

This is a non-exclusive contract **Agreement** effective as of September 7, 2021 between **Franklin County, FL** [COUNTY], having its principal office at 33 Market Street room 203, Apalachicola, FL, 32320 and **Disaster Program & Operations, Inc, LLC**, a corporation chartered under the laws of the State of Florida, and incorporated state of Delaware, having its principal place of business at 2301 Lucien Way, Suite 120, Maitland FL 32751.

The COUNTY requires the services of a qualified firm to perform certain professional services for the COUNTY's projects at various locations within the COUNTY limits.

The COUNTY intends to engage Disaster Program & Operations, Inc to perform certain professional services related to Disaster Debris Monitoring and Technical Assistance services related to the implementation and administration of FEMA Public Assistance Category A and Category B programs [Assignment] and Disaster Program & Operations, Inc has the expertise and has a thorough knowledge of such services.

The Assignment will have the following characteristics: On an as-needed basis, the COUNTY will issue Task Orders to Disaster Program & Operations, Inc, LLC describing the work required under this Agreement. In response, Disaster Program & Operations, Inc, LLC will prepare a scope of work and cost estimate which shall become part of the Task Order upon execution by both parties. Franklin County has multiple debris monitoring contracts for the performance of the services set forth in this Agreement. Franklin County reserves the right to determine which one, or more, Agreement(s) it will issue Task Orders to in the event of storm damage in Franklin County which qualifies for the services set forth herein. Disaster Program & Operations, Inc, LLC acknowledges and understands that in the event of a FEMA Public Assistance Category A and Category B programs in Franklin County, Florida, that Franklin County reserves the exclusive right to select which one or more debris monitoring contractors it has under contract. The execution of this Agreement does not guarantee Disaster Program & Operations, Inc LLC, will be selected to perform the services set forth herein.

In consideration of the mutual promises herein, Disaster Program & Operations, Inc, LLC, and the COUNTY agree that the terms and conditions of this Agreement are the following:

1. BASIC SERVICES

Scope. Disaster Program & Operations, Inc, LLC shall provide the Basic Services as described in Disaster Program & Operations, Inc' Debris Monitoring Proposal, the Scope of Work and the individual Task Orders authorized in writing by the COUNTY. A sample Task Order form is provided in Schedule A. The Scope of Work is provided in Schedule B and the Disaster Program & Operations, Inc Proposal is provided in Schedule C. The Task Order format may be modified from time to time. Disaster Program & Operations, Inc will utilize local residents to the greatest extent practicable depending upon project specific conditions. Disaster Program & Operations, Inc' obligations under this Agreement are solely for the benefit of the COUNTY and no other party is intended to benefit or have rights hereunder.

- 1.1. **Standard of Care.** Disaster Program & Operations, Inc shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided [Standard of Care]. These services will be provided by debris management consultants and other professionals and individuals skilled in other technical disciplines, as appropriate.
- 1.2. **Instruments of Service.** Disaster Program & Operations, Inc is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.3. **End-Users Software License.** RESERVED
- 1.4. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.5. **Subcontractors.** Any subcontractors and outside associates or consultants to be engaged by Disaster Program & Operations, Inc under this Agreement are limited to those identified in executed Task Orders or as the COUNTY specifically approves during the performance of a Task Order.
- 1.6. **Title to Hazardous Materials.** The COUNTY and Disaster Program & Operations, Inc agree that title to all types of hazardous or toxic wastes, materials, or substances originating at or removed from the Site will remain in and with the COUNTY.

- 1.7. **Transportation or Disposal of Hazardous Materials.** The COUNTY further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, Disaster Program & Operations, Inc is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around COUNTY's premises. In this regard, the COUNTY and Disaster Program & Operations, Inc agree as follows:
- 1.7.1. Disaster Program & Operations, Inc may assist the COUNTY in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials, or substances. Disaster Program & Operations, Inc shall not contract directly for these services.
- 1.7.2. It is understood by both the COUNTY and Disaster Program & Operations, Inc that the COUNTY will provide all required hazardous or toxic wastes, materials, or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

2. ADDITIONAL SERVICES

- 2.1. **Scope.** Disaster Program & Operations, Inc will provide the **Additional Services** when authorized by the COUNTY in writing in a Task Order or amendment to a Task Order.

3. THE COUNTY'S RESPONSIBILITIES

Unless stated otherwise in Section 8 or in individual Task Orders, the COUNTY shall do the following in a timely manner:

- 3.1. **The COUNTY's Representative.** Designate a representative having authority to give instructions, receive information, define the COUNTY's policies, and make decisions with respect to individual Task Orders.
- 3.2. **Project Criteria.** Provide criteria and information as to the COUNTY's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the COUNTY.
- 3.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the COUNTY relevant to a Task order.
- 3.4. **Access.** Arrange for Disaster Program & Operations, Inc to enter upon public property as necessary.
- 3.5. **Review.** Respond to Disaster Program & Operations, Inc' request for decisions or determinations.
- 3.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.
- 3.7. **Project Developments.** Give prompt written notice to Disaster Program & Operations, Inc whenever the COUNTY observes or otherwise becomes aware of any development that affects the scope or timing of Disaster Program & Operations, Inc' services.

4. PERIODS OF SERVICE

- 4.1. **Time of Performance.** Sections 4 and 5 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.
- 4.2. **Start of Performance.** Disaster Program & Operations, Inc will start the Services described in each Task Order upon authorization by the COUNTY. If the COUNTY gives authorization before signing a Task Order, Disaster Program & Operations, Inc shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the COUNTY's authorized representative.
- 4.3. **Force Majeure.** If a force, event, or circumstance beyond Disaster Program & Operations, Inc's control interrupts or delays Disaster Program & Operations, Inc's performance, the time of performance shall be equitably adjusted.
- 4.4. **Term.** This Agreement shall be in effect for two (2) years from date of execution, with an option for a one (1) year renewal.

5. COMPENSATION

- 5.1. **Disaster Program & Operations, Inc's Services.** Based upon the Scope of Services provided for in Schedule B and for each Task Order issued pursuant to the Agreement and Fee Schedule (Schedule D), the COUNTY shall pay Disaster Program & Operations, Inc the Amount stated in invoices issued for and in accordance with Schedule B: Scope of Work and each Task Order for actual work performed and reimbursable expenses incurred during the period covered by the invoice. Invoices are payable by the COUNTY within 90 days after receipt of invoice.

6. OPINIONS OF CONSTRUCTION COST

- 6.1. **Construction Cost.** If required by this Subcontract, opinions related to cost given by Disaster Program & Operations, Inc are subject to the following. Disaster Program & Operations, Inc has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor's or disposal site methods of determining prices, or over competitive bidding or market conditions. Disaster Program & Operations, Inc opinion of probable cost is made on the basis of Disaster Program & Operations, Inc' experience and qualifications and represents Disaster Program & Operations, Inc judgment as an experienced and qualified professional firm, familiar with the debris cleanup and recovery industry. Disaster Program & Operations, Inc does not guarantee that proposals, bids or actual Project cost will not vary from Disaster Program & Operations, Inc' opinions of probable cost.

7. GENERAL CONSIDERATIONS

- 7.1. **Changes.** By written and/or electronic notice at any time, the COUNTY may change Services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to Disaster Program & Operations, Inc performing the changed services. Such changes can only be required by the COUNTY's authorized representative.
- 7.2. **Confidentiality and Proprietary Information.** Disaster Program & Operations, Inc will hold secret and confidential all information designated by the COUNTY as confidential [**Confidential Information**]. Disaster Program & Operations, Inc will not reveal Confidential Information to a third party unless:
- 7.2.1. the COUNTY consents in writing.
 - 7.2.2. the information is or becomes part of the public domain.
 - 7.2.3. applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or
 - 7.2.4. failure to disclose the information would pose an imminent and substantial threat to human health or the environment.
- 7.2.5 All drawings, specifications, technical information, and other information furnished to COUNTY by Disaster Program & Operations, Inc or developed by Disaster Program & Operations, Inc in connection with the Work are, and will remain, the property the COUNTY. In addition, regarding the Automated Debris Management System, Disaster Program & Operations, Inc shall retain sole rights of, and COUNTY shall have no rights with respect to the Automated Debris Management System. All rights are reserved by Disaster Program & Operations, Inc with respect to the Automated System under the patent, copyright, trade secret and other applicable laws of the United States.
- 7.3 **CADD.** The COUNTY may provide information related to computer-assisted design and drafting format [**CADD**] to Disaster Program & Operations, Inc. CADD is derived in part from computer software for which the COUNTY is licensed. These licenses are not transferable. Any unlicensed reuse of CADD may subject the user to liabilities to the software licensor. Any reuse without written verification or adaptation by the COUNTY for the specific purpose intended is at Disaster Program & Operations, Inc' sole risk, without liability to the COUNTY.
- 7.4 **Disputes.** If a dispute or complaint [**Dispute**] arises concerning this Agreement, the COUNTY and Disaster Program & Operations, Inc will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.
- 7.4.1 **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.
 - 7.4.2 **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be

shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement.

7.4.3 Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.

7.5 **Insurance.** Disaster Program & Operations, Inc will maintain **insurance** against the following risks during the term of the Agreement:

7.5.1 workers compensation in statutory amounts and employer's liability for Disaster Program & Operations, Inc' employees' Project-related injuries or disease.

7.5.2 general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from Disaster Program & Operations, Inc' performance under this Agreement; and

7.5.3 Professional liability in the amount of \$1,000,000 for legal obligations arising out of Disaster Program & Operations, Inc' failure to meet the Standard of Care.

7.6 **Indemnification.**

7.6.1 Disaster Program & Operations, Inc hereby agrees to indemnify and hold the COUNTY harmless from and against any and all losses, damages, settlements, costs, charges, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character arising out of the negligent acts, errors, or omissions of Disaster Program & Operations, Inc or others for whose acts Disaster Program & Operations, Inc is responsible under this Agreement.

7.7 **Reserved.**

7.8 **Interpretation.** This Agreement shall be interpreted in accordance with the laws of Florida and the exclusive venue for any disputes between the parties shall be within Franklin County, Florida.

7.9 **Successors.** This Agreement is binding on the successors and assigns of the COUNTY and Disaster Program & Operations, Inc. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the COUNTY.

7.10 **Independent Contractor.** Disaster Program & Operations, Inc represents that it is an independent contractor and is not an employee of the COUNTY.

7.11 **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.

7.12 **Applicable Law.** If applicable to this Agreement, Disaster Program & Operations, Inc will comply with the requirements of:

7.12.1 the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended,

7.12.2 Utilization of Small and Disadvantaged Business Concerns (Public Law 95-507), and

7.12.3 all other federal, state, and local laws and regulations or orders issued under such laws.

7.13 **Entire Agreement.** This Agreement, including Disaster Program & Operations, Inc Proposal, Schedules, Attachments, Task Orders executed pursuant to this Agreement, and referenced documents, is the entire agreement between the COUNTY and the Disaster Program & Operations, Inc. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any changes to this Agreement shall be in writing and signed by the COUNTY and Disaster Program & Operations, Inc.

7.14 **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition, or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

7.15 **Termination.** This Agreement may be terminated by either Party at will and without cause, at any time upon three (3) days prior written notice to the other Party and shall remain in force until so terminated. All information, data, materials, software, and any other materials provided to the Party must be returned to the other Party upon termination of the Agreement.

7.16 **Effective Date.** This Agreement is effective on the date shown on the cover page.

8 SPECIAL PROVISIONS, EXHIBITS and SCHEDULES

8.1 **Special Provisions.** This Agreement is subject to the following special provisions:

Duties and Responsibilities of Consultant. Disaster Program & Operations, Inc or its representative will be on site during the various stages of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Agreement. Visits and observations made by Disaster Program & Operations, Inc will not relieve Debris Contractors of its obligation to conduct comprehensive inspections of the work, to furnish materials, to perform acceptable work, and to provide adequate safety precautions.

Limitations of Consultant's Responsibilities. Disaster Program & Operations, Inc will not be responsible for the Debris Contractor's or other contractors' means, methods, techniques, sequences or procedures of the work, or the safety precautions, including compliance with the program's incident thereto. Disaster Program & Operations, Inc will not be responsible for Debris Contractor's or their subcontractor's failure to perform the work in accordance with their contract with the COUNTY or any other agreement. Disaster Program & Operations, Inc will not be responsible for the acts or omissions of Debris Contractor, their subcontractors, or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the Work.

8.2 **Schedules.** The following **Schedules** are attached to and made a part of this Agreement:

8.2.1 **Schedule A** *Sample Task Order Form*

8.2.2 **Schedule B** *Scope of Work*

8.2.3 **Schedule C** *Disaster Program & Operations, Inc Proposal*

8.2.4 **Schedule D** *Fee Schedule*

8.2.5 Disaster Program & Operations, Inc shall comply with the Davis-Bacon Act (40 USC 276a-276a-7) as supplemented by Department of Labor Regulations (29 CFR part 5), as applicable.

8.2.6 Disaster Program & Operations, Inc shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR part 5), as applicable.

8.2.7 Franklin County shall exclusively retain the patent right to any discovery or invention which arises or is developed in the course of or under this contract.

8.2.8 Franklin County shall exclusively retain the copy rights and rights in data to materials which arises or is developed in the course of or under this contract.

8.2.9 Disaster Program & Operations, Inc shall grant access to Franklin County, the Federal government and the State of Florida, the Comptroller General of the United States, or their authorized representatives to any books, documents, papers and records of Disaster Program & Operations, Inc which are directly pertinent to this contract for the purpose of making an audit, examination, excerpts, and transcriptions.

8.2.10 Disaster Program & Operations, Inc shall retain all required records of this contract for three years after Franklin County makes final payment and all other pending matters are closed.

Execution Authority. This Agreement is a valid and authorized undertaking of the COUNTY and Disaster Program & Operations, Inc. The representatives of the COUNTY and Disaster Program & Operations, Inc who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

NON-EXCLUSIVE CONTRACT AGREEMENT FOR PROFESSIONAL SERVICES

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Between Franklin County, FL and Disaster Program & Operations, Inc

Task Order Contract

FRANKLIN COUNTY, FL

By Riley D. Jones

Title: Chairman

Witness _____

By Disaster Program & Operations, Inc , Gabrielle Benigni.

Title President Gabrielle Benigni

Witness Liz Valdes

Schedule A

SAMPLE

PROFESSIONAL SERVICES TASK ORDER

SAMPLE

Project Number--Task Order Number: _____ -- _____
Task Order Date: _____

Subject to the Agreement between *the COUNTY* [the COUNTY] and *Disaster Program & Operations, Inc, LLC* [Disaster Program & Operations, Inc, LLC], effective September, 7, 2021 the COUNTY hereby authorizes Disaster Program & Operations, Inc to perform services as specified in this Task Order and in accordance with the above mentioned Agreement.

1. **Basic Project Information.**

Project Name: _____

Project Number: _____

Project Location: _____

The COUNTY Representative: _____

Disaster Program & Operations, Inc Representative: _____

2. **Project Description:** A description of Project for which this Task Order is issued is provided in Task Order Attachment 1, Project Description, incorporated into this Task Order.
3. **Scope of Services:** Disaster Program & Operations, Inc shall perform its Basic and Optional Services as described in Attachment 2, Scope of Services, attached and incorporated into this Task Order.
4. **Period of Services:** The period of service shall be: _____.
5. **Compensation:** Disaster Program & Operations, Inc' compensation under this Task Order, which shall not be exceeded without prior written authorization of the COUNTY, is: \$ _____
6. This Task Order's Pricing Schedule is incorporated and attached as Attachment 3.
7. **Special Conditions:** This Task Order is subject to the special terms and conditions as described in Attachment 4, attached and incorporated into this Task Order.
8. **Amendment:** [_____] This Task Order amends a previously executed Task Order No. _____, Date _____
9. (Reserved)

ISSUED AND AUTHORIZED BY:
FRANKLIN COUNTY, FL

ACCEPTED AND AGREED TO BY:

By: _____ SAMPLE _____

By: _____ SAMPLE _____

Title: _____

Title: _____

SAMPLE

SAMPLE

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 1

Description of Project

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 2

Scope of Services

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 3

Fee Schedule

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 4

Special Conditions

Schedule B: Scope of Work**1. GENERAL**

CONSULTANT will provide debris monitors and debris monitoring services to assist the COUNTY with monitoring the operations of the disaster debris removal and disposal contractor(s). The debris monitoring services to be provided are debris contractor compliance monitoring and oversight, not professional engineering services. The COUNTY will provide a Project Manager to work directly with the Debris Collection Contractor and the CONSULTANT. The COUNTY will provide debris management site(s) (DMS) for disposal of the storm debris.

The CONSULTANT is knowledgeable in Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other applicable regulations, guidelines, and operating policies. The CONSULTANT will support the COUNTY during a disaster recovery effort and will be responsible for all aspects of the debris monitoring process. The CONSULTANT shall coordinate with the disaster debris removal Contractor(s) and the COUNTY to ensure a compliant, well-managed and organized approach to debris collection and disposal within FEMA guidelines.

The CONSULTANT will oversee the debris removal and monitoring processes utilizing the following rules and regulations as guidance:

- The Stafford Act, Section 407
- The Stafford Act, Section 406
- 44 CFR § 206.224
- FEMA 321, Public Assistance Policy Digest
- FEMA 322, Public Assistance Guide
- FEMA 325, Debris Management Guide
- FEMA 327, Debris Monitoring Guide
- FEMA Disaster Assistance Policy 9523.4, Demolition of Private Structures
- FEMA Disaster Recovery Policy 9523.11, Hazardous Stump Extraction and Removal Eligibility
- FEMA Disaster Recovery Policy 9523.12, Debris Operations – Hand Loaded Trucks and Trailers
- FEMA Disaster Assistance Policy 9526.1, Hazard Mitigation Under Section 406 of the Stafford Act
- FEMA Disaster Specific Guidance – as Published specifically for this disaster declaration

CONSULTANT will provide pre-event assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems. CONSULTANT will, at no cost to the County:

- Provide County full-time personnel with a half-day debris management training session. Training program must, at a minimum, meet the training requirement for debris monitors as outlined by current FEMA debris management guidance.
- Provide a list of key personnel and subcontractors that may be involved in the disaster debris monitoring activities to include facsimile, cell phone numbers, and e-mail addresses.
- Participate in annual workshop or planning meetings with County representative and debris hauling and disposal contractor(s) to establish/review applicable policies and procedures.

The scope of services to be provided includes Debris Monitoring and Administration, Debris Assessment, Collection Monitoring, Load Ticket Processing, DMS monitoring, Debris Vehicle and Equipment Certification, Damage Complaint Tracking, Data Compilation and Reporting, Debris Contractor Payment Monitoring and Reconciliation Processing, Category A and B Public Assistance Support, Reporting and Coordinating with the COUNTY's Project Manager, and other related services as outlined in this Scope of Services, and as directed by the COUNTY.

2. DEBRIS MONITORING AND ADMINISTRATION

- A. The CONSULTANT shall appoint a qualified and experienced Project Manager for overall coordination and communication with the COUNTY. The Project Manager shall remain on the job and available to the COUNTY at all times during the operational phases of the debris collection and disposal project. CONSULTANT shall supply sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and debris management sites or final disposal sites. CONSULTANT shall remove and replace employees immediately upon notice from the COUNTY Debris Project Manager for conduct or actions not in keeping with the Agreement.
- B. Examples of project management and administrative responsibilities include but are not limited to:
1. Coordinate daily briefings with key operational staff, COUNTY staff and debris management contractor(s) to review, formulate and update debris assessment and removal operations and strategies. Schedule, manage and conduct periodic meetings with field staff and contractors. Meetings shall be scheduled so that they will not impede, hinder nor delay the debris management contractor(s) and the debris management operation.
 2. Provide a daily report of debris contractor crew assignments, working locations, number of trucks assigned, total loads, cubic yards collected by debris type, an updated map of streets where debris is collected, and other key operational statistics to the COUNTY's Project Manager or designee.
 3. Coordinate daily scheduling, dispatching and logistical operations of the field collection monitors.
 4. Hire, train, deploy and supervise all field collection monitors and staff.
 5. Conduct debris surveys and perform debris estimation by debris types as requested by the COUNTY.
 6. Maintain accurate records of all debris collection vehicles, including the measurements of the inside of the useable bed space, photographs, license information, vehicle identification decal issuance and regular monitoring for vehicle modifications.
 7. Track and coordinate responses to problems identified in the field, citizen complaints related to debris removal, including commercial and/or residential property damage claims as a result of debris removal. CONSULTANT shall maintain a detailed GIS database of customer complaints and resolutions.
 8. Make all reasonable efforts to ensure that DMS have access control and security. Conduct end of the day duties and verify that all vehicles have left the DMS at the specified time

established by the COUNTY.

9. Make all reasonable efforts to ensure the field collection monitors are accurately recording the streets and locations where debris was collected.
10. Schedule work for all team members and sub-contractors on a daily basis.
11. Conduct inspections on a regular, predetermined and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles and locations.
12. Monitor the debris removal contractor(s) and DMS(s) for compliance with their contract with the COUNTY.
13. Provide training to COUNTY staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection contractor(s), County, state and federal agencies.
14. Develop forms, databases, etc. for tracking field activities, and submitting invoices for reimbursement, etc.
15. Daily personnel tracking sheets (field reports) shall be maintained for all CONSULTANT personnel assigned to the project.
16. Set up schedules for monitors each day and coordinate cleanup crew assignments. Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps, trees, hangers/leaners, debris types, and other potential problems.
17. Prepare daily and periodic tracking reports to support debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris collection and contractor invoices.
18. Compile records and assist the COUNTY with the preparation of required forms for reimbursement.
19. If requested by the COUNTY, provide call center operators to receive and process calls from customers with disaster debris collection concerns within Franklin County.

3. COLLECTION MONITORING

- A. In order to obtain maximum reimbursement, all debris loads shall be monitored in the field by collection monitors to assure debris eligibility. The CONSULTANT shall provide fully trained collection monitors to assure proper and compliant documentation protocols are instituted and followed.
- B. The CONSULTANT shall provide a field quality control team consisting of one field collection monitor per debris removal crew and at least one field supervisor for every five monitors unless otherwise approved by the COUNTY. This team will monitor the debris contractors for contract compliance, efficiency and regulatory compliance. The team shall provide daily feedback to the COUNTY through their Project Manager. All field team members shall be equipped with the state-of-the-art technology, which shall include cameras, computers, communication devices with GPS, and other equipment as deemed necessary and/or appropriate.
- D. The CONSULTANT will establish a Quality Control Program.

Examples of collection monitoring quality control tasks include, but are not limited to, the following:

1. Verifying that all debris picked up is a direct result of the disaster.
2. Accurately recording the addresses, streets and locations where debris was collected.
3. Verifying that the debris collection contractor(s) are working in their assigned collection areas and roads.
4. CONSULTANT shall stop work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. The CONSULTANT shall immediately notify the COUNTY's Project Manager to review matter and provide final resolution.
5. ~~Inspecting work in progress to assure that removal efforts include debris of the proper type in the proper areas.~~
6. Assuring compliance with COUNTY contracts by all debris contractors and debris subcontractors.
7. Identifying eligible stumps, hangers and leaners. Coordinating with the COUNTY and federal/state representatives for eligibility determination and assure documentation (forms, photos, etc) are completed for reimbursement purposes as may be required by FEMA.
8. Making all reasonable efforts to ensure that its employees and its subcontractor(s) are working in compliance with all federal, state, local safety regulations appropriate for the task being performed.
9. Coordinating with the COUNTY to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc. CONSULTANT shall maintain a detailed database of customer complaints and resolutions. Property damage complaints must be tracked using a GIS.
10. Neither the services performed by the CONSULTANT under this Agreement nor the presence of CONSULTANT nor shall its employees nor subcontractors at any site in performance of its services relieve debris removal contractor or their subcontractors, the COUNTY or any other entity of their obligations duties and responsibilities with respect to job site safety. CONSULTANT has no authority to exercise any control over the debris contractor or their subcontractors, the COUNTY or any other entity in connection with any health or safety precautions. CONSULTANT shall have no responsibility for, advice on, or to issue directions regarding or assume control over safety precautions and programs in connection with the services performed by debris removal contractor or their subcontractors or any other entity except to the extent relating to CONSULTANT's employees.

4. AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS).

The electronic debris management system shall at a minimum create load tickets electronically eliminating the need for handwritten and scanned tickets. The system features shall include the following:

1. Paperless electronic (handheld device) data collection
2. Database will be internet accessible to subcontractors, COUNTY, state, and other public entities on a need-to-know basis.

3. Minimal manual entry of load ticket data fields.
4. Automation of debris pickup location thru use of GPS technologies.
5. Evaluation of daily event status using web-based reporting and GIS tools.
6. Coordination of contractor invoice reconciliation, FEMA documentation and applicant payment process enabled thru an integrated database management system.

5. DEBRIS MANAGEMENT SITE MONITORING

- A. The CONSULTANT shall be capable of conducting pre- and post-use environmental monitoring of the temporary Debris Management Site (DMS) locations to detect environmental contamination of the DMS, either present before use or after closeout of DMS operations, if requested by the COUNTY.
- B. All debris collected and disposed of, and certifications of collection vehicles shall be documented and monitored by the DMS monitors. The CONSULTANT shall assure that DMS and field collection monitors are deployed and operational commensurate with the beginning of debris collection and the establishment of debris site(s).
- C. The CONSULTANT shall provide DMS monitors to observe debris unloading operations at the COUNTY's designated DMS(s). A minimum of two DMS monitors are required per debris site. These staff members, in conjunction with the project management team and the debris contractor, shall coordinate the logistics of the DMS to assure efficient traffic flow and proper handling of load tickets that record FEMA data (such as vehicle volume, type of waste, etc.). The CONSULTANT shall observe vehicles entering and exiting the DMS and make reasonable efforts to ensure that vehicles are in compliance with their truck certifications (e.g., side boards in place, full tailgate, etc.). Additionally, the DMS monitor shall calibrate their debris vehicle load determinations with the FEMA monitors. DMS monitors are expected to provide volume determination consistent with FEMA.
- D. The CONSULTANT's Project Manager or designee shall conduct field quality inspections to check and verify information on debris removal and at DMS located throughout the County.
- E. Examples of DMS monitoring tasks include but shall not be limited to:
 1. Keeping accurate records of debris vehicles, cubic yard volume determinations, time in and out, number of loads per day and other data as requested by COUNTY.
 2. Coordinating with local, state and federal agencies as needed for DMS on issues such as notification, obtaining permits, determining reimbursement, etc.
 3. Providing preliminary assessment and documentation of DMS and assist in return of site to original conditions.
 4. Providing personnel to supervise the operation of DMS including monitoring incoming loads of debris, processing of debris and outgoing loads of processed debris.
 5. Conducting end of day activities, such as verifying completion of debris crew assignments, completing all record keeping, and assuring that all vehicles have left the DMS.

6. DEBRIS VEHICLE & EQUIPMENT CERTIFICATION

- A. All debris hauling vehicles and equipment shall be measured and certified prior to performing debris removal. The CONSULTANT shall complete a certification on each vehicle deemed appropriate for collection. In addition to completing vehicle certification forms, photographs must be taken of each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications, including photographs, shall be retained by the CONSULTANT on behalf of the COUNTY and provided to the COUNTY upon their request or project completion. Additional copies shall be provided to the debris removal contractor and the vehicle driver. Once these vehicles are certified, random verifications shall be performed at each DMS to assure that no vehicle modifications have been made and to confirm data accuracy.
- B. The CONSULTANT shall measure the volume to the nearest cubic yard of usable space for each debris collection vehicle. The CONSULTANT shall complete the COUNTY Vehicle Certification Form provided for each vehicle. The original Vehicle Certification Form shall be delivered to the COUNTY Project Manager or designee. The COUNTY Vehicle Certification Form will have the following information:
1. Vehicle make, model
 2. Length
 3. Width
 4. Height
 5. Volume in cubic yards
 6. Tag number of vehicle
 7. VIN number of vehicle
 8. Vehicle type
 9. Driver of vehicle name
 10. Sub-Contractor representative name
 11. Certification monitor name certifying vehicle
 12. Date
 13. Vehicle certification number
- C. When a certification monitor signs a vehicle certification, he or she is certifying that to the best of his or her knowledge and belief, the information is complete and correct. The certification monitor shall not sign or accept any partially completed information. The CONSULTANT's Project Manager or designee shall review all truck certification forms with the debris contractor to assure completeness and accuracy of each form before forwarding to the COUNTY'S Project Manager or designee.

7. PUBLIC INFORMATION ASSISTANCE

- A. The CONSULTANT shall provide regular status updates to the COUNTY's Project Manager for public information use.
- B. The CONSULTANT shall provide appropriate staff to assist with damage complaints resulting from the debris removal. Complaints shall be tracked and forwarded to the project management team to be resolved with the debris contractor(s). A weekly log of such complaints and their resolution shall be provided to the COUNTY's Project Manager. Upon request of the COUNTY, the CONSULTANT may also be called upon to provide appropriate staffing of a customer call center

to assist with public telephone inquiries, concerns, and complaints regarding debris removal operations.

- C. The CONSULTANT shall provide the COUNTY's Project Manager and the debris contractor(s) with daily Disaster Debris Status Reports. Each daily report shall contain the following:
1. Overview of daily activities including status of damage complaints
 2. Cumulative debris totals by debris site
 3. Cumulative debris totals by day
 4. Summary of monthly debris removal efforts (cumulative and by debris site)
 5. Summary of mulch removal efforts (cumulative and by debris site)
 6. Summary of mixed/construction & demolition removal efforts (cumulative and by debris site)
 7. Stump volume by site
 8. DMS status
 9. Labor force report
 10. Debris site processing equipment summary

This reporting is due no later than 12:00 noon the following business day or as requested by the COUNTY.

Additional debris streams may be added on an as-needed basis.

- D. The CONSULTANT shall track overall collection status and include with the Daily Reports.

8. DATABASE REPORTING

- A. The CONSULTANT shall be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing debris disposal data into electronic formats to support federal, (FEMA and FHWA), state and local reimbursements, and subsequent audits.
- B. A single database shall be created by the CONSULTANT. This database shall include all information on debris removal and disposal including but not limited to:
1. Complete load ticket information,
 2. Vehicle certification information,
 3. Stump removal information,
 4. Hanger removal data,
 5. Leaner removal information.
 6. Other debris removal information as required.

9. PAYMENT MONITORING AND RECONCILIATION PROCESS

The CONSULTANT shall review, validate and reconcile debris management contractor(s) invoices prior to submission to the COUNTY for processing. The CONSULTANT shall conduct a meeting at the beginning of the debris management operation to fully explain the process to the COUNTY and debris contractor(s) representatives. All invoices from the debris contractor(s) shall be directed to the CONSULTANT. Within seven (7) calendar days of receipt, the invoices shall be reviewed by the

CONSULTANT to be accepted or rejected. The CONSULTANT shall issue in writing to the COUNTY and the debris contractor, the acceptance or rejection of the invoices and a payment recommendation. If the invoice is rejected, the monitoring CONSULTANT shall clearly state the reasons for rejection and work with the debris contractor to resolve immediately.

10. OTHER RELATED SERVICES

A. Event Closure

The CONSULTANT shall assist the COUNTY in preparing final reports necessary for reimbursement by FEMA, FHWA and other applicable agencies for disaster recovery efforts by COUNTY staff and designated debris management contractors. The CONSULTANT shall assist in reviewing and processing requests for payment by the debris management contractor(s).

B. Federal Funding

To ensure that processing of federal funding is acquired as quickly as possible, the following information and its accuracy is the responsibility of the CONSULTANT:

1. Review/reconciliation of debris contractor invoices
2. Monitoring information
3. Project Status Reports
4. Completed Load tickets
5. CONSULTANT invoices
6. Review of debris contractor equipment hours of operation
7. Vehicle certifications
8. Start and end dates of the first debris removal pass and all subsequent passes

C. Compliance

The CONSULTANT shall provide professional oversight to monitor compliance with local, state and federal regulations. The CONSULTANT shall stay current with FEMA and FHWA policies and procedures and notify the COUNTY's Project Manager immediately as changes occur.

D. Meetings with COUNTY Personnel

The CONSULTANT shall meet with COUNTY representatives and the debris contractor daily during disaster recovery operations.

E. The COUNTY may order changes in the service consisting of additions, deletions, or other revisions to the Scope of Services for debris monitoring.

Schedule C: ____'s Proposal

TAB E: PROPOSAL MATRIX

DP&O's Qualifications & Expertise for Project Scope Elements

DP&O understands and shall provide Disaster Debris Monitoring Services and Financial Recovery Assistance (on an as needed basis). It is our understanding the County is preparing for future Disasters by entering a pre-event contract for Disaster Debris Monitoring Services. DP&O's experience and successful completion of many complex debris monitoring projects with challenging obstacles. We have developed a technical approach which facilitates Rapid mobilization, is "Scalable" and can be smoothly modified as the situation and challenges require, and which provides a seamless operation while effectively communicating and facilitating our clients' needs while maintaining federal compliance. Our project management approach below allows us to coordinate with all client departments and partner agencies to ensure the most time and cost-effective debris management and monitoring operations.

DP&O is an AT&T FirstNet approved contractor which we bring 150+ AT&T FirstNet cell phones to client and our monitors which allows us priority First Responder access to internet and cell signals.

DP&O's excellent disaster programs emphasize planning to promote pre-disaster preparedness, efficient restoration, while adhering to federal reimbursement requirements, which decreases financial impact to our clients, and maximizes eligible FEMA reimbursement in the event of a federally declared disaster.

Our Corporate Principles each have 25+ years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including former FEMA Region IV Director, **John Copenhagen**, CEO, (applicant advocate at Region IV level, Headquarters); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ) Co-Creator and Partner of Xact Recovery; **Gabrielle Benigni**, President, recognized industry leader as Disaster Debris Management, FEMA Claims Programs and Process & creator of XACT Recovery Software Program); and **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). DP&O's Corporate team includes the counsel support of Baker Donelson, Ernie Abott, former FEMA National Counsel, as appeals advisor expert.

DP&O Staff consists of degreed environmental professionals, former Emergency Management Directors, FEMA Public Assistance Recovery experts, Debris Management Planners, Debris Monitoring Trainers & Coordinators. DP&O maintains 150 on- call trained monitors in Florida and additional out of state staffing resources employed in Mississippi, Georgia, and Alabama.

DP&O has been providing debris removal management and monitoring services and FEMA Public Assistance representation since 2004 for over 20 disasters including Hurricanes, Ice Storms, EF 4 tornadoes, and Floods and we have supported over 100 Cities, and Counties, Public Colleges and Public Utilities applicants as well as serving as Subject Matter Experts to resolve reconciliation and Federal Reimbursement issues between Debris Removal contractors and other Monitoring companies.

We have a proven track record of efficient mobilization of trained monitors and professional management staff, accurate debris monitoring methods, providing efficient and cost- effective debris removal logistics and providing documentation for successful FEMA reimbursement. DP&O has a successful track record for engaging FEMA and the State FDEM to overcome and negotiate discrepancies between FEMA and Client.

Lessons Learned Applied: Based on our extensive experience, we know that client and debris removal coordination are critical to a successful debris removal recovery. Our confidence in providing successful recovery relies on several practices:

- Pre-Event Meetings, and Table-top Exercises.
- Pre-Event Coordination with Debris Removal Contractor(s) and client.
- Training and Cross Training Staff, Client staff; be providing training and technical assistance with Debris Removal Standard Operating Procedures manuals.
- Debris Management Planning- annual update of debris management plan and annual client /contractor training.
- Daily Progress meetings/ conference calls with Debris Removal contractor and key management staff and client-to discuss progress, obstacles and resolve issues.
- Using State of Art technology and mobile software to track disaster emergency repairs thru recovery and track every debris removal task/cost with all FEMA required documentation.
- Long term document management system of all disaster costs and related records per Department per FEMA Categories.
- Maintain track record of ALL FEMA /FDEM communications, meetings phone calls and emails.

Early organization and accurate tracking of Category A and B activities maximize reimbursement. Meticulous documentation and tracking of employee time, and accurately capturing activities is critical to recovering all eligible recovery costs.

Financial Capability: DP&O is a debt free company with \$500,000.00+ bonding ability and the financial capacity to cash flow regional largescale mobilization of debris removal and recovery staff of over 150 staff.

DP&O has 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, FDOT or other State and Federal Agencies, and other State relief programs regulations regarding eligibility.

SCOPE OF WORK / STATEMENT OF WORK UNDERSTANDING:

DP&O understands Franklin County RFP request and DP&O shall be providing perform monitoring functions on the removal and lawful disposal of disaster-generated debris (other than household putrescible garbage) from public property and public rights-of-way, on site and at Temporary Debris Staging and Reduction Sites (TDSRS) within the Entity's immediately after a hurricane or other disaster.

DP&O is experienced and capable of efficiently overseeing and monitoring the removal of large volumes of disaster-generated debris from a large area in a timely and cost-effective manner and ensuring the lawful disposal of all debris. DP&O has the capabilities of assembling, directing, and managing a work force that can complete the debris monitoring operations in a maximum of 120 days.

DP&O specific services may include, but are not limited to:

- DP&O shall coordinate daily briefings with key operational staff, Entity's staff, and debris management Contractor(s) to review, formulate and update debris assessment and removal operations and strategies. Schedule, manage and conduct periodic meetings with field staff and Contractors. Meetings shall be scheduled so that they will not impede, hinder nor delay the debris management Contractor(s) and the debris management operation.
- DP&O shall provide a daily report of debris Contractor crew assignments, working locations, number of trucks assigned, total loads, cubic yards collected by debris type, an updated map of streets where debris is collected, and other key operational statistics to the Entity's Project Manager or designee.
- DP&O shall coordinate daily scheduling, dispatching and logistical operations of the field collection monitors.
- DP&O shall hire, train, deploy and supervise all field collection monitors and staff.
- DP&O shall conduct debris surveys and perform debris estimation by debris types as requested by the Entity's.
- DP&O shall maintain accurate records of all debris collection vehicles, including the measurements of the inside of the useable bed space, photographs, license information, vehicle identification decal issuance and regular monitoring for vehicle modifications.
- DP&O shall track and coordinate responses to problems identified in the field, citizen complaints related to debris removal, including commercial and/or residential property damage

claims as a result of debris removal. DP&O shall maintain a detailed GIS database of customer complaints and resolutions.

- DP&O shall make all reasonable efforts to ensure that DMS have access control and security. Conduct end of the day duties and verify that all vehicles have left the DMS at the specified time established by the Entity's.
- DP&O shall make all reasonable efforts to ensure the field collection monitors are accurately recording the streets and locations where debris was collected.
- DP&O shall schedule work for all team members and sub-Contractors on a daily basis.
- DP&O shall conduct inspections on a regular, predetermined, and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles, and locations.
- DP&O shall monitor the debris removal Contractor(s) and DMS(s) for compliance with their contract with the Entity's.
- DP&O shall provide training to Entity's staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection Contractor(s), Entity's, state, and federal agencies.
- DP&O shall develop forms, databases, etc. for tracking field activities, and submitting invoices for reimbursement, etc.
- DP&O shall prepare daily personnel tracking sheets (field reports) and shall be maintained for all Contractor personnel assigned to the project.
- DP&O shall set up schedules for monitors each day and coordinate cleanup crew assignments. Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps, trees, hangers/leaners, debris types, and other potential problems.
- DP&O shall prepare daily and periodic tracking reports to support debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris collection and Contractor invoices.
- DP&O shall compile records and assist the Entity's with the preparation of required forms for reimbursement.
- DP&O shall, if requested by the Entity's, provide call center operators to receive and process calls from customers with disaster debris collection concerns within the Entity.

TRACKING DOCUMENTATION AND REIMBURSEMENT

DP&O will utilize our **TRKR™** Automated Debris Management System (ADMS) to auto generate e-tickets, prepare detail load ticket input, track quantities, locations with mapping for all debris operations. (ROW to DMS, ROW to Disposal, Leaner/Hanger/Stumps, and other debris hazards) including certifying all equipment used. In the event manual tickets are requested by the client, DP&O will also provide a data entry/data manager to load tickets to track and document the removal and management of all Eligible Debris. DP&O shall be ensuring that all load tickets meet the requirements of FEMA and other Federal or State reimbursement agencies. DP&O will be retaining all original completed tickets on behalf of the County, which shall be turned over to the County, daily. Along with copies of completed load tickets shall also be retained by Respondent, vehicle driver, subcontractor, and DMC. Additionally, load tickets shall be scanned into a master electronic file with a summary spreadsheet identifying each truck and ticket.

TRKR™ADMS (Automated Debris Management System) Manual and Electronic Methods:

The monitoring process to be used includes both the ADMS and manual Load Ticket preparation (if necessary). DP&O is a AT&T FirstNet Approved contractor which provides DP&O constant internet and cell phone access. DP&O's ADMS system is available on each of our Sonim AT&T FirstNet approved Android cell phones and is equipped with high resolution cameras, debris forms and has GPS accuracy of three (3) meters This will provide for accurate GPS and real time photo for debris progress tracking. The management of documentation and data reconciliation is critical for the efficiency of any project. Our "Automated Debris Management System" that has ability to accurately collect and store data collected in the field or at the Debris Management Site and performs data ticket reconciliation and tracking, therefore eliminating and human error for manual data ticket entry.

We anticipate that disaster debris removal activities will be derived from the grid/zone assignments. The crew size and resources will be adjusted or modified as needed during removal phase. DP&O will always seek ways to improve efficiency during the debris removal process.

Each load ticket shall contain the following information:

- a) Municipality (Franklin County)
- b) Prime Contractor name
- c) Sub-Contractor name
- d) Load ticket number
- e) Truck ID number and capacity
- f) Truck Driver name
- g) Date and time of pick up, loading
- h) Date and time of delivery, unloading
- i) Pick up location (street address or primary street between specific area)
- j) Loading Information
- k) Debris Clearing Cycle (Push, First Pass, Second Pass, Third Pass, etc.)
- l) Total cubic yards picked up.
- m) Debris classification (Vegetative, White Goods, C&D, Mulch, Stump, etc.)

- n) Load Monitor Printed Name and Signature
- o) Dump Monitor Printed Name and Signature
- p) GPS
- q) Inspector
- r) Unloading Information

DP&O will document all recovery work to ensure that proper records are maintained for load tickets and recovery costs for reimbursement purposes. During the first seventy (70) hours following a declared disaster, this may require documenting times that DMC manpower and equipment are actively used in order to document time-and material reimbursements. This shall also include any photographs or other means of confirming debris load information for reimbursement purposes.

DP&O shall assist the County of Franklin in preparing reports necessary for reimbursement by FEMA, FHWA and any other applicable Federal, State, or local agencies. Respondent shall provide daily reports throughout the disaster event, including updates for the daily briefing meetings; reports on the review and validation of the DMC; cubic yard/tonnage reports that provide the number of trucks and volume/tonnage of debris received at each TDMS as well as a total for all TDMSs; and a final report following completion of debris recovery operations. Supervising the preparation of detailed estimates and submitting them to the County debris manager. Implementing and maintaining a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes. Overseeing the entering, tabulating, and organization of collection and disposal data into required formats in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

Data Manager: The Data Manager serves as the County's representative in meetings with representatives of the Debris Contractor(s), State of Florida, FEMA, or other federal, state, or local agency speaking to data-related issues. DP&O shall retain all such documentation for at least ten (10) years following a disaster or emergency event. DP&O's data manager oversees the processing of load ticket information, including QA/QC aspects that ensure documentation is maintained in accordance with all federal, state, and local requirements. In our electronic Ticket system.

Debris Site Monitoring: DP&O understands that all debris collected must and shall be monitored and documented by trained DP&O debris site monitors. DP&O shall provide a Debris Site Quality Control Team consisting, at a minimum, of two (2) monitors per debris site. In addition to the monitors, DP&O shall provide spotters and other staff sufficient to monitor the debris removal contractors for contract compliance, efficiency and regulatory compliance.

DP&O Debris site monitors services and responsibilities include:

- Provide disposal site monitors and inspectors personnel
- Complete record of contract haulers' cubic yardage and other record keeping as may be needed on the provided load ticket
- Initial each load ticket before permitting truck to proceed from the check-in area to the tipping area
- Remain in contact with debris management/dispatch center or supervisor
- Perform other duties as directed by the dispatch/staging operation, debris management project manager, or designated County personnel.

- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards, document and record measurements and computations.

These staff members, in conjunction with the project management team, shall coordinate logistics of the debris management site(s) to ensure efficient traffic flow and proper handling of load tickets that record data in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies (such as vehicle fullness, type of waste, etcetera).

DP&O shall observe all vehicles entering and exiting the disposal site, ensuring all vehicles are in good repair and safe with secure sideboards and have tailgate. No vehicles will be allowed to enter the debris management site without a tailgate. Debris management site monitors shall also provide verification that all debris reduction sites have access control and security.

DP&O Debris Management monitoring tasks include, but are not limited to:

- a) DP&O shall be monitoring the type of waste prior to entering debris management site.
- b) DP&O Disposal Site/Tower Monitors shall estimate the volume of loads on percentage basis of debris collection vehicles.
- c) DP&O shall ensure safety and security of debris management site.
- d) DP&O will document and report activities to the County which may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns.
- e) DP&O will document and report to the County any violations of the Department of Environmental.
- f) If debris site conditions are violated, DP&O shall oversee tasks sufficiently to satisfy the remediation performed by the debris removal contractor.
- g) DP&O monitors will ensure that accurate, legible, and complete documentation is provided through load tickets and other logs and reports, as required.
- h) DP&O will certify the completeness of all load tickets that enter into a disposal site.
- i) DP&O's Exit Site Monitors shall ensure all outbound trucks and trailers are fully discharged of load prior to exit of the DMS.

Vehicle Certification: DP&O will ensure that all debris hauling vehicles will be certified prior to debris removal. DP&O understands the importance of having a certification on each vehicle.

DP&O's TRKR™ Truck and Equipment Certification forms include the following:

- a) Length
- b) Width
- c) Depth
- d) Gross Volume in cubic yards
- e) Reduction areas such as wheel wells to reduce volume areas in cubic yards
- f) Net volume in cubic yards
- g) Tag number of the vehicle
- h) Company vehicle number
- i) Driver of the vehicle name (printed) and signature

- j) Monitor name (printed) and signature
- k) Date
- l) Photograph

DP&O's Truck Certification: DP&O will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines and maintain both a manual and digital copy. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/disposal site for quality control. Certifications should also include a methodology to discourage collection contractors from modifying their vehicle after certification, such as identifying unique attributes to the vehicle like sideboards. Photographs of the vehicle and its driver shall be documented. Periodic spot checks and recertification of trucks that were potentially altered after initial certification shall be performed. Placards identifying load measurements will be provided by the contractor. All DRC equipment shall be certified and accounted for prior to any debris removal task. All debris load/ hauling vehicles will be measured and certified for cubic yard (CY) capacity prior to assignment for debris removal. DP&O will complete a certification of each vehicle using DP&O certification forms and documents to accurately record the cubic yard volume.

DP&O's vehicle certifications form has the following information on paper form/ and Electronic TRKR™ form:

Vehicle Certification Form will have the following information:

- Vehicles make, model
- Length
- Width
- Height
- Volume in cubic yards
- Tag number of vehicles
- VIN number of vehicles
- Vehicle type
- Driver of vehicle name
- Sub-Contractor representative name
- Certification monitor name certifying vehicle
- Date
- Vehicle certification number

All DP&O forms and procedures comply with applicable guidelines (FEMA, etc.) as follows:

- Length, width and depth, or height of the bed area. Any height extension also will be noted. Also, a notation will be made if the vehicle has or does not have a tailgate.
- The "as measured" gross volume in cubic yards.
- Reduction from the gross volume for such things as wheel wells, doghouses, etc. that reduce volume areas in cubic yards to obtain the Net Volume in cubic yards. This net volume will be placed on the placard along with a unique assigned truck/crew number and the name of the Debris Contractor (not subcontractor or owner).
- Vehicle tag or registration number of the vehicle and state of issue.
- Vehicle manufacturer make and Vehicle Identification Number (VIN).

- Owner name.
- Driver of the vehicle name (printed) and signature, driver's license number and expiration date of the driver and state of issue.
- A review of the vehicle insurance carried in the vehicle and that it matches the VIN.
- DP&O employee performing the certification name (printed) and signature.
- Date of certification.

2)

In addition to certifying the vehicle with forms, photographs shall be taken of each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications including photographs shall be retained by the Contractor on behalf of the County. Original certifications retained by the Contractor on behalf of the County shall be turned over to the County upon completion of the project. Additional copies shall be provided to the debris removal.. DP&O's documentation and truck certification process is FEMA approved.

Adhesive placards are affixed to each certified vehicle that provide name of Debris Contractor, the unique vehicle number such as "DT101," etc. and the certified net volume in cubic yards. These placards are adhesive and cannot be removed and affixed to another vehicle. These placards are able to be photographed by the Debris Management Site Monitors/Tower Monitors as well as by the DP&O Automated Debris Management System (ADMS) when a barcode is added to the placard.

Based on the storm generated debris amounts and the required crews/trucks, several truck certification teams should be assigned to eliminate lines of trucks causing traffic hazards and allow the Debris Removal Contractor to commence debris removal quickly and effectively. The majority of the vehicles presented to DP&O for certification will be certified and placard applied at the time of certification and the vehicle released for assignment at that time. DP&O has very little delay in its vehicle certification process as time is of the essence to begin debris removal.

Below is an example of DP&O's TRKR TMADMS truck certification.'

Truck No. 704489	Truck No. 704499
Tag No.: SFM409	Tag No.: SFM409
Type of Vehicle: Self-Loader	Type of Vehicle: Self-Loader
Certified Cubic Yards: 72	Certified Cubic Yards: 72
Designated Operator: Handy Man	Designated Driver: Carlos Santana
Date Certified: 10/22/2016	Date Certified: 11/03/2016
Unique Characteristics: Green Cab, Chassis, Truck Manufacturer, Driver Name	Unique Characteristics: Red Cab, Chassis, Truck Manufacturer, Driver Name
Certification Team: Randy Knowitall	Certification Team: Ferrari Gonzales

In addition to certifying the vehicle with forms, DP&O will photograph each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications including photographs shall be retained by DP&O on behalf of the County. All original certifications retained by DP&O on behalf of the County shall be turned over to the County upon completion of the project. Additional copies shall be provided to the debris removal contractor, the vehicle driver, and to DP&O.

Debris Estimate and Methodology:

DP&O leverages our TRKR for rapid accurate debris damage assessments both using windshield surveys, with mapping debris zones and visually quantifying debris (vegetative, c/d white goods, leaner. hangers,) using the TRKR mobile app form with photos. Additionally, we also plan ahead using USACE debris estimating model based on Residential household (population), Tree Canopy and Industrial density. Potential debris that could be generated and onsite damages to each of the MDC campus in the event of catastrophic Hurricane 4 or 5 which high winds could bring area disaster generated debris.

Debris forecasting is crucial to determining the size of the response needed. In general, the following formula is used to estimate debris quantities:

$$Q = H \times (C) \times (V) \times (B) \times (S)$$

H (Households) = Population / 3 (3 persons per household)

C (Category of Storm) Factor = (See Below)

V (Vegetative Multiplier) Factor = (See Below)

B (Commercial Density Multiplier) = (See Below)

S (Precipitation Multiplier) = (See Below)

<u>Hurricane Category</u>	<u>Value of "C" Factor</u>
---------------------------	----------------------------

1	2 CY
---	------

2	8 CY
---	------

3	26 CY
---	-------

4	50 CY
---	-------

5	80 CY
---	-------

<u>Vegetative Cover</u>	<u>Value of "V" Multiplier</u>
-------------------------	--------------------------------

Light	1.1
-------	-----

Medium	1.3
--------	-----

Heavy	1.5
-------	-----

<u>Commercial Density</u>	<u>Value of "B" Multiplier</u>
---------------------------	--------------------------------

Light	1.0
-------	-----

Medium	1.2
--------	-----

Heavy	1.3
-------	-----

<u>Precipitation</u>	<u>Value of "S" Multiplier</u>
----------------------	--------------------------------

None to Light	1.0
---------------	-----

Medium to Heavy	1.3
-----------------	-----

Residential Buildings

County facilities the following formula and building blueprint dimensions will be used for estimating the quantity of debris from a demolished structures will be utilized in the event demolition of single-family residential buildings is required:

$$\frac{L \times W \times S \times 0.20 \times VCM}{27} = \text{cubic yards of debris (cy)}$$

Where:

L = Length of building in feet

W = Width of building in feet

S = Height of building expressed in stories

0.20 = Constant to account for the "air space" in the building

27 = Conversion factor from cubic feet to cubic yards

VCM = Vegetative Cover Multiplier

The VCM is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

- **Light** (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have sparse canopy cover.
- **Medium** (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover.
- **Heavy** (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

The amount of personal property within an average flooded single-family home has been found to be 25-30 cy for homes without a basement and 45-50 cy for homes with a basement. Estimates of personal property volume assumes all residential properties without basements.

Outbuildings

In the event the County owned or outreach facilities that are a threat to the community require demolition, the following formula will be used to estimate the debris:

$$\frac{L \times W \times H \times 0.33}{27} = \text{cubic yards of debris}$$

Where:

L = length of building in feet

W = width of building in feet

H = height of building expressed in feet

0.33 and **27** are constants as noted in 2 above

2.3.4 Vegetation

Vegetation is the most difficult to estimate due to the random sizes and shapes of trees and shrubbery. Based on historical events, U.S. Army Corps of Engineers (USACE) has established a few rules of thumb in forecasting and estimating vegetative debris.

- Treat debris piles as a cube, not a cone, when estimating
- 15 trees, 8 inches in diameter = 40 cy (average)
- One acre of debris, 3.33 yards high = 16,117 cy

Volume – Weight Conversion Factors

These factors to convert woody debris from cubic yards to tons are considered reasonable and were developed by USACE.

Softwoods	6 cubic yards = 1 ton
Hardwoods	4 cubic yards = 1 ton
Mixed debris	4 cubic yards = 1 ton
C&D	2 cubic yards = 1 ton

Several truckloads will be tested to verify these conversion factors in the field. Certified Trucks should be well loaded, contain woody debris typical of that being removed, and truck capacities should be verified. Certified

Trucks will only be utilized for Disaster debris hauling and will be certified by the Debris Project Manager, and /or Debris Removal Contractor(s), Debris Monitoring Contractor.

Load Ticket / Vehicle Certification Completeness:

DP&O monitors will ensure that accurate, legible, and complete documentation is provided through truck certifications. When a monitor signs a vehicle certification or load ticket, he or she is certifying that ALL information on the document is completed, and the volumes/measurements are correct. DP&O monitors shall not sign or accept any partially completed information. Only complete tickets will be paid by the County. Additionally, debris site monitors shall, at a minimum of daily, calibrate his or her debris removal vehicle load determinations with the tower monitors. Disposal site monitors are expected to provide volume determination consistent with FEMA, FHWA, and all other applicable federal, state, and local agencies.

Additional Monitoring Duties and Responsibilities:

DP&O's responsibilities of the Project Management Team include but not be limited too:

- Overview of daily activities including status of damage complaints
- Cumulative debris totals by debris site
- Cumulative debris totals by day
- Summary of monthly debris removal efforts (cumulative and by debris site)
- Summary of mulch removal efforts (cumulative and by debris site)
- Summary of mixed/construction & demolition removal efforts (cumulative and by debris site)
- Stump volume by site
- DMS status
- Labor force report
- Debris site processing equipment summary
- Obtaining and become familiar with all debris removal contracts for which they are providing monitoring services.
- Documenting daily and weekly debris removal work, ensuring that proper records are maintained for trip tickets and recovery costs.
- Inspecting means and methods to measure and record work and recommending changes that may be needed.
- Stopping work in progress that is not being performed or documented in the appropriate manner.
- Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
- Checking work in progress to make sure that the proper work authorizations, permits, and other prerequisites have been received.
- Reporting on any improvements in work assignments and/or efficiency/productivity that may be appropriate.
- Maintaining digital photo documentation of debris removal work on a weekly basis.
- Aerial photography on a bi-weekly basis.
- Reporting damage within twenty-four (24) hours of knowledge of occurrence.
- Perform work in accordance with all applicable federal, state, and local laws and regulations.
- All reports will be submitted no later than 12:00 Noon the following business day or as requested by the County.

DP&O's Collection monitoring quality control tasks include, but are not limited to, the following:

- DP&O shall be verifying that all debris picked up is a direct result of the disaster.
- DP&O shall accurately be recording the addresses, streets, and locations where debris was collected.
- DP&O shall be verifying that the debris collection Contractor(s) are working in their assigned collection areas and roads.
- DP&O shall stop work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. DP&O shall immediately notify the Project Manager to review matter and provide final resolution.
- DP&O will be Inspecting work in progress to assure that removal efforts include debris of the proper type in the proper areas.
- DP&O shall be assuring compliance with contracts by all debris Contractors and debris subcontractors.
- DP&O shall identify eligible stumps, hangers, and leaners. Coordinating with the County and federal/state representatives for eligibility determination and assure documentation (forms, photos, etc.) are completed for reimbursement purposes as may be required by FEMA.
- DP&O shall make all reasonable efforts to ensure that its employees and its subcontractor(s) are working in compliance with all federal, state, local safety regulations appropriate for the task being performed.
- DP&O shall coordinate with the County to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc. DP&O shall maintain a detailed database of customer complaints and resolutions. Property damage complaints must be tracked using a GIS.
- DP&O understands neither the services performed by DP&O under this Agreement nor the presence of DP&O nor shall its employees nor subcontractors at any site in performance of its services relieve debris removal Contractor or their subcontractors, the County's or any other entity of their obligations, duties, and responsibilities with respect to job site safety. Contractor has no authority to exercise any control over the debris Contractor or their subcontractors, the Entity's, or any other entity in connection with any health or safety precautions. Contractor shall have no responsibility for, advice on, or to issue directions regarding or assume control over safety precautions and programs in connection with the services performed by debris removal Contractor or their subcontractors or any other entity except to the extent relating to Contractor's employees.

DMS/Disposal Sites

DP&O will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from DMS sites through final disposal, if applicable.

Debris Site Management Monitoring tasks include but not limited to:

- Monitoring type of waste prior to entering debris management site;
- Disposal Site / Tower Monitors will estimate the volume of loads on percentage basis of debris collection vehicles and update the Load Ticket with the required information documenting the load;
- Ensuring safety and security of debris management site;
- Document and report activities to the County which may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns;
- Document and report to the County any violations of the Department of Environmental Protection's

(DEP) debris site conditions. If DEP debris site conditions are violated, the Contractor shall oversee tasks sufficiently to satisfy the remediation performed by the Debris Removal Contractor.

- Monitors will ensure that accurate, legible, and complete documentation is provided through load tickets and other logs and reports, as required.
- Certify completeness of all load tickets that enter into a disposal site;
- Exit Site Monitors shall ensure all outbound trucks and trailers are fully discharged of load prior to exit of the DMS.

G. Residential Debris Drop Off Site Monitoring.

In the event the County decides to implement such a program, DP&O will set up, manage and monitor debris drop-off sites where local residents may bring storm debris themselves. We will 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 perform the following:

- 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.

H. Operational Reports and Record Documentation: DP&O will prepare and submit operational reports throughout the duration of the debris removal operations. DP&O's daily reports shall document the debris removal. Each daily report submitted will contain the following minimum information:

- a. Contractor Name
- b. Contract Number
- c. Reports and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed and hauled. This reporting is due no later than 10:00 a.m. the following business day or as requested.
- d. GIS mapping data updates and digitized reports
- e. All GIS layers required will be provided to the Contractor by the County Public Works Department, prior to an event or as soon as possible to ensure up to date files and consistency in field structure. All GIS Data must be in an ESRI ArcGIS Desktop ArcMap 10.3 format or higher version.
- f. Data exports should be at least monthly and utilize Microsoft® Excel® or other formats acceptable to County.
- g. Scanned documents should be at a minimum 300 dpi and in jpg, tiff, or Adobe® PDF® file format.

DP&O will review and validate debris removal contractor(s) invoices prior to submission to the County for processing.

I. Database Reporting: DP&O shall be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing disposal data into required formats, which will follow all requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

DP&O's ADMS TRKR™ has the system features including the following:

- Paperless electronic (handheld device) data collection
- Database will be internet accessible to subcontractors, ENTITY'S, state, and other public entities on a need-to-know basis.
- Minimal manual entry of load ticket data fields.
- Automation of debris pickup location thru use of GPS technologies.
- Evaluation of daily event status using web-based reporting and GIS tools.
- Coordination of Contractor invoice reconciliation, FEMA documentation and applicant payment process enabled thru an integrated database management system.
- Auto Generates E-tickets.
- Obtains data without internet connection.
- Includes portable printers for printing tickets if necessary.



- Tracks Emergency Road Clearing Costs (Category B)
- Tracks ALL Category A Debris Removal Costs
- Tracks, automates and links all photos
- Automates ticket ledgers, quantities with all ticket information.
- Tracks and automates DMS operations and photos.
- Disposal – Tracks disposal tickets and reconciles with Loads hauled to disposal facility.

DP&O TRKR™ database shall also include all information on debris removal including, but not limited to:

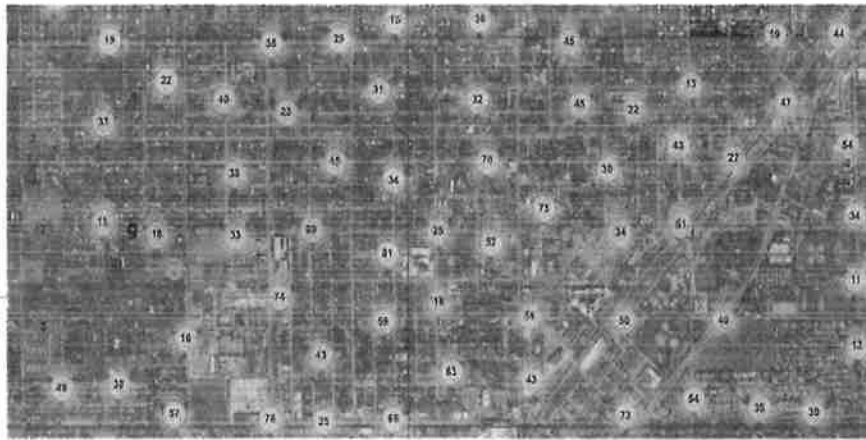
- load ticket, DMS site reduction, Disposal information (with Photos)
- vehicle certification
- stump removal information
- Ticket Data information with Photos.
- hanger removal data, and leaner removal information
- determination of pass status (i.e. push, first pass, second pass, and subsequent passes.)

All Electronic Ticket ledgers, tickets, will be provided in Adobe PDF or Excell. All photos will be in PDF.

TRKR™ is THE mobile application to assist with Debris Damage Assessment, cost tracking and validation and includes the following features.

Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Owner's information, and FEMA documentation. DP&O will assist the Owner in public communication and will document and relay any citizen complaints for action by the contractor or the Owner.



Upon project award DP&O will download appropriate County zone maps which will define the correct boundaries to ensure all debris being removed falls within the preview of County so reimbursement in its entirety can be obtained.

Electronic Monitoring: DP&O will exercise the option to utilize electronic debris monitoring. DP&O will comply with the requirements included in "**Attachment "O", Electronic Monitoring**."

DP&O shall carefully document debris removal activities as well as hazardous trees and hazardous limbs using **TRKR ADMS** DP&O will work closely with the Owner to identify and approve removal of those critical debris hazards and DP&O will perform all documentation per strict FEMA requirements for **Hazard Trees (Leaners) and Hazard Limbs (Hangers)**, to ensure that debris removal is eligible for federal funding.

DP&O will provide all management, supervision, labor, and monitors with **AT&T FirstNet Sonim mobile phones with DP&O's Automated Debris Managements System (ADMS) TRKR™ for documenting all debris removal operations**, and which maintains all documentation per FEMA requirements, with mapping GIS locations of each ticket, and auto-populates the ticket ledgers. TRKR allows the client and DP&O to have real time view of all Debris Removal operations via the TRKR web-based app. TRKR is part of the software "Xact Recovery" which is further discussed in section d allows the client to communicate constantly with DP&O and be informed of all debris removal and monitoring operations and progress.

Hangers/Leaners: TRKR™ DP&O will validate that hazard limbs greater than 2 inches, and hazard trees measured including photos will be obtained for Leaners and hangers. The monitoring process to be used by DP&O for the County that includes both the ADMS and manual Load Ticket preparation if necessary.

DP&O fully trains the field staff on the requirements associated with their position, the requirements of debris removal and the need for proper documentation in accordance with the DP&O monitor forms and tickets that comply with FEMA and FHWA requirements.

TRKR™ allows the client and DP&O staff to review all debris operations real-time. auto populates ticket ledgers, has built in analytics for automated debris data reconciliation and continues to function maintaining data without internet downloading data when Monitor reaches internet signals.

TRKR™ is user friendly, tracks Monitor location and prompts Monitors to perform functions including required photos and measurements. **TRKR™** automates the following data and records assimilation and database storage:

- Debris Damage Assessments
- Emergency Road Clearing
- All Category A Debris Removal Operations (ROW to DMS or Disposal; DMS to Disposal)
- Autogenerates tickets for ROW to DMS/Disposal; and Final Haul out of reduced debris.
- Autogenerates Leaner, Hanger tickets.
- Reconciles debris removed with landfill disposal.
- Reconciles TDSR (Temporary Debris Storage/Site Reduction) with final haul out
- Streamlines and maintains all documents and information for Leaners, Hangers and Stump removal operations.
- Maintains all data and records per FEMA requirements.
- Populates the FEMA Debris removal Project worksheet templates.

In addition to TRKR™, DP&Os XACT Recovery offers “BOLTEOC” Module which is a cutting-edge mobile app and web-based solution that enables users and Mutual Aid Contractors mobile access to Utility/Asset locations, with Asset equipment identified.

This solution brings disparate information from multi departments into ONE Location for easy access for the following:

- Infrastructure/Assets (including maps, GPS etc.)
- Labor
- Equipment
- Subcontractors
- Materials
- Mutual Aid Agreements
- Inventory
- Maps/GIS data
- Policies

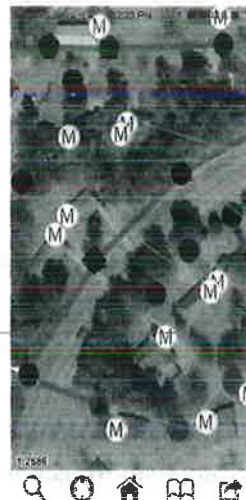
Xact Recovery is Scalable, Versatile and Adaptive to client’s needs Providing cross utilization and efficient strategic planning for:

- Pre-Disaster Asset Status/Condition
- Asset Financial values, and Maintenance tracking
- Personnel training and certification
- Internal Policies updates (Payroll/overtime, Union agreements, Insurance etc.)
- Emergency Repair Work Orders and other Required forms for Support documentation Infrastructure to aid Response and Recovery

- Mutual Aid Contractors and other Resources
- Gap Analysis – to identify resource weaknesses

DP&O's team offers time and cost-effective solutions and highly skilled professionals to promote grid reliability and regional planning.

- **Details Asset Equipment Inventory (Utilities, Power, Water, Other Infrastructure) Scalable for multiusers.**
- **Reports Inventory with Financial s value and via excel.**
- **Documents Inspections, and Repairs.**
- **Track Crew/Technician areas worked**
- **Track Crew/Technician areas worked**
- **Tracks Emergency /Recovery Costs (labor, equipment, contractors, materials)**
- **Works with Arc Gis or Goggle Earth for mapping assets.**
- **Works/Stores Data with Out Internet access; updates database when connected.**



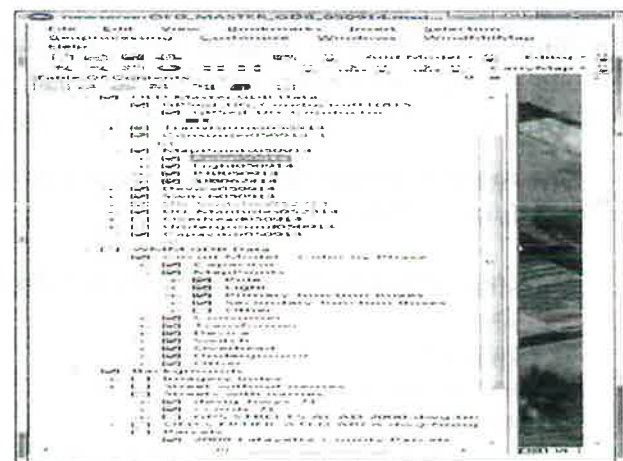
ELECTRIC METERS

POLES

OVERHEAD LINES

TRANSFORMERS

- ArcGIS Add-In
- Converts ArcGIS files to mobile file “.cmf” and “.exe” files for Windows & Windows CE
- Provides GIS information; Utility Asset details (equipment installed) with images.
- Ability to Search By Asset Type and Criteria
- Zoom to Your Location
- Retains GIS Layered Tree Structure; Ability to Select Different Viewing layers
- Email Asset Data Updates/ Inspections using “Pushpins”
- Attaches Reports With Current Inventory Financial Values
- Facilitates Accurate Disaster Damage Assessments
- Utility Restoration and Costs Tracking
- Crew progress tracking with mapping



Monitoring Mobilization & Operational Plan

Staff Mobilization

When directed DP&O will mobilize 2 to 3 days in advance with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.) in order to participate in the "response" phase of the disaster event. Additional staff shall be contacted and put on standby for potential mobilization. Logistical arrangements for out-of-town staff such as lodging arrangements for key staff is considered to be the responsibility of DP&O.

DP&O has the capability to deploy debris monitors within 24 hours from notice-to-proceed. When

Schedule D: Fee Schedule

HOURLY RATE SCHEDULE

NAME OF BUSINESS: Disaster Program & Operations, Inc.

CONTACT PERSON: Gabrielle Benigni

EMAIL ADDRESS: gbenigni@dpando.com

AUTHORIZED SIGNATURE: 

The hourly rates shall include all cost including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices and other incidentals.

	POSITIONS	HOURLY RATES*	HOURS**	TOTAL
1.	Project Manager	\$ 135.00	480	\$ 64,800
2.	Data Manager	\$ 65.00	512	\$ 33,280
3.	Cost Recovery Specialist	\$ 85.00	640	\$ 54,400
4.	Field Supervisors	\$ 65.00	360	\$ 23,400
5.	Fixed Site Monitors	\$ 38.00	960	\$ 36,480
6.	Environmental Specialist	\$ 95.00	120	\$ 11,400
7.	GIS Specialist	\$ 65.00	256	\$ 16,640
8.	Supervising Monitors	\$ 42.00	960	\$ 40,320
9.	Billing/Invoice Analysts	\$ 35.00	320	\$ 11,200
10.	Administrative Assistants	\$ 30.00	640	\$ 19,200
11.	Field Monitors	\$ 38.00	960	\$ 36,480
TOTAL (Items 1-11)				\$ 347,600

*Any overtime will be billed at the Hourly Rate times 1.5. Overtime is not to be included in the rates above.

**These hours are not intended to represent the actual contract amount but are an estimated representation of a typical work week. The actual contract value will be negotiated with the successful proposing agency prior to issuance of the notice to proceed for each event.

This document must be completed and returned with your Submittal

DISASTER DEBRIS MONITORING SERVICES RFP

