil Cable (785) 826-6525
KS	Saline County, KS	05-5114 Tree Trimming		\$ 4,200.00	10/31/2006	Neil Cable (785) 826-6525
KS	City of Lawrence, KS	65349 Tree Trimming		\$ 4,400.00	9/16/2006	Jim Beebe (785) 423-0889
IA	Iowa City, IA	07-16 Tree Removal		\$ 11,600.00	8/4/2006	Rea Lyn Schepers (319) 356-5106
KS	City of Lawrence, KS	64907 Tree Removal		\$ 6,500.00	6/19/2006	Jim Beebe (785) 423-0889
KS	City of Lawrence, KS	64616 Tree Trimming		\$ 4,475.00	5/8/2006	Jim Beebe (785) 423-0889
MO	City of Jefferson City, MO	2262 Tree Trimming & Removal		\$ 18,800.00	4/26/2006	David Grellner (573) 634-6423
KS	Kansas Department of Wildlife Parks	09046 Tree Trimming & Removal		\$ 11,500.00	3/4/2006	Alan Stoops (620) 672-0715



CITY OF THE VILLAGE

2304 MANCHESTER DR.
THE VILLAGE, OK 73120-3729
PHONE (405) 751-8861 V/TDD
FAX 748-7352 - EMAIL city_hall@thevillageok.org

OFFICE OF THE CITY MANAGER
BRUCE K. STONE

March 18, 2021


Lisa Johnson
Custom Tree Care, Inc.
6021 SW 29th Street, PMB 130
Topeka, KS 66614

Re: Letter of Recommendation

Dear Ms. Johnson:

It is my pleasure to offer this letter of recommendation for your company. Custom Tree Care performed storm debris removal services for the City of The Village after a devastating ice storm in October 2020. Your crews were extremely knowledgeable of FEMA requirements, had excellent equipment and did a professional job. Although we certainly would not be excited about cleaning up after another disaster, we would not hesitate to hire your company to get the job done.

Sincerely,


Bruce K. Stone,
City Manager

TOWN OF CEDAR POINT

Mayor
Scott Hatsell

Mayor Pro-Tem
Pam Castellano

Board of Commissioners
John M. Nash
Pam Castellano
David Winberry
Frankie Winberry



Town Administrator
Christopher D. Seaberg

Mailing Address
PO Box 1687
427 Sherwood Avenue
Swansboro, NC 28584
Phone: 252-393-7898

www.cedarpointnc.org

December 3, 2018

Mr. Greg Gathers
Custom Tree Care, Inc.
3722 SW Spring Creek Lane
Topeka, KS 66610

Dear Mr. Gathers

Hurricane Florence left the Town of Cedar Point considerably damaged, with significant amounts of debris, both vegetative and construction. Custom Tree Care, Inc. did a great job not only getting the debris cleaned up and hauled off, but in an orderly fashion.

We appreciate the dedication and professional service that the staff of Custom Tree Care provided to the Town of Cedar Point.

Sincerely,

A handwritten signature in black ink that reads "Jayne Calhoun". The signature is fluid and cursive, with the first name "Jayne" and the last name "Calhoun" clearly visible.

Jayne Calhoun
Town Clerk

Mayor David Fowler
Commissioner Steve Martin
Commissioner Mike Kling
Commissioner Charlie Evans



102 Dolphin Street
Cape Carteret, NC 28584

Mayor Pro Tem Minnie Truax
Commissioner Don Miller
Town Manager Zachary Steffey
Attorney Brett DeSelms

February 18, 2019

To Whom It May Concern:

Custom Tree Care was mobilized to the Town of Cape Carteret following Hurricane Florence to provide vegetative and C&D debris removal. We were pleased with the speed at which Custom Tree Care mobilized and their willingness to work with the Town to get the debris removed in an expeditious manner. Custom Tree Care demonstrated a commitment to making sure that the Town and our citizens were pleased with the debris removal process and they addressed all issues in a timely manner. We would recommend Custom Tree Care to any client looking for prompt and professional debris removal services.


Zachary Steffey
Town Manager

William Blair, III
Mayor

Elizabeth King
Alderman

Ken Dull
Alderman



Darryl Mills
Mayor Pro Tem

Hank Miller
Alderman

Tim Owens
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

January 30, 2019

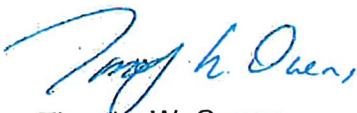
Greg Gathers
Custom Tree Care
6021 SW 29th Street, PMB 130
Topeka, Kansas PMB 130

Dear Mr. Gathers,

Custom Tree Care, Inc. did an outstanding job of clearing the Town of debris associated with Hurricane Florence. The response time was extremely fast and the work was completed quickly. Custom Tree Care Staff were accessible and easy to work with even during the busiest of times. All of the sub-contractors that worked on the job did a remarkable job given the limited space allowed to get the work done.

In addition, the Town originally thought that the services of Custom Tree Care, Inc. would be needed for assistance with the initial clearing of debris from roads. When called, Custom Tree Care, Inc. was prepared to respond quickly. I appreciate all of the hard work by Custom Tree Care, Inc. that allowed us to begin the recovery process. If needed, I would recommend Custom Tree Care, Inc. to other governmental entities for disaster recovery work.

Sincerely,



Timothy W. Owens
Town Manager



TOWN of BELVILLE

Incorporated 1977

63 River Road
Belville, NC 28451

Telephone (910) 371-2456
Fax (910) 371-2474

FEBRUARY 20, 2019

TO WHOM IT MAY CONCERN:

THE TOWN OF BELVILLE RECOMMENDS CUSTOM TREE CARE AS A REPUTABLE COMPANY THAT PERFORMS WITH EXCELLENCE. CUSTOM TREE CARE HAS CONDUCTED DEBRIS REMOVAL OPERATIONS FOR THE TOWN AFTER STORM EVENTS AND THEIR CREWS CONTINUE TO IMPRESS OUR STAFF WITH THEIR HIGH REGARD FOR SAFETY AND ACCOUNTABILITY WHILE COMPLETING THE TASKS THAT ARE ASSIGNED.

WE LOOK FORWARD TO A CONTINUED PARTNERSHIP WITH THEIR COMPANY TO ASSIST THE TOWN WITH THE RESPONSE AND RECOVERY PHASE OF NATURAL DISASTERS.

SINCERELY,

ATHINA WILLIAMS, TOWN ADMINISTRATOR

AW



WAYNECOUNTY
NORTH CAROLINA
Phone: (919) 731-1417
Fax (919) 731-1388

March 14, 2019

To Whom It May Concern:

It is my privilege to write this letter of reference for Custom Tree Care. We starting doing business with Custom Tree Care in 2016 and have been working with them ever since. I learned very quickly that the employees with Custom Tree Care are thoughtful, highly regarded and very good at what they do. They have earned the admiration of people that were fortunate enough to work with them.

I would recommend them for any debris removal project.

Sincerely,

Noelle Woods
Purchasing Manager
County of Wayne

THE GOOD LIFE. GROWN HERE.

WAYNE COUNTY FINANCE OFFICE
PO BOX 227
GOLDSBORO, NC 27533

City of Goldsboro
1601 Clingman Street
Goldsboro, NC 27533
919.734.8674
www.goldsboronc.gov

"Getting DIRTY so the City Can Shine!"



Letter of Reference

Greg,

I just wanted to pass on our thanks and appreciation for working with us and the citizens of Goldsboro during our recovery efforts after hurricane Matthew. Your staff was extremely accommodating and willing to work with us at every level to ensure debris was collected and removed as expediently as possible from within our City.

Your flexibility and willingness to continue to haul vegetative debris, even weeks after being awarded a separate contract to haul C & D debris, allowed us time to ensure all vegetative debris was collected and hauled away.

It was a pleasure doing business with you I would definitely recommend Custom Tree Care for future services.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to read "Richard E.A. Fletcher III".

Richard E.A. Fletcher III
Interim Public Works Director
City of Goldsboro, NC



November 28, 2017

RE: Recommendation Letter for Custom Tree Care, Inc.

To whom it may concern:

Town Council

Jordan W. Leonard
Mayor

Stephanie Bruder
Vice Mayor

Joshua D. Fuller
Council Member

Kelly Reid
Council Member

Isaac Salver
Council Member

Elizabeth Tricoche
Council Member

Robert Yaffe
Council Member

Town Officials

Ronald J. Wasson
Town Manager

Marlene M. Siegel
Town Clerk

Craig B. Sherman
Town Attorney

It is with great pleasure that I write this letter of recommendation for Custom Tree Care, Inc. (CTC).

The Town contracted with CTC for Disaster Debris Management Services in June of this year at the beginning of Hurricane Season. Three months later, Hurricane Irma came through South Florida and the Town quickly called upon CTC for help. CTC arrived on site prior to the hurricane and remained on site until the cleanup was complete. Their crews began cutting up and cleaning up debris immediately following the storm and did not stop until the cleanup efforts were completed in less than 3 weeks. The debris was then grinded down and hauled off to the landfill, with the final load being hauled on October 17, 2017. Needless to say, CTC was remarkably responsive and thorough in completing post hurricane cleanup operations.

In addition to their incredible cleanup efforts, CTC and their staff are extremely knowledgeable with the FEMA guidelines and required documentation. They provided the Town with all of the documents required for federal assistance in a neat and orderly manner. During their first field visit, the FEMA representative received all of the information required and our request for reimbursement is currently being processed.

Greg and his crew at CTC are extremely professional, competent, courteous and are truly a pleasure to work with. Hiring CTC is, without question, the best decision that I have ever made.

If you need any additional information, please do not hesitate to contact me at 305-866-6241 or at jcjimenez@bayharborislands-fl.gov.

Sincerely,

J.C. Jimenez
Assistant Town Manager

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER



SOUTH BROWARD DRAINAGE DISTRICT

March 19, 2018

To Whom It May Concern

RE: LETTER OF REFERENCE FOR CUSTOM TREE CARE, INC.

To Whom It May Concern:

Please be advised that Custom Tree Care, Inc. provided contract services to South Broward Drainage District (SBDD) for Hurricane Irma debris removal and disposal.

Custom Tree Care, Inc. assisted SBDD in the removal of Hurricane Irma debris (trees and vegetation) from within water bodies at approximately 100 locations throughout SBDD's jurisdictional boundaries. In addition, Custom Tree Care, Inc. loaded and hauled 1,110 Cubic Yards (CY) of stockpiled debris from SBDD's Disaster Debris Management Site (DDMS) to the Broward County landfill approximately 30 miles away.

Custom Tree Care, Inc. performed all of its work in accordance with the terms and conditions of the contract with SBDD.

If you have any questions or require any additional information regarding this letter of reference, please call.

Sincerely,

SOUTH BROWARD DRAINAGE DISTRICT

Kevin M. Hart, P.E., CFM
District Director



City of West Park
1965 South State Road 7
West Park, FL 33023
Phone: 954-989-2688
Fax: 954-989-2684

www.cityofwestpark.org

Eric H. Jones, Jr.
Mayor

...

Brian C. Johnson
Vice-Mayor

...

Felicia M. Brunson
Commissioner

...

Thomas W. Dorsett
Commissioner

...

Kristine Judeikis
Commissioner

...

W. Ajibola Balogun
Administrator

...

Alexandra Grant
Clerk

March 27, 2018

Subject: Custom Tree Care, Letter of Reference

To whom it may concern:

The subject vendor is currently one (1) of our contracted emergency debris collectors/haulers and played an instrumental part with our recovery during the Hurricane Irma event, here in Broward County, during fall of 2017. Their staff is responsive to our needs and professional while performing contracted duties. We hold no reservation as to recommending C.T.C. to fellow colleagues and plan to utilize their expertise in the near future.

If you have any question and/or concerns please contact me at 954-964-0284.

Sincerely,

Daniel Millien
Public Works Operations Manager

TO WHOM IT MAY CONCERN:

Please accept this letter of recommendation for Custom Tree Care, Inc.

Witt O'Briens had the pleasure of working alongside Custom Tree Care, Inc. during between (date) to (date). During that time, our prime responsibility was to monitor, document and validate all debris activities performed by the contractors.

We found Custom Tree Care, Inc to be the most professional, and safety- minded contractor we have ever worked with.

They performed all required duties in a timely manner, utilizing the best maintained equipment for the purpose.

The required documentation provided to us exceeded what we have experienced in the past. Thereby, allowing the contracting agency to receiving federal, state and other compensation in a most expedient manner.

We feel that, although Custom Tree Care, Inc. may not be the largest or the oldest in the emergency recovery business they are by far one of the best in the business.

Therefore, we are happy to give a full recommendation on their services.

Please contact Ryan Booth at 251-509-6923 or rbooth@wittobriens.com for further information.

Sincerely,

Ryan Booth
Debris Operations Specialist
Witt O'Briens



References

<u>CLIENT</u>	<u>DESCRIPTION</u>	<u>CONTACT</u>
City of Waverly 101 East Main St. Waverly, TN 37105	Hurricane Debris Clearing / Removal	Corey Burket (931) 296-2101 csburket@yahoo.com
Lee County 200 West Jefferson Street Tupelo, MS 38802	Debris Removal (OLGA)	Lee Bowdry (662) 432-2950 lbowdry@co.lee.ms.us
Putnam County 300 E Spring St. Cookeville, TN 38501	Disaster Debris Clearance, Removal & Disposal Tennessee Tornado Debris Removal	Randy Porter (931) 526-2161 randy.porter@putnamcountyttn.gov
City of Cookeville 1115 E Spring St. Cookeville, TN 38501	Disaster Debris Clearance, Removal & Disposal Tennessee Tornado Debris Removal	James Mills (931) 520-5241 jam@cookeville-tn.gov
City of Corinth 300 Childs Street Corinth, MS 38834	Storm Debris Removal & Disposal	Clayton Mills (662) 415-0855 cm @bellsouth.net
Douglas County Public Works 3755 E 25th St. Lawrence, KS 66046	Disaster Debris Removal	Keith Browning (785) 832-5293 kbrowning@douglascountyks.org
Town of Cape Carteret 102 Dolphin St. Cape Carteret, NC 28584	Hurricane Debris Clearing / Removal	Zach Steffey (252) 393-8483 zsteffey@capecarteret.org
Town of Cedar Point 427 Sherwood Avenue Cedar Point, NC 28584	Hurricane Debris Clearing / Removal	Jayne Calhoun (252) 393-7898 jcalhoun@cedarpointnc.org
Carteret County 302 Courthouse Square Beaufort, NC 28516	Hurricane Debris Clearing / Removal	Randy Cantor (252) 728-8545 randy.cantor@carteretcountync.gov

<u>CLIENT</u>	<u>DESCRIPTION</u>	<u>CONTACT</u>
Pamlico County 302 Main St. Bayboro, NC 28515	Hurricane Debris Clearing / Removal	Tim Buck (252) 745-3133 tim.buck@pamlicocounty.org
South Broward Drainage District 6591 SW 160th Avenue Southwest Ranches, FL 33331	Hurricane Debris Clearing / Removal	Kevin Hart (954) 680-3337 x206 kevin@sbdd.org
City of West Park 1965 S. State Rd 7 West Park, FL 33023	Hurricane Debris Clearing / Removal	Dan Millien (954) 889-4162 dmillien@cityofwestpark.org
Town of Bay Harbor Islands 9665 Bay Harbor Terrace Bay Harbor Islands, FL 33154	Hurricane Debris Clearing / Removal	J.C. Jimenez (305) 866-6241 jcjimenez@bayharborislands-fl.gov
School Board of Broward County 7720 West Oakland Park Blvd Sunrise, FL 33351	Hurricane Debris Clearing / Removal	Roy Norton (754) 321-4316 roy.norton@browardschools.com
City of Lawrence, KS 6 East 6th Street Lawrence, KS 66044	Tree Trimming, Tree Removal & Debris Removal	Crystal Miles (785) 832-7970 cmiles@lawrenceks.org
City of Shawnee, KS 1110 Johnson Drive Shawnee, KS 66203	Debris Removal, Tree Trimming & Tree Removal	Kevin Taylor (913) 631-2500 ktaylor@cityofshawnee.org
City of North Kansas City, MO 2010 Howell St. North Kansas City, MO 64116	Tree Trimming, Tree Removal & Debris Removal	Chris Cooper (816) 274-6004 ccooper@nkc.org



Current Industry Association Memberships

- Arkansas Emergency Management Association
<http://www.arkansas-ema.org>
- Better Business Bureau
<http://www.bbb.org>
- Emergency Management Association of Texas
<http://www.emat-tx.org>
- Florida Emergency Preparedness Association
<http://www.fepabeta.org>
- International Association of Emergency Managers
<http://iaem.com>
- International Society of Arboriculture
<http://www.isa-arbor.com>
- Iowa Emergency Management Association
<http://iowaema.com>
- Kansas Emergency Management Association
<http://www.kema.org>
- Louisiana Emergency Preparedness Association
<http://lepa.org>

- Missouri Emergency Management Association
<http://www.mo-ema.org>
- National Emergency Management Association
<http://www.nemaweb.org>
- North Carolina Emergency Management Association
<http://www.ncema.net>
- Oklahoma Emergency Management Association
<http://www.oema.us>
- South Carolina Emergency Management Association
<http://www.scemaonline.org>
- Tree Care Industry Association
<http://tcia.org>



Pre-Event / Event Response Time

Due to our experience with rapid mobilization and the need for communication with our contracting partners, Custom Tree Care, Inc. has developed procedures to minimize the time necessary to respond to a disaster. We can mobilize the required number of crews and personnel within 24 hours of a Notice to Proceed. In the instance of hurricanes, especially for predisposition contracts, response time is even faster.

Pre-Positioning

During hurricane season, CTC, Inc. closely watches the buildup of potential tropical storms or hurricanes. As a storm approaches a location for which we have a predisposition contract, we will begin placing staff on alert and pre-positioning both staff and equipment. The Regional Manager nearest that location will be responsible for coordinating those efforts.

The pre-positioned resources will:

1. Be located as close to the potential impact area as possible without putting them in harm's way.
2. Have recovery equipment immediately accessible to our contracting partners. We take into consideration that damaged or destroyed by the storm obviously affects the timely response capability, therefore;
3. Provide local experienced subcontractors who are on standby and alert and will provide details on their resources that can be deployed immediately upon request.

As the storm nears landfall, and the potential impact on the area becomes more refined, Our Management Team and specialists will:

1. Make an initial assessment of size of the potential debris problem.
2. Make a determination of what additional resources may be needed, based on that previous assessment.

3. Determine how those resources will be deployed.
4. Transmit information to potential subcontractors. In most catastrophic events, our prime subcontractors are familiar with the procedure and headed to the affected areas.
5. Provide a buildup of resources over a short period of time as needed. Until the immediate response agencies (law enforcement, fire departments, etc.) provide approval, there will be a limitation on the amount of debris removal equipment that can be moved into an area and what operations can be initiated.

That means that we can have the equipment and personnel available within a short period of time but remains committed to close coordination with the immediate responders' needs. Resources will be deployed to provide the best response commensurate with limitations established by the immediate responders.

Immediate Debris Operations

We have in-house resources to begin debris operations almost immediately, especially debris clearance (moving debris to the sides of the roads and streets to allow access of emergency vehicles). As the information regarding the extent of the debris impact areas becomes more exact, the amount and type(s) of equipment required to conduct an efficient operation will become more refined.

This general procedure ensures that, in the event of a hurricane (or other disaster that provides some warning), we can have trained, experienced personnel with appropriate equipment on site and working in a minimum amount of time – regardless of the location of that disaster.

In the immediate aftermath of a disaster for which there was no warning (tornado, earthquake, bombing), the deployment procedures developed and used by us still minimize the time required to adequately respond. All equipment is maintained in a ready-to-deploy condition. Personnel are accustomed to short notice, and the internal communications system used by us ensures that key personnel are readily available. In most instances, we can be operational on-site within 24 hours, often before access is permitted to portions of the damaged area. Frequently, that time is much less than 24 hours after receipt of a Notice to Proceed.

We understand the necessity to begin debris operations quickly and conduct them efficiently.

Technical Approach

Mobilization Plan

This Mobilization Plan outlines the approach strategy that CTC, Inc. uses after a state of disaster. We fully recognize and comprehend that it is our pre-emptive duty to ensure sure that this plan is carried out in a time of emergency when you may have no way to communicate with us. Therefore, we assume the responsibility of being able to move into the impacted area and carry out our assigned mission, with full capability, no matter how severe the damage may be.

Our years of experience tell us that when equipment is brought in from multiple different directions, including right here in your community, we are able to provide a more expedient mobilization. This is why, with a pre-event contract in place, we plan in advance to call resources in from numerous different locations, and via numerous different routes of entry.

Our subcontractors, who are local to your area, are experienced and aware of the needs of CTC, Inc. They become integral members of our advance planning team. Their input and area knowledge are called up during both advance planning, and post-event response operations.

For those events that impact is forecast (hurricanes, tropical storms, ice storms, and floods) there is advance warning and an ability to monitor and track the developing weather pattern. For these predictable events, sufficient time is allowed for confirmation of situation-specific pre-planning efforts and preparation which ultimately allows for a more rapid and coordinated mobilization. With these forecast events, CTC, Inc. will identify several staging areas within a 50 -100 mile radius of the forecast impact zone and mobilize the equipment and manpower needed for the immediate push. Through this advance planning, we are able to guarantee an immediate response to the emergency clearance of debris from the roadways phase of operations. CTC, Inc. will pre-position personnel and equipment in your community when directed. We will identify several points and paths of entry into your community/damage zone can be made. The number and use of these areas will depend largely on the size and destructive force of the event that is being responded to. In addition, multiple points-of-entry or paths into critical response zones will be identified.

The CTC, Inc. Project Manager will be in close contact with your Project Manager or designed POC, as the event impact draws closer. If required, we will arrive with our advance team and position ourselves in your Emergency Operations Center (EOC) or other suitable Debris Command Center prior to the landfall of a storm, regardless of anticipated storm category. Coordination can then be affected regarding the entry of response entry into the damage zone.

The Mobile Command Center will normally be in place within 24 hours, if required, after the Notice to Proceed and provide the communication link between all agencies and provide a field site for daily briefings and coordination. This Command Center enables CTC, Inc. to have unlimited access, via satellite, that will provide phone, fax and broadband internet connection regardless of damage to cable and local wireless infrastructure.

CTC, Inc. has established the following schedules of crew deployment for your community. The quantity and make-up of crews required will be made during the Initial Damage Assessment (IDA) stage, immediately following the event. Categories of hurricanes have been selected as representative indicators of the damage likely to occur. These only represent a baseline on which to illustrate our mobilization schedule for you.

Category 1 & 2 Hurricanes / Tropical Storms/Ice/Snowstorms – Spot Jobs/Small Event (Vegetative Debris Only)

- 80% of crews within 24 hours of NTP
- 100% of crews within 48 hours of NTP

Category 3 Hurricanes /Tropical Storms/Ice/Snowstorms – Significant Event (Woody and C&D Debris)

- 40% of crews within 24 hours of NTP
- 60% of crews within 48 hours of NTP
- 100% of crews within 72 hours of NTP

Category 4 Hurricanes/ Tropical Storms/Ice/Snowstorms – Significant/Catastrophic Event (All Categories of Debris)

- 25% of crews within 24 Hours of NTP
- 40% of crews within 48 hours of NTP
- 60% of crews within 72 hours of NTP
- 100% of crews with 96 Hours of NTP

Category 5 Hurricanes Tropical Storms/Ice/Snowstorms / – Catastrophic Event/Total Devastation (All Categories of Debris)

- 25% of crews within 24 hours of NTP
- 60% of crews within 72 hours of NTP
- 100% of crews with 96 hours of NTP

CTC, Inc. is familiar with catastrophic events of all scope and sizes. CTC also monitors its performance on a daily basis, and after consultation with you, will bring more resources as necessary to meet your developing schedule for work output.

Operations and Management Plan

In general terms, following a written Notice to Proceed, CTC, Inc. debris management work will typically consist of the following, as listed in chronological (though often overlapping or concurrent) order. Each of these work tasks will be closely coordinated with and as directed by City or County staff.

1. Pushing and clearing debris from primary arterial highways that serve previously identified critical facilities. No attempt to remove debris is made at this time. The objective of this “cut

and push" effort is to open roadways to emergency response vehicular traffic. This work is conducted during the "emergency period" immediately following the event with FEMA guidelines limiting it to the first 70 work hours and may include working between sundown and sunup. A great emphasis is placed on safety during this time as downed power line present a true hazard to the health and safety of response crews. Close coordination with the local electrical company will be conducted throughout this period.

2. During this timeframe, debris removal equipment and personnel will begin to be "checked in" with all necessary documentation gathered, and trucks and trailers measured (CY) for maximum load carrying capacity and identification placards installed. Also, during this time, the Temporary Debris Staging and Reduction Sites (TDSRS) will be located, regulatory approval gained for, and construction for operations begun.
3. As soon as the TDSRS is ready to receive debris (interior haul roads established and traffic control patterns formulated; site does not need to be ready for reduction/recycling efforts at this time), debris removal crews will be dispatched to begin gathering, loading and hauling debris to its designated site (vegetative debris will be taken to the TDSRS and Construction and Demolition (C&D) debris will be taking to a local, lawfully permitted landfill or other site as may be specified.
4. As the number of crews and equipment increases (called the "ramp up" period), so does the need for qualified monitors to be assigned to each crew, or zone. These monitors will issue load tickets for each load of debris managed and certify to reimbursement agencies its "eligibility." Our crews are generally kept in the same zone and sector throughout the clean-up. This helps to identify responsible parties when damage to private property is reported, investigated, and resolved.
5. Citizen drop-off points may be established in the community. This gives those citizens who wish to remove debris from their private property as place to bring it, and greatly reduces the number of illegal dumping complaints that will be received. CTC, Inc. will provide the necessary equipment and manpower to safely operate these sites and clean them of all debris at the end of each day.
6. As debris removal operations progress, and the TDSRS is made ready for reduction/recycling operations (including baseline environmental (soil and groundwater sampling when required), debris removal crews will continue on a daily, uninterrupted basis, to haul vegetative debris and recyclables to the TDSRS. C&D debris will continue to be hauled to a local, lawfully permitted landfill. Additional crews will be brought in to conduct all tree trimming and stump removal operations.
7. Debris removal crews will normally make three scheduled passes in each zone and sector. Approximately 60% of all debris managed is removed from the right-of-way during the first pass. Once the majority of vegetative and C&D debris have been removed, White Goods

(washers, dryers, refrigerators, freezers, air conditioning units, stoves, water heaters, and dishwashers) will be loaded and hauled to either the TDSRS for recycling, or to a local, lawfully permitted landfill as directed.

8. Multiple, scheduled passes will be made until debris removal operations are completed, as determined by the government contracting agency.
9. As debris operations begin to come to a close (the "ramp down" period), crews and equipment that are no longer required will be released from duty.
10. Once all activities are completed at the TDSRS, site closure will begin. This includes, but is not limited to the following:
 - Removal of all debris reduction by-products.
 - Removal of all equipment, office trailers, inspection towers, and portable toilets and wash stations.
 - Removal of all stone utilized to create points of ingress and egress, interior haul roads, and parking areas.
 - Removal of all site features (fencing and erosion control) that may have been constructed.
 - End-of-Job environmental samples are taken, tested, and compared to baseline samples.
 - CTC, Inc. will then request a final inspection from the appropriate government official. A "punch list" of items to be corrected is developed and final closure action taken. Only upon mutual, written agreement between the property owner, government official, and CTC, Inc. Project/Operations Manager is a site considered closed.

Debris removal, reduction and disposal work hours are generally defined as from sun-up to sundown, seven (7) days/week, including holidays. This schedule will be coordinated with, and approval gained from local officials.

This chronology of debris operations is defined in general terms only. Additional specific items of work may be directed by the local officials and work performed by CTC, Inc. All work will be performed so as to not interfere, to the greatest extent possible, with all other emergency response agencies, including but not limited to: utility companies, government agencies, volunteers and local government forces.

Debris Volume Estimation

Estimating the volume of debris generated following an event is not an exact science. At CTC, Inc. we utilize several different methodologies to make "an educated estimation." These include utilization of the US Army Corps of Engineers Hurricane Debris Volume Estimation Model; a per household times the total number of households method; a per mile of roadway times the total miles of roadway method; and other data as may be available. Each of these methodologies and estimates is lead by an experienced CTC, Inc. team member whom has significant history is making just these type estimates of material on the ground.

Billing/Invoices

At the conclusion of each day's work activities, daily reports and load tickets are collected from all CTC, Inc. supervisory personnel. Then are then reviewed for completeness and correctness and entered into our proprietary database. This data entry is normally accomplished at our headquarters office where will maintain workstations for this purpose. This data entry normally follows the work effort by just one day, meaning that the City will have nearly real-time data throughout the project. Invoices are normally generated on a bi-weekly or monthly basis, dependent upon the schedule mutually agreed upon. Our records are maintained for a minimum of ten (10) years to ensure that we can support whatever request the City may have, particularly during the audit that will be performed by DHS/FEMA.

Authorized Persons

Greg Gathers
Jeremy Britton
Sean Latzen
Austin Harris
Jack Cohagen
Delbert Cohagen

With office locations in Kansas and Alabama, Custom Tree Care can strategically and immediately respond to any event in any location in the continental United States.

WORK PLAN

Through our years of experience in responding to disaster debris-generating events across the nation, we at CTC have developed and refined a strategy to include both pre-event planning and post-event operations. This strategy is founded on the concept that we, both the agency's staff and the Custom Tree Care (CTC, Inc.) staff, can best do the majority of our critical thinking on the "blue sky day" when time is available to carefully and thoroughly research alternatives to various scenarios. In essence, we can develop a "Project Checklist" to guide us through those first days following the "black sky day."

At CTC our Standard Operating Procedure for Debris Mission Assignments includes the following elements:

Pre-Event Planning

- Identify and introduce, in person, CTC Project Team to your staff so that when we are required to work together, we have already established our professional relationship and rapport;
- Review with your staff, in detail the most recent update of the Debris Management Plan to ensure that we understand completely your plan of attack and have those base maps first required in current order;
- Actually ride those roadways listed as having priority to conceptualize the volumes and types of debris that may be encountered during emergency clearance operations;
- Review with your staff the identified Temporary Debris Staging and Reduction Sites and the preliminary design established;
- Review both your and our Communications Plan to ensure they are compatible and afford interoperability;
- Conduct and/or participate in tabletop and functional exercises focused on managing the volumes of documentation required for reimbursement of eligible damage costs;
- Participate in any and all other training and exercises as you may direct;
- Conduct on-site classroom training utilizing the FEMA Emergency Management Institute Independent Study Programs for Debris Management, National Incident Management System/Incident Command System (NIMS/ICS), the Public Assistance Program and all updates/new policies and procedures.

Alert Stage

- As a potential debris-generating weather event approaches, CTC will be in communication with your staff to ensure that our Communication Plans are in current order, and we will begin to alert our Project Team, local area

subcontractors, and out-of-area subcontractors that their services may be required in the near future.

- As the weather event track is established and the real potential for landfall in an area that may damage your area is established, and at your direction, CTC will mobilize our Project Manager and emergency road clearance crews and equipment to pre-stage at the Operations Base Camp. This will allow for and ensure an immediate damage assessment and mobilization of crews and equipment to those areas previously identified for emergency road clearance operations.

Post-Event Operations:

The Preliminary Damage Assessment and Emergency Road Clearance operations will begin as soon as wind speeds fall below gale force. Dependent upon the severity of damage, additional crews and equipment pre-stage just beyond the anticipated damage zone will be mobilized. It is expected that the majority of the emergency road clearance crews and equipment will be CTC's own and those available from local area subcontractors.

- **Temporary Debris Staging and Reduction Sites**, crew and equipment check-in locations, and the availability of housing and camping areas will be inspected to ascertain their availability for immediate/near future use. This information will then be relayed to our Logistics Manager.
 - During this phase, our crews will be available, at a minimum from sun-up to sun-down. If required, work will continue after dark if it can be performed safely.
 - Documentation for work performed will be kept on a time and materials basis, utilizing the hourly rates schedules included in the contract. Each morning, a report of the previous days' work will be made to Your Project Manager and include: all labor hours broken down by category; all equipment hours broken down by type and category; and the road segments that have been opened to a minimum of one lane of traffic in each direction. Cumulative summary reports will be made as requested.
 - As the volume of debris to be managed is estimated, mobilization will begin of additional crews and equipment required during the initial stages of removal. These crews and equipment will stage in close proximity to the Your to be ready for immediate deployment upon completion of the road clearance, and as directed by your POC.
- Estimated Time Frame: 70 Hours (maximum)

Post-Event Operations: Debris Removal, Reduction and Disposal

- During the initial stages of debris removal operations, your staff and CTC will determine what zones and sectors are to be cleared in a prioritized order. This establishment of priorities is important in that it allows for you, the Monitors,

and our crews and equipment to arrive on-scene in a scheduled manner. This is the "ramp up" stage of operations.

- While crews, equipment and Monitors are being assigned to debris removal work areas, the CTC Project Team members will continue to work with Your staff to inspect the damages areas for hazardous waste materials; critical drainage ways and navigable waterways that require immediate attention to mitigate further damages; the presence of abandoned automobiles and watercraft that may impede debris operations; In some instances, the presence of beach sand that has been washed onto private property and roads; and any other elements of destruction that will/may impact or disrupt debris removal operations.
- The CTC Project Team and your staff will also be reviewing the need for identification card badges for each crew member that will be working.
- The CTC Project Team will also be working closely with the local area landfills to construct additional entrances at the landfills to support the extremely high volume of traffic above that normally experienced. Without these additional infrastructure elements, long wait times will be encountered and severely disrupt the timeliness of debris removal operations.
- If a part of the contract language, automobiles and vessels that are abandoned or displaced will each be recovered, moved to a staging/salvage yard, the owner identified and notification made, inspected by their respective owners' insurance agent prior to final disposal methods being determined.
- White goods will be segregated from other debris and taken to a staging area at the TDSRS, where they will be first inspected for the presence of Freon or other coolants, gases, and oils and putrefied foods. These potentially hazardous materials will be recovered by an appropriately licensed subcontractor prior to disposal at a recycling facility.
- **Household hazardous wastes (HHW)** will be segregated at the pick-up point prior to removal by a separate crew. These wastes will then be disposed of at an appropriately licensed landfill. A separate, bermed, lined and covered temporary staging area will be constructed at each TDSRS for segregation of HHW that is inadvertently delivered. Removal and disposal will be on an as-needed basis.
- **Construction and Demolition (C&D) debris** will be segregated as much as practicable at the pick-up point, prior to loading for hauling to the appropriately licensed landfill for final disposal.
- **Hazardous limbs, hazardous trees and hazardous stumps** require proper identification and documentation. This information and documentation is required by FEMA for maximum reimbursement of eligible costs and will be accomplished by the Monitor. Once this data is gathered, and hazardous limbs, trees and stumps are authorized for removal, CTC crews will cut, remove, and load for hauling to the TDSRS for volume reduction.
- **Vegetative debris** will be loaded from the public rights-of-way, hauled to the TDSRS where volume reduction will be accomplished by mulching/grinding

and/or burning/incineration. By-products from the reduction process may be used by the Your, gated communities, golf courses, or general recreation areas for landscape purposes, sold to an area paper products company or general manufacturing plant for use as boiler or "hog" fuel, or as the last resort sent to a lawfully permitted local landfill for use as daily cover.

- **Documentation** of debris removal, reduction, recycling and disposal operations will be primarily by load tickets and based on the cubic yard method of measurement. Daily, cumulative, and summary reports will be made to the Yours' Project Manager. Additional reports detailing completion of passes; numbers of vehicles and/or vessels removed; numbers of white goods managed; and numbers of leaning trees removed, hanging hazardous limbs cut, hazardous stumps removed; and volume of household hazardous waste removed will be generated and provided as you request.

Resources

In the case of a major catastrophic event, CTC is on ready and standby for immediate call and can be mobilized within 12 hours following a Notice to Proceed. In addition, CTC maintains an active database of subcontractors from across the nation, the majority of whom have worked with our Project Teams on past debris removal operations. This database contains subcontractors who assist us with trucks and trailers of varying sizes, heavy equipment, CDL drivers, heavy equipment operators, mechanics, skilled and unskilled labor, administrative assistants, clerical staff, contract specialists, on-site fuel delivery, generators, temporary housing, laundry and catering services, hazardous waste specialists, water-borne debris removal specialists, and arborist services.

Temporary Debris Staging and Reduction Site Management Plan

In conjunction with your local government representative, CTC, INC, Inc. will develop a site-specific plan for each Temporary Debris Staging and Reduction Site (TDS) we are tasked with operating. The Plan will address the following items, as appropriate, with additional subjects as may be required:

1. Site Management Organization and Responsibilities

This will provide to all involved parties a clear delineation of the organization at the site, and the responsibilities assigned to each. It also facilitates quality control at the site.

2. Startup Check List

This list is developed to ensure that all of the work tasks involved in the clearing and preparation of a site are addressed and can be "checked off" the list as they are completed.

3. Ingress/Egress

Initially, these stabilized roads will be constructed to bring in the equipment necessary to prepare the site for operations. They will then be used by haul trucks to bring debris into the site for proper handling. The roads will be maintained throughout the entire operation.

4. Site Preparation

This includes clearing, grading, establishment of erosion control and baseline testing for soil and groundwater. The site must be carefully cleared and graded to ensure proper drainage, while minimizing erosion. All environmental concerns related to buffer zones, runoff, and potential impacts to nearby streams, air, and groundwater will be addressed.

5. Traffic Control Procedures

Depending upon the extent of traffic control required this may require an appendix entitled "Maintenance of Traffic". It will address the movement of vehicles into and out of the site and include provisions for keeping the streets or roads free of debris.

6. Safety

There are a many activities that occur within TDS, including the diverse array of heavy equipment operating; large volumes of debris hauling trucks dumping their loads; potentially hazardous debris; maintenance activities; tub grinders and air curtain incinerators being operated; and large numbers of personnel. A diligent and concentrated focus on safety must be of paramount importance to each individual at the site. CTC, INC. It is a part of every plan written by CTC, INC, Inc. personnel, and is continually emphasized.

7. Segregation of Debris

In order to be properly managed throughout the reduction/recycling and disposal processes, all incoming debris must be segregated into various categories; including Household Hazardous

Waste (HHW), Vegetative debris, Construction and Demolition (C&D) debris, and White Goods, Small Engine Equipment and Electronic Waste.

8. Site Plan

A Site Plan will be drawn to identify the location of all activities, and include traffic control, Inspection Tower location, and dumping, grinding, burning, ash storage, HHW storage, temporary office, "Clear Zones" and portable toilet and hand wash station locations.

9. Reporting Requirements

CTC, INC. maintains an extensive record of the activities that occur at a Debris Reduction Site, including the number and identification of trucks, volume of debris entering the site, types of debris, etc. CTC, INC. can provide a wide range of reports. The types and schedules for preparing and submitting reports required by the COR will be contained in the plan.

10. Site Closure

A site closure plan will be developed and address the removal of all debris and debris reduction by-products, haul roads and dump pads, security fencing, office trailers, portable toilets and hand wash stations, Inspection Towers. Sampling of soil and groundwater will be taken as required and compared to the baseline data gathered. Each site will be returned to its original condition, or as may be desired, and approved by, the property owner and your local government representative.

VEHICLE INSPECTION TOWER

Inspection towers are provided as per contract guidelines. The cost of these towers is a part of our proposal and costs to be absorbed by the company. All towers meet FEMA guidelines as dictated in FEMA Publication 325.

Towers are built and provided at the various selected temporary vegetative debris reduction sites/locations designated by the Site-Specific Management Plan (SSSP).

Tower construction is as follows:

- The frame and body of the inspection tower is constructed with pressure treated wood.
- The floor is an 8"x 8" area, elevated 10 feet above a leveled ground area.
- All towers are constructed of 2"x 8" joists, 16" O.C. with ¾ inch plywood supported by 6"x 6" posts. A 4-foot-high wall constructed of 2"x 4" studs, and ½ inch plywood protects the perimeter of the floor area.
- The floor shall be covered with a corrugated roof. The roof will provide 7 feet of headroom below the support beams. The tower will be adequately anchored and wooden steps with handrail will be constructed to provide access.
- A worktable, 4' x 2 ½ x ¾ inch plywood supported at all four corners will also be built.
- A temporary mechanical lift may be used until a fixed inspection tower is constructed.

A PICTURE OF A TYPICAL CONSTRUCTED TOWER IS SHOWN BELOW



Vehicle Inspection Tower | B15

Debris removal guidelines

In efforts to expedite the debris removal process, the city has asked that we follow these rules:

