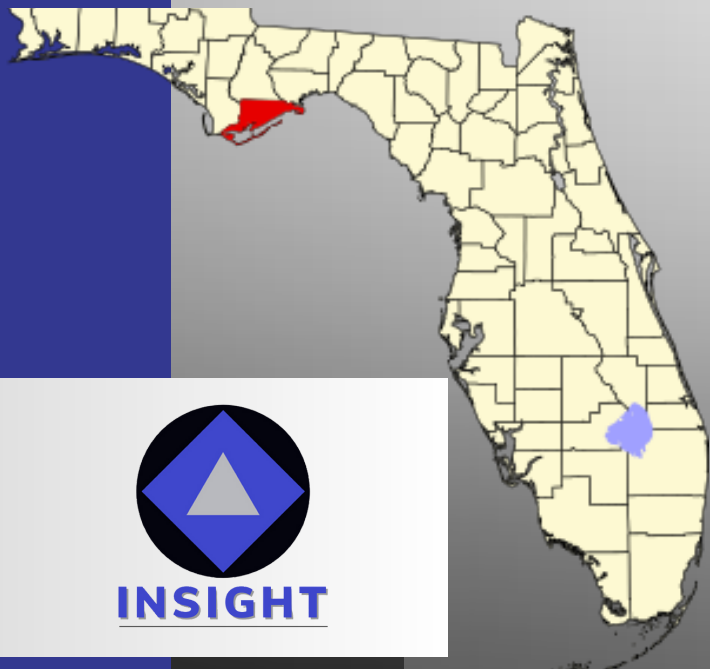




FRANKLIN COUNTY

PROJECT PROPOSAL FOR:

Disaster Debris Monitoring Services



Proposed by:

INSIGHT PLANNING & DEVELOPMENT

5030 New Centre Drive, Suite A
Wilmington, NC 28403



Date: August 2, 2024

TAB A: STATEMENT OF INTEREST AND INTRODUCTION

LETTER OF TRANSMITTAL	1
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TAB B: EXPERIENCE

FIRM PROFILE – INSIGHT PLANNING & DEVELOPMENT	2
FIRM PROFILE – RECOVERY MANAGEMENT ASSOCIATES	4
HISTORY & ORGANIZATION	5
STAFF CAPABILITIES AND ROLES	6
C. Ryan Cox, CFM	8
J. Michael Healy, PE	9
Kevin Amory	10
Marlan Painter	11
JoAnna McDonald, Ph.D.	12
M. Wayne Floyd	13
J. Gordon Ness	14
PREVIOUS EXPERIENCE & REFERENCES	15
Emergency Management Consulting Services Newport News, VA	16
Emergency Management Consulting Services Craven County, NC	17
Disaster Recovery Services New Hanover County, NC	18
FEMA Public Assistance Program Services for Hurricane Irma FDEM	19
Horry County Solid Waste Authority	20

TAB C: FINANCIAL INFORMATION

FINANCIAL INFORMATION	21
SUBCONTRACTORS	21

TAB D: REFERENCES

PROFESSIONAL REFERENCES	22
-------------------------------	----

TAB E: PROPOSAL MATRIX

GENERAL RESPONSE/RECOVERY APPROACH	23
OPERATIONAL PLAN	25
Task 1: Pre-Disaster Planning and Training	25
Task 2: Permits and Baseline Data Collection	26
Task 3: Initial Deployment and Damage Assessments	26
Task 4: Monitoring/Managing Debris Operations	27
Task 5: Project Closure	29
CONTRACTUAL OBLIGATIONS	29
MANPOWER SUPPORT	29

HOURLY RATE SCHEDULE 30

TAB F: LICENSES

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 31
CERTIFIED FLOODPLAIN MANAGER – C. RYAN COX 33
NC BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS – J. MICHAEL HEALY 33

TAB G: INSURANCE

CERTIFICATE OF LIABILITY INSURANCE 34

TAB H: REQUIRED DOCUMENTS

REQUIRED DOCUMENTS 35

- PROPOSER'S INFORMATION SHEET
- NO RESPONSE FORM (NOT APPLICABLE)
- CONTACT FOR CONTRACT ADMINISTRATION FORM
- PROPOSER'S CERTIFICATION
- ADDENDUM ACKNOWLEDGEMENT
- DRUG-FREE WORKPLACE CERTIFICATE
- SWORN STATEMENT PURSUANT TO SECTION 287.122 (3)(a) F.S. IN PUBLIC ENTITY CRIMES
- AFFIDAVIT OF NON-COLLUSION
- ADA NONDISCRIMINATION STATEMENT
- NO LOBBYING AFFIDAVIT
- VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS
- CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
- E-VERIFY COMPLIANCE FORM
- PROFESSIONAL REFERENCES
- VENDOR INFORMATION
- MWBE PARTICIPATION STATEMENT
- W-9 FORM
- HOURLY RATE SCHEDULE (SEE TAB E, PAGE 30)



STATEMENT OF INTEREST & INTRODUCTION

LETTER OF TRANSMITTAL



August 2, 2024

Franklin County Clerk of Courts
Attn: Michele Maxwell
33 Market Street, Suite 203
Apalachicola, Florida 32320

RE: RFP # RFP-EM2024-001
Disaster Debris Monitoring Services

Dear Ms. Maxwell:

Insight Planning & Development, LLC (Insight) and Recovery Management Associates (RMA) are pleased to have the opportunity to submit our proposal for Disaster Debris Monitoring Services to Franklin County. Insight/RMA staff have demonstrated an ability to successfully administer all types of disaster recovery consulting services for its clients, including FEMA's Public Assistance (PA) and Hazard Mitigation Grant Programs (HMGP), Flood Mitigation Assistance (FMA), and Debris Management and Monitoring. We look forward to the opportunity to help successfully implement the County's debris removal program. Please contact any of our clients to confirm our individual and collective capabilities.

Mike Healy, PE, will serve as Project Manager, and will be assisted by Wayne Floyd and Gordon Ness as Debris Monitor Supervisors. All three project team members have extensive debris monitoring experience in Florida and throughout the country. Additionally, Mike and Gordon are located in Tampa, FL, and Pensacola, FL, respectively, enabling a quick mobilization time. Two key parts of the Insight team are Mobile Epiphany and Aerotek. The automated debris management system that Insight utilizes is supplied and supported by Mobile Epiphany and has been field tested during several of the major hurricanes to hit the southeast recently, including Harvey, Irma, Maria, and Ida. The Aerotek staffing agency provides the Insight team with qualified, local debris monitors and other field staff as needed. As noted above, our project team has appreciable experience with disaster recovery and emergency management consulting services. We believe our enclosed hourly rate schedule will compare favorably to any you may receive. We have a small, efficient organization in which all individuals work productively on projects.

We would welcome the opportunity to discuss this project in more detail during a personal interview. Please contact me if you have questions about our qualifications at 910-392-0060, ext. 104. Thank you for your consideration of our firm to assist Franklin County on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Ryan Cox".

C. Ryan Cox, CFM
President/CEO

5030 New Centre Drive, Suite A
Wilmington, North Carolina 28403

910.392.0060 • 252.946.0877
www.insight-pd.com

901 North Breazeale Avenue
Mount Olive, North Carolina 28365

TAB B



EXPERIENCE

FIRM PROFILE – INSIGHT PLANNING & DEVELOPMENT



Founded in 2020, **Insight Planning & Development, LLC** (Insight) is a Service-Disabled Veteran-Owned Small Business based in Wilmington, North Carolina offering quality comprehensive planning and grant management consultant services.

Our staff consists of qualified professionals with an average of 25 years' experience in community development, planning, and hazard mitigation.

The firm and staff members maintain memberships/certifications from the following organizations: American Planning Association, American Institute of Certified Planners, Association of State Floodplain Managers, NC Association of Zoning Officials, Community Development Academy, and North Carolina Home Inspector Licensure Board.

The firm has extensive experience in the preparation of CAMA land use and comprehensive plans, as well as UDOs and zoning/subdivision ordinances. Other planning experience includes GIS services, preparation of hazard mitigation plans, emergency operations plans, recreation plans, and comprehensive housing strategies. Insight also provides general planning services, including re-zoning requests, site plan review, and other technical planning reviews.

Insight has been actively involved in Disaster Recovery Programs in the Southeast, including the management of numerous Hazard Mitigation Grant Program (HMGP) elevation/acquisition/reconstruction projects, and ongoing management of Flood Mitigation Assistance (FMA), Community Development Block Grant (CDBG), HOME projects, and locally funded housing rehabilitation programs. The Insight team has completed over 200 CDBG programs, over 100 Mitigation programs, and overseen the construction of over 3,000 homes in terms of rehabilitation, elevation, or reconstruction.

Insight Planning & Development is committed to providing exceptional services and expertise to our clients.



A Service
Disabled Veteran
Owned Small
Business

Contact Information

Insight Planning & Development, LLC
5030 New Centre Drive, Suite A
Wilmington, North Carolina 28403

Phone: (910) 392-0060

Email: wilmington@insight-pd.com

Website: www.insight-pd.com

Type of Organization

Limited Liability Company
C. Ryan Cox, CFM
President/CEO

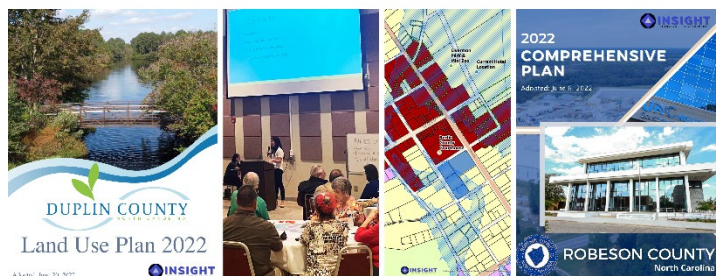
SUMMARY OF SERVICES

Planning Services

- Comprehensive Land Use and Revitalization Planning
 - Code and Ordinance Preparation, including Unified Development Ordinances
 - Comprehensive/Growth Management Plans
 - Economic Development Plans
 - Downtown Plans
 - Open Space Plans
 - Shoreline Access Plans
 - Redevelopment Plans
 - Public Involvement Plans and Charrettes
 - Zoning and Planning Administration
 - Graphics, Mapping, and Auxiliary GIS
- Emergency Management Planning
 - Emergency Operations Plans
 - Regional Emergency Response Planning
 - Continuity of Operations Plans (COOP)

Development Services

- Environmental Review Records
- Analysis of Impediments to Fair Housing Choice/Assessments of Fair Housing
- CDBG Program Applications and Administration
- NCHFA Program Administration
- Housing Rehabilitation/Relocation Administration
- Housing Needs Assessment
- Airport Land Acquisition and Relocation Assistance



Natural Hazard Mitigation/Resiliency Projects

- Hazard Mitigation Plans
- Hazard Mitigation Grant Program Project Management
- Pre-Disaster Mitigation Project Management
- Building Resilient Infrastructure and Communities Project Management
- Flood Mitigation Assistance Project Management
- Floodplain Mitigation Project Types:
 - Advance Assistance
 - Acquisition/Demolition
 - Acquisition/Relocation
 - Elevation
 - Mitigation Reconstruction

Construction Management

- Budget Development
- Conceptual and Detailed Estimating
- Scheduling
- Scope of Work Development
- Bid Preparation
- Procurement Support
- On-Site Construction Supervision
- Existing Conditions Investigations
- Cost Control
- Quality Control
- Owner and Contractor Meetings
- Project Status Reporting
- Inspections



FIRM PROFILE – RECOVERY MANAGEMENT ASSOCIATES

RECOVERY MANAGEMENT ASSOCIATES, LLC (RMA)

Recovery Management Associates, LLC (RMA) was formally organized in September of 2011, in order to provide emergency management services to Newport News Public Works after Hurricane Irene. Wayne has worked for Newport News under previous Emergency Management Consultant contracts dating back to Hurricane Isabel in 2003. Wayne has assisted several jurisdictions in procuring FEMA compliant 2 CFR debris management services from debris removal and monitoring contracts, developing Debris Management Plans, and Public Works Division specific debris response and recovery training.

RMA's management and systematic approach to Disaster Debris Management has provided 100% reimbursement of FEMA PA Cat: A-Debris cost reimbursement for multiple declared disasters since Hurricane Irene. The success in obtaining 100% funding from the PA Grant is due in part to the constant monitoring of FEMA PA Program and Policy changes and incorporating those changes into the disaster management contracts procurement and project management.

RMA has the appropriate experience and reach back capability to execute the scope of services described in this Request for Proposals (RFP), ensuring that the County gets maximum reimbursement for eligible project cost. Wayne offers an existing relationship with debris monitoring programs that brings a solid understanding of emergency preparedness posture, challenges, and goals and priorities. This intricate knowledge of Federal funding reimbursement requirements and disaster response and recovery services make RMA uniquely qualified to continue to fulfill the requirements of this RFP.

Contact Information

Recovery Management Associates, LLC
8212 Canthy Circle
Garner, North Carolina 27529

Contact Name: Wayne Floyd, Owner
Phone: (919) 369-4685
Email: mendlewayne.floyd@gmail.com

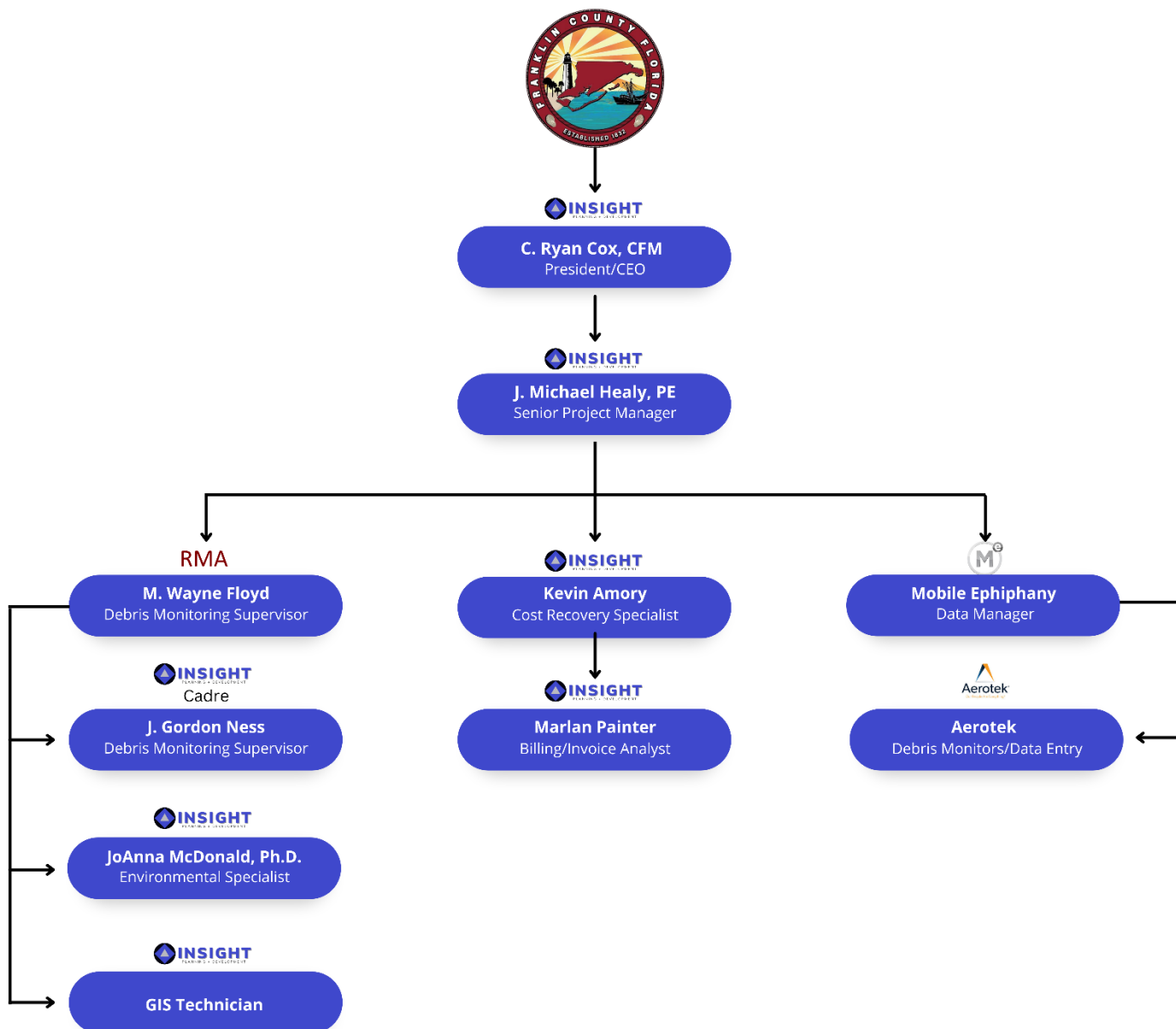
Type of Organization
Single-Member Limited Liability Company

List of Services

- Emergency Management Planning
- Disaster Response and Recovery Services
- Disaster Mitigation

HISTORY & ORGANIZATION




Insight is a **Service-Disabled Veteran-Owned Small Business** based in Wilmington, North Carolina offering quality comprehensive planning and grant management consultant services. Insight was formed as a Limited Liability Company in 2020 by C. Ryan Cox. Insight began performing FEMA PA grants management for several counties and cities in 2020 in eastern Virginia and North Carolina. The capabilities and skills of the proposed staff are provided in this section.



STAFF CAPABILITIES AND ROLES

The Insight/RMA Project Team has the appropriate experience and reach back capability to execute the planning, response, recovery, and mitigation phases of this RFP ensuring the County gets maximum reimbursement for eligible project costs. Our staff has worked with cities and counties around the country since 2003 in some capacity related to debris monitoring and disaster management. They have provided training sessions to city and county debris management staff on various response and recovery issues and made many informal visits to update the staff on FEMA or FHWA policy changes.

Company	Project Team Member/ Proposed Role	Role Description
	C. Ryan Cox, CFM President/CEO	As President/CEO of Insight, Ryan will be the primary client contact for contractual issues and any concerns related to overall project quality.
	J. Michael Healy, PE Senior Project Manager	Mike will be the on-site Senior Project Manager responsible for overall project oversight and training. He will assume direct responsibility for maintaining effective liaison with other professionals involved in the preparedness, planning, and recovery process, ensuring satisfactory compliance with federal and state guidelines, and maintaining a mutually beneficial relationship between Insight and the Franklin County staff.
	Kevin Amory Cost Recovery Specialist	Kevin will work with Florida Division of Emergency Management, FEMA, and other federal agencies to ensure maximum reimbursement of all debris removal activities and costs. He will be responsible for developing project worksheets for all Category A expenses and documentation.
	Marlan Painter Billing/Invoice Analyst	Marlan will work with the Cost Recovery Specialist and Data Manager to reconcile contractor invoices and recommend payment as well as documenting and submitting all debris costs for reimbursement by FEMA.
	JoAnna McDonald, Ph.D. Environmental Specialist	JoAnna will be available, as needed, to review temporary and final debris site locations for compliance with state and federal environmental regulations. She will be available, as needed, if any unique environmental sensitive situations arise.

Company	Project Team Member/ Proposed Role	Role Description
Subcontractors RMA	M Wayne Floyd Debris Monitor Supervisor	Wayne will be an on-site Debris Monitor Supervisor responsible for managing day-to-day field operations, assigning monitors to debris crews, providing eligibility determinations, responding to public inquiries, and developing daily operational reports for the County.
	J. Gordon Ness Debris Monitor Supervisor	Gordon will be an on-site Debris Monitor Supervisor responsible for managing day-to-day field operations, measuring and certifying all contractor equipment, overseeing all debris staging sites, and providing eligibility determinations.
	Mobile Epiphany Data Manager	Insight's Automated Debris Management System (an ADMS called Krinkle Debris Tracker, made by Insight's technology partner, Mobile Epiphany) works on all Android and Apple devices. It has a comprehensive Truck certification module that ensures timely and accurate certification of a large volume of trucks in a single day if required.
	Aerotek Debris Monitors/ Data Entry Clerks	The Aerotek staffing agency will provide the Insight/RMA project team with qualified, local debris monitors and other field staff as needed.

The Insight/RMA Project Team will meet all program guidelines, federal codes, regulations, and requirements as provided in the following documents:

- FEMA “Public Assistance Debris Management Guide” FEMA - 325 / July 2007
- FEMA “Public Assistance Debris Monitoring Guide” March 2021
- FEMA “Public Assistance Program and Policy Guide” (PAPPG) v.4, Effective June 1, 2010 FP 104-009-2
- Stafford Act, as amended
- Code of Federal Regulations, 44 CFR, as amended
- Code of Federal Regulations, 2 CFR CHAPTER II, PART 200 et. al., as amended



C. Ryan Cox, CFM

President/CEO



PROFESSIONAL AFFILIATIONS

Certified Floodplain Manager,
#NC-17-0679
NC Association of Floodplain
Managers
SC Hazard Mitigation Association
American Planning Association,
NC and SC Chapters

EDUCATION

American Military University,
Charles Town, WV
-2012-2016 (Political Science)

EXPERIENCE

Ryan is an experienced Hazard Mitigation Planner & Project Manager with extensive experience overseeing FEMA hazard mitigation grants for federal, state, and local governments. As the former State Hazard Mitigation Officer for the NC Division of Emergency Management, he was responsible for the development, implementation, and timely close-out of grants from HMGP, FMA, and PDM programs and managed \$400 million across 16 FEMA Hazard Mitigation Assistance funding streams. Ryan played an instrumental role in the development of the State of North Carolina Enhanced Hazard Mitigation Plan approved in 2018. His experience in the hazard mitigation planning division at the state level provides great context for communities dealing with UDO updates, comprehensive land use plans, resiliency plans, and other regulatory planning services.

Ryan's principal focus is on bringing mitigation and resiliency projects to fruition. He has extensive experience in seeking out funding, developing scopes of work, and providing overall project management for state and local governments. Through his experience with these projects, Ryan is proficient with the FEMA Benefit Cost Analysis policies, procedures, and tools. He is also highly qualified in developing and implementing floodplain management policies at the local level.

RELEVANT PROJECT EXPERIENCE

Regional Hazard Mitigation Plans

Albemarle Regional Hazard Mitigation Plan
Neuse River Basin Regional Hazard Mitigation Plan
Northeastern NC Regional Hazard Mitigation Plan
Pamlico Sound Regional Hazard Mitigation Plan

Camden County, North Carolina

Hurricane Matthew Hazard Mitigation Grant Program
Hurricane Matthew State Acquisition & Relocation Fund

Craven County, North Carolina

2017 CDBG-Neighborhood Revitalization Program
Hurricane Florence HMGP Expedited Acquisition Program

Duplin County, North Carolina

Hurricane Florence HMGP Expedited Acquisition Program
2022 Land Use Plan

Havelock, North Carolina

2021 CAMA Land Use Plan

Henderson, North Carolina

2021 Comprehensive Plan

Jones County, North Carolina

Hurricane Matthew Hazard Mitigation Grant Program

Jones County, North Carolina (cont.)

2019 CDBG-Neighborhood Revitalization Program
Hurricane Florence HMGP Expedited Acquisition Program

Morehead City, North Carolina

2019 CDBG-Neighborhood Revitalization Program

Pasquotank County, North Carolina

Hurricane Matthew Hazard Mitigation Grant Program
Hurricane Matthew State Acquisition & Relocation Fund

Pembroke, North Carolina

General Planning Services
2021 Unified Development Ordinance Update
2022 Comprehensive Plan

Robeson County, North Carolina

2022 Comprehensive Plan

Siler City, North Carolina

2020 CDBG-Neighborhood Revitalization Program

Statesboro, Georgia

Housing Rehabilitation Program



J. Michael Healy, PE

Senior Project Manager



PROFESSIONAL AFFILIATIONS

Professional Engineer
North Carolina 27790, 2002
American Society of Highway Engineers,
Events Chair, 2004-2005
International Association of
Emergency Managers (IAEM),
Member, 2017

EDUCATIONAL BACKGROUND

B.S., Civil Engineering, Virginia
Polytechnic Institute and State
University, 1996

YEARS OF EXPERIENCE: 25+

Mike's 25-year career includes extensive knowledge and diverse experience in the risk and emergency management field. He is a Civil Engineering graduate from Virginia Tech and a Professional Engineer registered in North Carolina, having worked as a roadway engineer early in his career. For over 19 years he has been assisting clients with all four phases of the disaster life cycle – planning & preparedness, response, recovery, and mitigation. He has worked on over 30 federally declared disasters and has served as a state Deputy Public Assistance Officer, Task Order Manager on Federal Emergency Management Agency (FEMA) housing missions, and Project Manager on many large-scale Public Assistance and debris removal projects. He managed the Hurricane Katrina Public Assistance Staffing project for the Mississippi Emergency Management Agency (MEMA), where he has been assisting MEMA in the recovery of over \$3.2 billion of PA reimbursements.

Since 1996, Mike has been assisting his clients thoroughly document their eligible disaster damages, formulate and write Project Worksheets, and manage their recovery and mitigation grants through closeout and FEMA/Office of Inspector General audits. His thorough knowledge of the Public Assistance eligibility criteria and procurement regulations has helped his clients maximize their federal reimbursements. He also has gained experience providing executive level consultation and planning services.

Through his many projects, Mike has also been involved in both the 404 and 406 Mitigation programs. He was a co-trainer for several years on the Benefit Cost Analysis modules where he trained applicants in several states on the use of the modules that determine the Benefit Cost Ratio. He is also very familiar with the ever changing 406 mitigation policies, which are now being encouraged for every Project Worksheet that is written where possible.

RELEVANT PROJECT EXPERIENCE

Bradenton Beach, FL

2017 Hurricane Irma Debris Removal Monitoring

Baton Rouge, LA

2016 LA DOTD Flood Recovery Services

Houston, TX

2017/2018 Hurricane Harvey Substantial Damage Estimates

Mississippi Emergency Management Agency

2014 Katrina PA Support

Orlando, FL

2018 Staff Augmentation of FEMA Public Assistance Program Services, Hurricane Irma

Rockledge, FL

2016 Hurricane Matthew Debris Removal Monitoring
2017 Hurricane Irma Debris Removal Monitoring

Craven County, NC

2021 CDBG Neighborhood Revitalization Program
Hurricane Florence FEMA PA Administration
2023 BRIC Application Development

Duplin County, NC

Hurricane Florence HMGP Acquisition Program
2022 CDBG Neighborhood Revitalization Program

Jones County, NC

2022 CDBG Neighborhood Revitalization Program
Hurricane Florence HMGP Acquisition Program

Windsor, NC

Hurricane Matthew HMGP Acquisition Program
Hurricane Florence HMGP Acquisition Program
2021 CDBG Neighborhood Revitalization Program



Kevin Amory

Cost Recovery Specialist



CERTIFICATIONS/LICENSES

Licensed General Contractor (NC)
NASCLA Accreditation for
Licensing in 14 Other States
Former certified OSHA 500
Trainer

EDUCATION

Wayne Community College
Goldsboro, NC
-General and Accounting
Courses, 1989-1994
Mount Olive University
Mt. Olive, NC
-Accounting and Business
Courses, 1996-1999

EXPERIENCE

Prior to joining Insight Planning and Development in January of 2023, Kevin has held multiple roles in the construction industry for over 30 years, which includes both vertical and horizontal construction. His overall experience consists of responsibility for finance functions, including accounting, financial planning and analysis, legal compliance, litigation management, bond and bank relationships, estimating, project management, safety/risk management, and day-to-day operational effectiveness.

Kevin brings with him eight years of experience in VA leasing, including land selection, estimating, design phase project management, construction phase project management and operations of the completed clinics. He has been involved in 12 VA leased projects ranging from 4,500 to 25,000 square feet, located in eight different states, and covering seven Veterans Integrated Services Networks (VISNs). Kevin is knowledgeable about VA requirements and the Office of Construction and Facilities Management's Technical Information Library (TIL). Kevin's clinic experience includes the areas of Primary Care (PACT), Audiology, Optometry, Mental Health, Radiology, Physical Therapy, Group, VA Security and Laboratory.

RELEVANT PROJECT EXPERIENCE

Craven County, North Carolina

2021 CDBG Neighborhood Revitalization Program

Town of East Spencer, North Carolina

2019 CDBG-NR Construction Management

City of Eden, North Carolina

CDBG Coronavirus Program

Town of Elizabethtown, North Carolina

2022 CDBG Neighborhood Revitalization Program

Duplin County, North Carolina

Hurricane Matthew HMGP Elevation Program
Hurricane Florence HMGP Expedited Acquisition Program
2022 CDBG Neighborhood Revitalization Program

City of Henderson, North Carolina

2021 CDBG Neighborhood Revitalization Program

Jones County, North Carolina

2022 CDBG Neighborhood Revitalization Program

Town of Leland, North Carolina

2022 CDBG Neighborhood Revitalization Program

City of Raeford, North Carolina

2019 CDBG-NR Construction Management

City of Sanford, North Carolina

2022 CDBG-NR Jackson Heights Program
2022 CDBG-NR Washington Avenue Program

Department of Veteran Affairs

Braxton County, WV CBOC
Dakota Dunes, SD CBOC
Davenport, IA CBOC
Gallatin, TN CBOC
Grafton, NC CBOC
Macon, GA CBOC
Raleigh, NC CBOC

Custom Assemblies

New Office
Clean Rooms
Warehouse



Marlan Painter

Billing/Invoice Analyst



EDUCATION

University of Mount Olive,
Mount Olive, NC
-B.S. RLS Exercise Science, 2014
-Minor in Business
Administration
-B.S. Business Administration,
2017
-Accounting

EXPERIENCE

15+ years

Marlan earned his B.S. in Business Administration with a concentration in Accounting in 2017. Before starting with Insight as the Finance Director in 2022, Marlan had a long professional history of accounting/finance and business management. He started and managed his own car wash business at the age of 13 through college. Marlan also managed the logistics and purchase orders for Tarheel Produce for 15 years, transferring an average of 15 – 20 loads per week. From 2014 – 2021, he owned and operated Marlin Express, where he managed a fleet of 8 transportation trucks that serviced the East Coast as well as managed all the accounting and financing for the company.

Marlan's financial and accounting experience includes analysis of financial data to develop plans, policies, and budgets for increasing profits or improving services; keeping and organizing financial records of company expenditures and income; and maintaining company books and producing financial reports for analysis. He also is versed and has experience with multiple accounting software suites.

Recently, Marlan has been working on the firm's flood recovery projects, including assisting with the program administration of acquisition/demolition projects for flood-damaged parcels as well as performing interim construction inspections for elevations and rehabilitations.

RELEVANT PROJECT EXPERIENCE

Duplin County, North Carolina

Hurricane Matthew HMGP Elevation Program
Hurricane Florence HMGP Acquisition Program
General Planning Services

East Spencer, North Carolina

CDBG-Neighborhood Revitalization Program Construction Management

Jones County, North Carolina

Hurricane Florence HMGP Expedited Acquisition Program
2022 CDBG Neighborhood Revitalization Program

Raeford, North Carolina

CDBG-Neighborhood Revitalization Program Construction Management

Statesboro, Georgia

ARPA Housing Rehabilitation Program



JoAnna McDonald, Ph.D.

Environmental Advisor/SOI Qualified



EDUCATIONAL BACKGROUND

Morgan State University
-Ph.D., History

YEARS OF EXPERIENCE: 10+

JoAnna earned her Ph.D. in history from Morgan State University, Baltimore, Maryland with an internship at the Strategic Studies Institute, U.S. Army War College. She has worked, as a civilian, for the U.S. Marine Corps, U.S. Air Force-Predator program, and at the Army Heritage and Education Center (Military History Institute), U.S. Army War College.

Her career in environmental and historic preservation spans over a decade of service with multiple agencies. Most recently, JoAnna has worked in North Carolina as an Environmental and Historic Specialist/Historic Preservation lead for FEMA and then for NCORR/HUD. She is also SOI Qualified. She has worked with emergency management Public Assistance projects, including HMGP and CDBG. She has worked in the field, attending Site Inspections, surveying, and photographing the damage. JoAnna has written countless environmental reviews and SHPO and THPO consultation letters, as well as coordinated with Fish and Wildlife and U.S. Corps of Engineers to name a few. The disasters she has worked include Hurricanes Matthew, Florence, Dorian, Isaias, Fred, and Tropical storm 4543-NC.

JoAnna has also worked in the preservation field as a Research Historian for the Capitol Preservation Committee in Harrisburg, PA. Here, she coordinated with legislatures and documented the numerous artisan preservation contracts being conducted on the Capitol building, and she was curator for the 390 Civil War Pennsylvania battle flags.

RELEVANT PROJECT EXPERIENCE

Craven County, North Carolina

2021 CDBG NR Program

Eden, North Carolina

2020 CDBG Coronavirus Program

Elizabethtown, North Carolina

2022 CDBG Neighborhood Revitalization Program

Hyde County, North Carolina

2022 CDBG Neighborhood Revitalization Program

Sanford, North Carolina

2022 CDBG Neighborhood Revitalization Program (Jackson Heights)

2022 CDBG Neighborhood Revitalization Program (Washington Avenue)

Federal Emergency Management Agency

Core Historic Preservation Specialist/Lead

NC Office of Recovery and Resiliency

Environmental Analysis, Historic Preservation Lead

Military History Advisor

Education Director/Program Specialist



RECOVERY MANAGEMENT ASSOCIATES, LLC (RMA)

M. Wayne Floyd

Debris Monitor Supervisor

Mr. Wayne Floyd is the sole owner and key personnel of Recovery Management Associates, LLC and offers over 35 years of hands-on experience in emergency management planning, all phases of disaster response and recovery, and environmental health hazards associated with natural disasters. He has served as Director of Disaster Services for a major debris management firm since 2014. Since 2005, Wayne has served as a Debris Management Project Manager and FEMA Public Assistance (PA) Program Manager for various states and state agencies (including California, Florida, Louisiana, Mississippi, North Carolina, Texas, and Virginia) in response to Federally declared disasters. Prior to that he served numerous city, county, and state sub-recipients in various roles associated with disaster response and recovery efforts as well as planning for debris removal operations and providing training in disaster damage assessment and FEMA PA Grant documentation and policy. In addition to his thorough understanding of the policy, rules, and regulations associated with disaster debris management and Federal reimbursement, Wayne also has extensive experience with Natural Resources Conservation Service (NRCS), Emergency Watershed Protection Program (EWP), and Federal Highway Administration (FHWA)-Emergency Relief grant programs.

EDUCATIONAL BACKGROUND

Bachelor of Science,
Environmental Health,
- East Carolina University

TRAINING/CERTIFICATIONS

- FEMA Emergency Management Institute (EMI): Public Assistance Operations and Debris Management
- U.S. Army Corps of Engineers (USACE) Construction Quality Management for Contractors Certification
- Grade "A" Groundwater Water Treatment Operator
- Grade "A" Surface Water Treatment Plant Operator
- Solid Waste and Vector Control: Center for Disease Control, Atlanta, Georgia
- Occupational Safety and Health Agency (OSHA): 40-Hour Hazardous Waste, 8-Hour Hazardous Waste Site Supervisor, 24-Hour Emergency Response, 8-Hour Confined Space

PROFESSIONAL MEMBERSHIPS

- Carolinas Recycling Association
- Rural Water Association
- American Public Works Association (APWA)
- Solid Waste Association of North America (SWANA)

YEARS OF EXPERIENCE

35

RELEVANT PROJECT EXPERIENCE

Craven County, NC

PA, Debris Management, NRCS EWP, and Emergency Management Consulting Services

Craven County Board of Education, NC

PA and Emergency Management Consulting Services

Horry County, SC

PA, Debris Management, and Emergency Management Consulting Services

Newport News, VA

PA and Emergency Management Consulting Services

Pender County, NC

NRCS EWP Services

JAMES GORDON NESS

404-387-9517

-
- | | | |
|-------------------------|-------------------------------|--------------------------------|
| • Public Assistance | • Field Supervisor | • Debris Monitoring |
| • Project Manager | • Xactimate | • Project Specialist |
| • Management Experience | • Certified Property Adjuster | • Certified Insurance Adjuster |
-

PROFESSIONAL EXPERIENCE

FLORIDA DISASTER CONSULTING

September 2017 – Present

Debris Monitoring, Project Manager – Sunny Beach Isle, Florida

- Managed haul out operations for the town of Sunny Beach Isle according to FEMA's public assistance program
- Hired, trained and managed local monitors for the project

Debris Monitoring, Debris Field Supervisor - University of Miami

- Managed debris monitoring operations for the University according to FEMA's public assistance program
- Project included vegetative debris removal and haul out as well as leaner and hangers
- Hired, trained and managed local monitors for the project
- Project completed within two weeks in order to get the school back up and running

ATKINS NORTH AMERICA (SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION)

February 2014 – April 2017

Public Assistance, Project Specialist

- Worked three separate disasters (ice, flooding, hurricane) for the state of South Carolina
- Experience in both emergency and permanent work under FEMA's public assistance program
- Due to relationships built during the first assignment, the client requested by name to work the next two disasters
- Able to provide a wide range of public assistance support in all categories of work, such as: one on one applicant support, attending applicant meetings with FEMA, writing project worksheets, conducting site visits, and field validation for all types of debris
- Currently hold an active FEMA Contractors badge (expires October 2020)

Field Supervisor – Berkeley, South Carolina

- Supervised several debris monitoring crews which monitored the removal of over 160,000 cubic yards of vegetative debris and over 21,000 hazardous trees and limbs following the ice storm in February 2014
- Supervised tower operations/DMS sites
- Assisted with oversight of the road closeout process which tracked the first and final passes
- Responded to citizen inquiries on behalf of Berkeley County
- Provided training to new hires and conducted regular safety meetings
- Last supervisor on the ground and eventually worked directly with the client to close out field operations

NESS ENTERPRISES

June 1997 – October 2015

Owner/Operator/President

- Through quality work and excellent customer service, built Atlanta's largest stump grinding service from the ground up
 - Out of more than 250 tree industry companies in the area, Ness Stump Grinding has received the highest customer ranking from "Angie's List", winning the "Super Service Award" several times
 - Managed five crews and office personnel
 - Provided service to contractors, subcontractors, landscapers, government entities, and homeowners all over Metro Atlanta
 - Strong business skills and financial oversight led to healthy profits year after year
-

PREVIOUS EXPERIENCE & REFERENCES

Insight has been actively involved in disaster recovery and community development programs in the Southeast, including several Public Assistance and debris management projects, numerous Hazard Mitigation Grant Program (HMGP) elevation/acquisition/reconstruction projects, and ongoing management of Flood Mitigation Assistance (FMA), Community Development Block Grant (CDBG), HOME projects, and locally funded housing rehabilitation programs.

Personnel from Insight and RMA have performed debris management and monitoring services for several other counties in eastern NC and VA and throughout the country since Hurricane Fran in 1996. Our combined project team has provided debris monitoring services for projects reimbursed by the Federal Emergency Management Agency's Public Assistance Program (FEMA PA), the Federal Highway Administration's Emergency Relief Program (FHWA ER), the Natural Resource Conservation Service's Emergency Watershed Protection Program (NRCS EWP), and other state and federal disaster recovery grant programs.

Since Insight was formed in 2020, we have been assisting clients with the FEMA PA program. Insight and RMA successfully completed the Hurricane Florence response and recovery efforts in North Carolina, where we assisted several counties in navigating the entire FEMA PA process. This effort included managing debris removal operations, providing support for the Request for Public Assistance, helping gather the Damage Description and Dimensions (DDD) of the damages, formulating the projects in FEMA's Grants Portal, requesting reimbursements, and helping with closeouts. We helped New Hanover and Craven Counties receive all eligible FEMA reimbursement for Category A – Debris as well as all eligible Category B-G costs. This success can be attributed to our combined efforts to establish a comprehensive pre-event contract for debris removal and monitoring, and completely and accurately tracking all the documentation required for FEMA reimbursement, including contracts, materials, and all force account labor and equipment.

Throughout our projects, we believe that we have proven our commitment to serving our clients in a timely and professional manner. Our familiarity with the emergency management challenges, goals, and priorities that affect counties and local governments and our hands-on experience in all phases of emergency management qualify our project team as the best choice to provide these services to the County.

Below are several projects that are similar to the services requested here, and that highlight our recent experience.

Emergency Management Consulting Services City of Newport News, Virginia



Project Overview

RMA has been providing Emergency Management Services to Newport News, Virginia since May 15, 2011, and has responded to every federally declared disaster impacting the City of Newport News from Hurricane Irene in 2011 to Hurricane Isaias in 2022. Insight teamed with RMA in 2023 and was awarded the City's on-call Emergency Management Services contract. Insight and RMA continue to serve Newport News under this newly executed contract with Insight.

The Insight team provides a broad spectrum of emergency management services to City of Newport News Public Works Department through its contract with City of Newport News Solid Waste Division. Services provided include development a comprehensive Debris Management Planning (DMP), training for Initial Damage Assessment (IDA), Federal procurement, 2 CFR compliant documents and procurement procedures for disaster services that are utilized through a Cooperative Purchasing Agreement (CPA) by all City of Newport News Divisions and Public Schools.

The Insight team serves as the Disaster Services Authorized Representative for City of Newport News during disaster events responsible for the county provided Debris Management Sites (DMS's) oversight, management of disaster Debris Removal, Management and Monitoring contractors and contract administration. Insight provides initial FEMA Public Assistance Grant administration for all departments and assists the City in identification and development of 406 mitigation grants.

Insight most recently participated in Public Works Department-wide Initial Damage Assessment (IDA) Training, FEMA Public Assistance documentation and Grants Portal use, and updated FEMA Equipment cost in the City's Department wide CityWorks work order system. The Insight team has completed 2 CFR Compliant RFPs for Disaster Debris Removal, Disaster Debris Monitoring, and RFP's specific to recovery efforts for the City's Stormwater Division. Our latest Task Order is to permit and develop a scope and cost estimate for establishing a 27-acre Debris Management Site (DMS) near the City's Newport News Shipyard Historic District.

The Insight team also provides FEMA Public Assistance Grant administration, project development, and 406 FEMA and 404 State Mitigation Grant application for the City of Newport News. RMA was able to identify over \$100,000 of mitigation and recovery grants for the City's Wastewater Division after Hurricane Irene and has established a relationship with their engineering group that continues to identify potential 406 and 406 mitigation opportunities.

PROJECT INFORMATION

CLIENT

City of Newport News, VA

CONTACT

Amy Davis
Solid Waste Division Director
City of Newport News
513 Oyster Point Road
Newport News, VA 23602
757-269-2852
davisag@nnva.gov

PROJECT YEARS

2023-2028

Emergency Management Consulting Services Craven County, North Carolina



Project Overview

RMA has been providing Emergency Management Services to Craven County since November 2010 and has responded to every federally declared disaster to impact Craven County from Hurricane Irene in 2011 to Hurricane Florence.

The Insight/RMA team provides a broad spectrum of emergency management services to Craven County through its contract with Craven County Solid Waste. Services provided include development a Debris Management Planning (DMP), training for Initial Damage Assessment (IDA), Federal procurement, 2 CFR compliant documents and procurement procedures for disaster services that are utilized through a Cooperative Purchasing Agreement (CPA) by all Craven County Departments, cities and towns that are located within the jurisdictional boundaries of Craven County.

Insight/RMA staff serve as the Disaster Services Authorized Representative for Craven County during disaster events responsible for the county provided Debris Management Sites (DMS's) oversight, management of disaster Debris Removal, Management and Monitoring contractors and contract administration. RMA provides initial FEMA Public Assistance Grant administration for all departments and assist the County in identification and development of 406 mitigation grants.

Insight/RMA most recently participated in development of projects funded through FEMA as a result of Hurricane Florence. RMA managed the debris recovery operations for the County, Parks, and participating CPA communities. RMA was able to identify over \$10 M of mitigation and recovery grants for the county's convention Center, courthouse, and Countywide Water System.

The project team also provides application and administration other grant funding sources such as United States Department of Agriculture, Natural Resources Conservation Service, Emergency Watershed Protection; Goldleaf Foundation, and North Carolina Department of Agriculture and Consumer Services Emergency Watershed Protection.

Insight/RMA also provides FEMA Public Assistance Grant administration, project development, and 406 FEMA and 404 State Mitigation Grant application for the Craven County School Board. RMA has assisted in acquiring Goldleaf foundation, 406 and 404 Mitigation Grants over \$4M to provide emergency standby generators in schools.

PROJECT INFORMATION

CLIENT

Craven County, NC

CONTACT

Chad Strawn, Planning Director
Craven County Planning &
Inspections
2828 Neuse Boulevard
New Bern, NC 28562
252-636-6618
cstrawn@cravencountync.gov

PROJECT YEARS

2013-2028



Disaster Recovery Services New Hanover County, North Carolina

*Insight was a sub-consultant to Ardurra - Mike Healy was the Project Manager for the work.

Project Overview

Insight was part of the team that provided disaster recovery services to New Hanover County following Hurricane Florence. The work included program/project development and financial and grants management support for the County's FEMA Public Assistance (PA) grants, FEMA's Hazard Mitigation Grant Program (HMGP), and the Hurricane Florence Disaster Recovery Act (DRA) grants. The Insight team helped the County identify all eligible PA damages and develop FEMA's Damage Inventory (DI), and successfully submitted over \$23M of eligible PA projects with all associated required documentation into FEMA's Grants Portal within six months of the task orders being issued. While completing these projects in Grant Portal, the team trained several County staff to be able to complete the remaining projects. Concurrently, the Insight team assisted the County in applying for several HMGP and DRA grants related to Hurricane Florence. These projects included 29 drainage improvement projects and 21 housing rehabilitation and reconstruction projects.



PROJECT INFORMATION

CLIENT

New Hanover County, NC

CONTACT

Eliza Baldwin
Senior Strategy Analyst
New Hanover County Office of
Strategy
230 Government Center Drive,
Suite 195
Wilmington, NC 28403
910-798-7475
ebaldwin@nhcgov.com

PROJECT YEARS

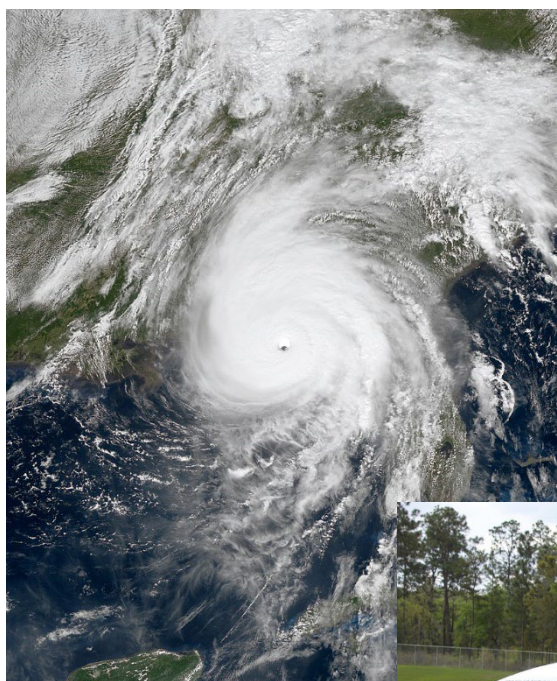
2018-2022

FEMA Public Assistance Program Services for Hurricane Irma Florida Division of Emergency Management (FDEM)

*Project performed by Mike Healy prior to joining Insight.

Project Overview

As the Senior Consultant, Mike helped train and lead the team in providing staff augmentation to FDEM to provide grants management support for the Hurricane Irma recovery in FDEM Region 5. The project consists of reviewing all small and large Project Worksheets (PWs) before obligation to assure that Public Assistance policies were followed, all scopes of work are appropriate against the category of work, all procurement requirements were followed, and all source documentation is appropriate and eligible when performing the 100% validation of all costs to justify the obligation of the PWs. The team has been vital in applying programmatic knowledge of the FEMA Public Assistance Program and assisting the sub applicants in Region 5.



PROJECT INFORMATION

CLIENT

Florida Division of Emergency
Management

CONTACT

Florida Division of Emergency
Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399
850-815-4000

PROJECT YEARS

2017-2018

Horry County Solid Waste Authority (HCSWA)
Horry County, South Carolina



RMA

Project Overview

RMA provides a broad spectrum of emergency management services to HCSWA that include Debris Management Planning (DMP), Initial Damage Assessment (IDA), Emergency Operations Planning (EOP) for the HCSWA Landfill facility, Federal procurement 2 CFR compliant documents and procurement procedures for disaster services that are utilized through a Cooperative Purchasing Agreement (CPA) by all Horry County Departments, cities and towns that are located within the jurisdictional boundaries of Horry County. RMA staff serve as the Disaster Services Authorized Representative for HCSWA during disaster events responsible for onsite operations, Debris Management sites (DMS's) operations, FEMA and State Public Assistance Grant Administration, and 406 Mitigation Grant development.

RMA also provides assistance and yearly training to all CPA participants regarding FEMA and SC State disaster specific guidance, FEMA policy and procedural updates and directives.

The services provided above are also made available to the CPA participating entities during all types of disaster event, not just federal and state declarations. RMA recently assisted the City of North Myrtle Beach and town of Briar Cliff Acres with contractor services to address impacts from Hurricane Ian that did not impart the magnitude of damages and intensity that resulted in a formal declaration.

RMA has provided services to HCSWA since 2011 and Wayne Floyd has been involved in providing disaster response services to Horry County, SC since the severe ice storm of 2002.



PROJECT INFORMATION

CLIENT

Horry County Solid Waste Authority
(HCSWA)

CONTACT

Mike Bessant
Horry County
1886 Highway 90
Conway, South Carolina 29528
843-347-1651
mbessant@solidwasteauthority.org

PROJECT YEARS

2018-Present

TAB C



FINANCIAL INFORMATION



FINANCIAL INFORMATION

Financial statements for the past three (3) years for Insight Planning & Development will be provided upon request. The financial statements contain Confidential Financial Information and should NOT be released to the public.

SUBCONTRACTORS

Recovery Management Associates, LLC

8212 Canthy Circle
Garner, North Carolina 27529
Contact Name: Wayne Floyd, Owner
Phone: (919) 369-4685
Email: mendlewayne.floyd@gmail.com

Mobile Epiphany

2675 S. Abilene Street, Suite 100
Aurora, Colorado 80014
Contact Name: Glenn Kletzky, Sr. Design Engineer
Phone: (720) 270-7378
Email: glenn@mobileepiphany.com

Aerotek

3600 Arco Corporate Drive, Suite 600
Charlotte, North Carolina 28273
Contact Name: Stephen Byrd, Account Manager
Phone: (704) 329-8142
Email: stebyrd@aerotek.com

TAB D



REFERENCES

PROFESSIONAL REFERENCES

1	Company Name:	Craven County, NC
	Contact Name:	Chad Strawn, Director of Planning & Inspections
	City, State:	New Bern, NC
	Telephone Number:	252-636-6618
	Email Address:	cstrawn@cravencountync.gov
	Description of goods or services provided:	Debris management and monitoring oversight; Public assistance administration
	Contract Amount:	\$1,000,000
	Contract Dates:	2011 – Current
2	Company Name:	City of Newport News, VA
	Contact Name:	Amy Davis, Solid Waste Division Director
	City, State:	Newport News, VA
	Telephone Number:	757-269-2852
	Email Address:	davisa@nnva.gov
	Description of goods or services provided:	Debris management and monitoring oversight
	Contract Amount:	\$200,000
	Contract Dates:	2011 – Current
3	Company Name:	Horry County, SC
	Contact Name:	Mike Bessant
	City, State:	Conway, SC
	Telephone Number:	843-347-1651
	Email Address:	mbessant@solidwasteauthority.org
	Description of goods or services provided:	Debris management and monitoring oversight
	Contract Amount:	\$250,000
	Contract Dates:	2013 – Current

TAB E



PROPOSAL MATRIX

GENERAL RESPONSE/RECOVERY APPROACH

Although every disaster event is different, the requirements as presented in the RFP are typical of the way Insight approaches a debris monitoring project and are compatible with our past and recent experience providing debris monitoring services to other communities following major hurricanes and other disaster events. Our staff have responded to most major natural and man-made disasters since Hurricane Fran struck NC in 1996 and will bring this wealth of experience to assist the County with its debris removal operations. Our debris monitoring team was created to ensure that our clients can plan for, respond to, and recover from the effects of natural or man-made disasters. There is nothing contained in the RFP that is different from our prior experience or beyond our capabilities. We will utilize this experience and work closely with the County to customize our work plan in accordance with each event.

Our strengths and experiences are varied, with several listed below:

- We have a trained and experienced staff to support any response and recovery efforts after a natural or man-made disaster.
- We have full-time and on-call part-time employees with disaster and debris management experience.
- Our partnership with Mobile Epiphany provides a field tested, reliable, and flexible ADMS system that is capable of any type of debris tracking and has been successfully used by Insight staff.
- Our partnership with Aerotek provides unlimited local debris monitors within 24-48 hours, trained and managed by our experienced staff.
- We have ongoing personal relationships with staff from the Federal Emergency Management Agency (FEMA) and other federal and state agencies involved in disaster recovery.
- We can utilize Insight environmental staff to provide guidance and assistance regarding the federal, state, and local regulatory requirements associated with disaster debris and recovery operations.

Our disaster management team is comprised of professional emergency managers who have worked at all levels of government and are thoroughly experienced in the incident command system (ICS). Insight/RMA staff have managed debris removal monitoring or management operations on the local, city, county, and state levels. In addition to management of debris recovery projects, we have also assisted our clients with an array of pre- and post-disaster recovery and mitigation activities.

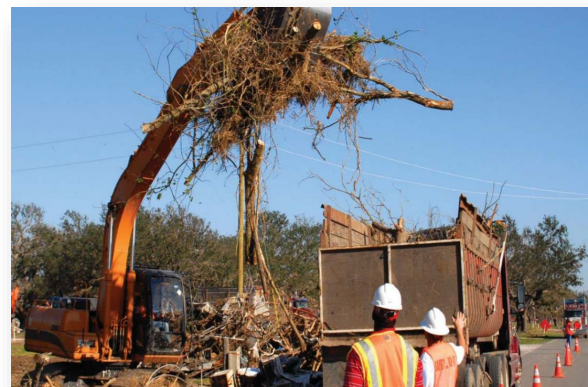
The Insight/RMA team understands how important the removal of debris is after a disaster and has learned that the following items are crucial components to successful debris removal operations:

- **Response.** Our experienced staff is on 24-hour call and capable of providing detailed damage assessments and identifying specialized debris removal problems, including hands-on solutions for debris problems. Our Project Manager, Mike Healy, is located in Tampa, Florida, and will mobilize to the County before a landfalling hurricane. We can provide the County with the assurance that a disaster expert will be available pre-storm to assist with preparing for a potential landfall.
- **Rapid Deployment.** Our debris monitoring team has established a response cadre on 24-hour alert. With the addition of Aerotek's capabilities, we will be able to recruit and train any number of local debris monitors needed throughout the debris removal operations.

- **Damage Assessment.** Insight has assisted many of our clients with the assessment of damage to public facilities following major disaster events. This effort includes the assessment of debris quantities, damages to roadways and maintained structures and facilities in the public right-of-way, fencing, drainage structures, buildings and other facilities.
- **Debris Planning.** Our staff has produced planning documents for numerous recovery efforts and is currently involved in debris planning for several clients, including a debris management plan revision for Newport News, VA. This work includes selecting appropriate sites for temporary debris storage and reduction and citizen drop-off sites, including the collection of baseline data.
- **Training/Exercises.** Insight provides operations and safety training for all field staff before deployment into the field.
- **Compliance and Grants Management.** We have extensive experience with the federal grants process and all funding sources relevant to emergency management including FEMA, the Federal Highway administration (FHWA), the Natural Resources Conservation Service (NRCS), and the Department of Housing and Urban Development (HUD).
- **Procurement and Contracting.** Assisting our clients with procuring competent contractors is one of our firm's core capabilities. In recent years, we have expanded this assistance to the emergency management area. Our knowledge of emergency management principles coupled with our knowledge of the federal procurement and contracting requirements can help our clients develop suitable technical specifications to ensure that they hire the right contractor at a reasonable price.
- **Community Relations.** Our team understands the importance of providing accurate information regarding the debris operations that can be used to inform the public, as well as following up quickly on all citizen complaints. Maps can be provided to the public on a regular basis showing the debris removal progress, which can minimize citizen calls to the County.



As a result of our extensive experience with debris monitoring, we are aware of the difficulties that arise during such an operation. These include logistical problems such as deploying large numbers of workers to the field, issues with debris haulers not showing up or suffering mechanical breakdowns with their equipment, and issues with data collection and reporting among many others.



Our teams practical experience in the area of debris monitoring has also taught us that the key to project efficiency and effectiveness—and ultimately client satisfaction—is communication and continuous feedback from the field regarding contractor progress. Communication is essential to identifying when a crew or contractor is capable of efficiently completing the tasks defined in their contract specifications. It allows the client to address and correct concerns early in the process and allows the project team to address potential conflicts before they become an obstacle to project completion. We will meet with County and debris hauler representatives every morning during the debris removal operation to scope out the day's work, identify deficiencies, and take corrective actions as necessary. Ultimately, this system of collaboration and discussion reduces quality control costs because it decreases the overall time for project completion and prevents unnecessary conflict.

We have learned that a properly trained and experienced field staff saves our clients time and money because our work progresses more efficiently with fewer problems. Because we pay our employees slightly more than some of our competitors, we are able recruit and train quality, local field inspectors who provide better services to our clients. Maintaining this group of disaster professionals increases efficiency and decreases problems in the field because these personnel have previously worked in a post-disaster environment and are familiar with the typical issues that arise during a debris operation. Our system of recruiting and training quality field staff is well tested.



OPERATIONAL PLAN

The Insight project team has successfully assisted our clients with managing disaster debris projects and documenting all operational activities. Our technical approach for debris management operations consists of the tasks outlined below:

TASK 1: PRE-DISASTER PLANNING AND TRAINING

Insight has extensive experience with planning and preparing for disaster events. Our planning services include:

- Emergency operations planning and training.
- Comprehensive emergency management planning.
- Debris planning and training.
- FEMA's Public Assistance training, including FEMA's Alternate Delivery Model and Grants Portal.
- FHWA's Emergency Relief training.

Insight's staff of professional emergency managers can provide debris operations and Public Assistance training to County staff, if desired. In this effort, we will coordinate pre-event with County staff and select pre-positioned debris removal contractors, to develop a systematic wide range approach for effective debris management operations that meet or exceed expectations. Our staff can develop a training program for each department regarding their roles and responsibilities in any debris management operation. This training would also address issues such as effective documentation of field operations as it relates to reimbursement of project expenses from various federal disaster grant programs.

TASK 2: PERMITS AND BASELINE DATA COLLECTION

Prior to and immediately following an event, Insight works with our clients to acquire the necessary permits for any selected debris management sites (DMS). Because the selection and placement of all DMS sites can drastically affect overall project efficiency following a major event, Insight will also be available pre-event to assist with the selection of sites and/or re-evaluate the effectiveness of those sites already selected for future events. We will advise on the appropriate steps to secure the proper legal documents for any sites designated as private property and assist in collecting the required baseline data for each site to expedite the timely closure following any debris operation. Insight staff will also work with the County and the debris removal contractors to develop a management and site plan for each permitted DMS, to include placement of monitoring towers, ingress and egress routes, buffer zones, holding areas for hazardous wastes and ash, areas for temporary debris storage, areas for debris reduction, and security.

TASK 3: INITIAL DEPLOYMENT AND DAMAGE ASSESSMENT

ACTIVATION

Our staff continually monitors all tropical storm and hurricane activity. If a tropical storm or hurricane threatens the County, we will have already activated response and planning teams several days before landfall. We immediately begin identifying Insight personnel and resources needed to account for any potential needs of the County. For a disaster event with advance warning like a hurricane, the Project Manager will mobilize to the County before landfall, in order to help the County prepare for the anticipated debris operations and perform damage estimates if needed. Insight will begin to deploy the remaining management team and monitoring staff to the County within 24 hours of notification, with subsequent deployments every 24 hours following the actual disaster event as mandated by the event's magnitude, travel conditions, and our company's safety guidelines. We have the ability to respond to disasters rapidly, and we have experienced personnel to provide a sufficient workforce to commence debris monitoring operations quickly. Our experienced staff is on call 24 hours/day and capable of assisting with damage assessments and identifying any issues with the first stages of debris removal operations.

We expect to fully staff a debris monitoring operation for the County within 48 to 72 hours of the notice-to-proceed, unless conditions are so severe as to prevent the safe re-entry to County debris management facilities within this timeframe.

Insight staff will be ready to monitor the County's debris removal contractor crews or the County's forces during the emergency road clearance phase, or 'cut and toss' operations. The Insight field supervisors and field monitors are experienced in monitoring time and material operations, which are typically used in this phase. Insight can use fully operated equipment timesheet forms to track these costs for reimbursement, or we can use forms provided by the County, if desired.

As part of the operational planning process, Insight will work to assess the quantities, types, and locations of debris. Windshield surveys of the County will be conducted, if possible, depending on roadway conditions. We will estimate the types and quantities of debris and identify the areas with the heaviest debris to assist the County in developing clearance priorities. Insight uses GIS mapping to give County leaders a clear picture of conditions on the ground. This information will be used to assist the County and the debris removal contractors with establishing geographic zones and determining which DMS sites to open.

FIELD TRAINING AND SUPERVISION

Once activated, we will begin to train local personnel to support the effort. We strive to hire locals for debris monitoring in order to limit out-of-town expense costs to the County, and to assist the County's citizens and the community in its economic recovery. The local hires' knowledge of the local road system enables our field supervisors to focus more on the quality of operations, and less time on the inevitable challenges of non-local staff learning how to navigate the local roads. In addition to providing these monitors with a 4-hour training session on debris monitoring and safety, Insight provides all requisite safety equipment and forms.

Insight provides training for additional local personnel that are on standby and ready to be deployed to the County, if the need arises. We make a conscious decision to prepare these additional personnel to avoid any delays if additional staff is required or if there is a loss of personnel due to sickness or injury. The size and depth of our team allows us to identify multiple individuals for each staff position; however, the initial response cadre is committed to the project as long as they are needed by the County.

The 4-hour training is focused on the practical and important aspects of debris removal monitoring, including:

- General operational activities/procedures.
- FEMA eligibilities, including eligibility criteria for stumps/leaners/hangers.
- Guidance on real conditions experienced while determining rights-of-way (ROW) for different roads.
- The importance of using the ADMS or filling out a load/disposal ticket correctly and legibly.
- How to interact with the public.
- How to identify typical waste/fraud/and abuse.
- The importance of safety at all debris loading sites and debris management sites.
- Many other practical aspects of debris monitoring.

Once debris removal operations begin, Insight staff will begin certifying contractor equipment and two monitors will be assigned at each tower or citizen drop-off location to verify the quantity of debris in each truck based on this certification process. A supervising monitor will be assigned to oversee the DMS sites and the tower monitors at each of these sites. A supervising monitor will also be assigned to each debris removal area based on overall project size and disaster conditions. These supervisors will manage 5-10 monitors and will be responsible for assigning the monitors to verify the work of each crew, providing feedback regarding the progress of each crew, and providing guidance to the field monitors and crews regarding eligibility, safety, and traffic control measures. All field staff will be properly trained in debris removal operations and safety.

TASK 4: MONITORING/MANAGING DEBRIS OPERATIONS

FIELD OPERATIONS

Insight's staff will start certifying the debris removal contractors' equipment at the County's staging area as soon as trucks begin arriving at the County. Equipment certifiers, under the direction of an Insight field supervisor, will begin the truck certification process. Insight's truck certification forms accurately calculate and record the certified capacity of all hauling units and the unique number of each truck. The form also lists all safety requirements that must be met before the truck can be certified. Two monitors will be assigned to each tower or citizen drop-off location to verify the quantity of debris in each truck based on this certification process. The supervising monitor will be assigned to oversee the DMS sites and the tower monitors located at each of these sites.

A supervising monitor will also be assigned to each debris removal area based on overall project size and disaster conditions. These supervisors will be responsible for assigning field monitors to verify the work of each crew, providing feedback regarding the progress of each crew, and providing guidance to the field monitors and crews regarding eligibility, safety, and traffic control measures. All field staff will be properly trained in debris removal operations, eligibilities, safety, and will ensure a “clean all debris as you go” policy is followed by all debris removal contractor crews.

Field monitors assigned to each crew will be responsible for verifying that each road section is completed before submitting the proper forms for the road closeouts. In addition, they will verify the eligibility of each load removed and ensure the removal was completed in accordance with the debris removal contract. Then, field monitors will enter the information into the ADMS and issue a load ticket to each truck. For each approved load, the truck operator will submit his or her ticket to the tower monitor at the DMS for debris volume evaluation. These tickets will be used by the contractor to invoice the County and used by Insight to validate each submitted invoice for the County.

Our staff will also work with the County to develop public information announcements that provide collection schedules, information about sorting debris for faster collection, and other issues such as safety considerations and the handling of hazardous household materials. Another service we can provide if requested by the County is to provide a daily updated progress map of the debris removal operations. Insight staff provided this service to the City of Chesapeake following Hurricane Irene in 2011, and it virtually eliminated public inquiries into the status and progress of the debris removal operations.

DOCUMENTATION, CONTRACTOR INVOICE VALIDATION AND REPORTING

Our ADMS is a database developed to track debris removal work, from right-of-way debris and hazardous leaner, hanger, and stump removal, to final haul out and disposal of debris. Our ADMS will be the basis for tracking all debris removal operations and will be used to reconcile and verify the debris removal contractor’s invoices. Daily or weekly progress reports can be created in any format the County desires and are vital in managing the debris removal operations by providing timely and accurate information to the decision makers.

To provide the County with a means to validate its costs, Insight will provide the debris removal contractor’s invoice accompanied by the appropriate reports generated by the ADMS for the invoice period, as well as all of the backup source documentation needed to receive reimbursement from the appropriate federal agencies. We are well-versed in breaking out debris removal costs by the appropriate federal agency—FHWA when eligible, NRCS for waterways not under USACE jurisdiction, FEMA for public roads, and any other debris removal work reimbursed by FEMA, such as private property debris removal if necessitated by a severe enough disaster.

MONITOR INVOICE PROCESSING

Insight will submit invoices for work completed during each calendar month. Invoices will include all charges summarized by employee name, including labor and daily expenses. Invoices will also include any expenses incurred to complete the project that are not associated with a specific field inspector but that are considered to be an allowable expense in accordance with the terms of any executed contract with the County. Insight will submit each invoice to the County within 30 days of the end of each completed calendar month, or in accordance with the invoicing schedule provided in the executed contract. In addition to the summary of costs, Insight will provide with each monthly invoice electronic copies of all daily field reports for each inspector included on the invoice. This will serve to document labor and expense and provide back-up documentation for future audits by

federal disaster funding agencies, including the Federal Emergency Management Agency (FEMA). Although invoices will be provided monthly, Insight costs are tracked daily. Therefore, at any given point during the project, audit-ready documentation can be made available upon request. This will assist in project planning and budget overview.





TASK 5: PROJECT CLOSURE

Insight field and technical staff will oversee the closure of DMS facilities and will work with County staff to ensure that each one is remediated as required in the County's debris hauling contract. We will also remain engaged with the project to ensure that the County can certify as to the proper final disposal of debris to FEMA. As noted, we will provide copies of load tickets and other backup documentation for presentation to FEMA. We can also assist the County's finance and grants management staff with FEMA reimbursement requirements as needed and assist with grants management and final inspection activities when tasked by the County.

CONTRACTUAL OBLIGATIONS

Our ability to respond in a timely manner and with adequate resources for any disaster affecting the County stems from the fact that we are a multidisciplinary emergency management firm with a long history of assisting our clients with a wide range of disaster recovery projects. We commit to the County that all project assignments originating from this contract will receive the necessary resources to complete the work efficiently and on schedule. Our emergency management division is always on alert to respond to our clients' disaster recovery needs. In that respect, 100 percent of their work efforts and man-hours each year are devoted to disaster planning, response, recovery, and mitigation. These team members will be devoted 100 percent to their specific duties for the County following a disaster event.

MANPOWER SUPPORT

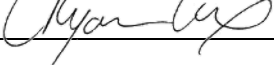
	Insight will provide the individuals to serve in the capacity described above. Any changes in personnel by Insight will be approved by the County.
	Weekly coordination with County staff will be required to successfully execute the contract. The type of natural or man-made disaster will dictate requirements, which will dictate the location of any actual in-person interaction.
	During an emergency event, any personnel provided by Insight will come prepared to "live" out of a suitcase/duffle bag or backpack until Franklin County is restored to functional order.
	Our project team will carry the required Commercial General Liability, Workers' Compensation, and Automobile Liability Insurance policies and can name the County as an additional insurer.

HOURLY RATE SCHEDULE

NAME OF BUSINESS: Insight Planning & Development, LLC

CONTACT PERSON: C. Ryan Cox

EMAIL ADDRESS: wilmington@insight-pd.com

AUTHORIZED SIGNATURE: 

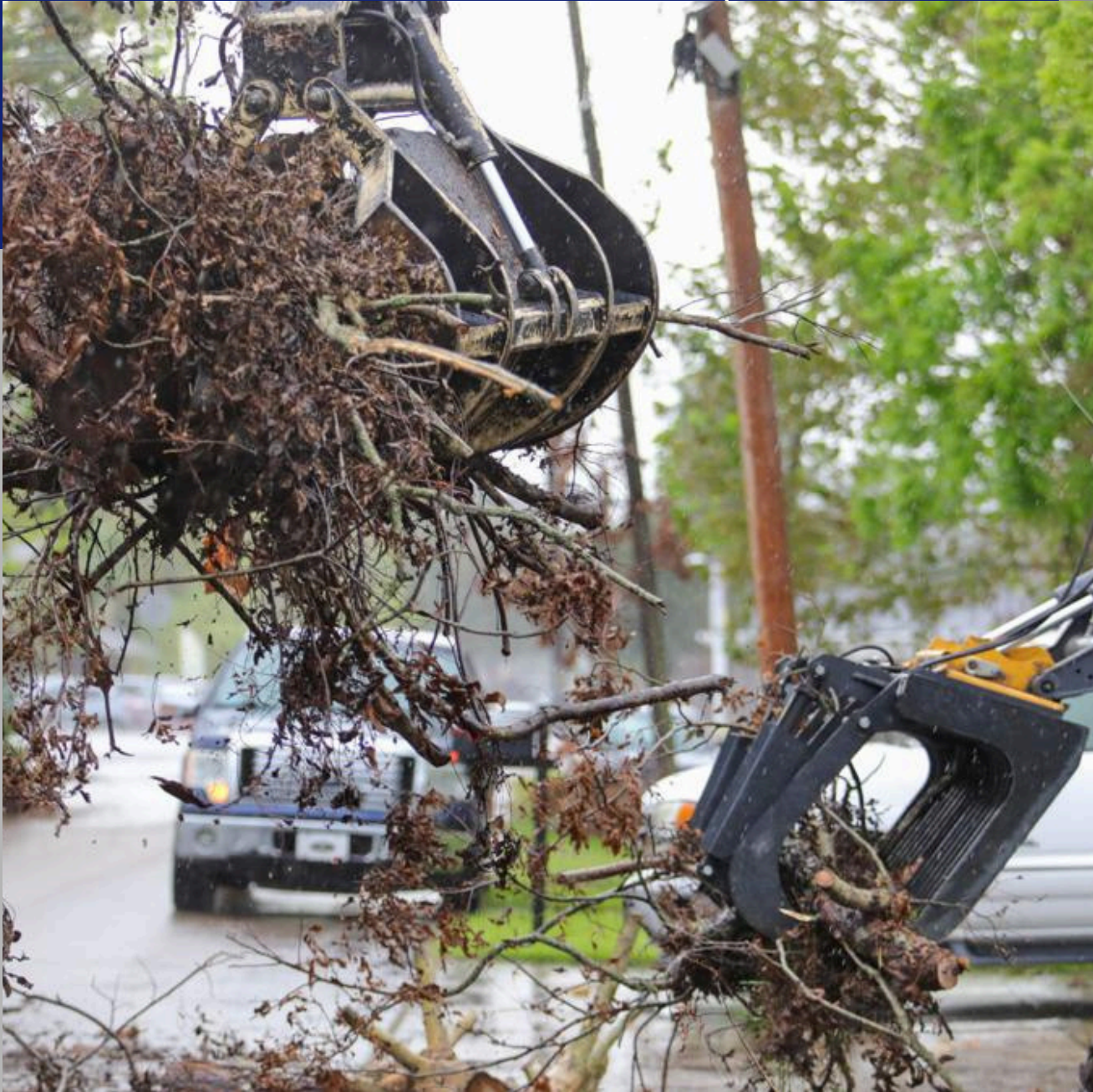
The hourly rates shall include all costs including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices, and other incidentals.

	JOB DESCRIPTION	HOURLY RATES *	HOURS**	TOTAL
1.	Project Manager	\$205.00	70	\$14,350.00
2.	Data Manager	\$100.00	70	\$7,000.00
3.	Cost Recovery Specialist	\$150.00	10	\$1,500.00
4.	Field Supervisors	\$160.00	75	\$12,000.00
5.	Fixed Site Monitors	\$65.00	70	\$4,550.00
6.	Environmental Specialist	\$140.00	5	\$700.00
7.	GIS Specialist	\$85.00	15	\$1,275.00
8.	Supervising Monitors	\$90.00	75	\$6,750.00
9.	Billing/Invoice Analysts	\$115.00	60	\$6,900.00
10.	Administrative Assistants	\$75.00	60	\$4,500.00
11.	Field Monitors	\$60.00	70	\$4,200.00
TOTAL (items 1-11)				\$63,725.00

*Contract hourly rates are inclusive of both straight time and overtime rates. Additional overtime costs above a 1.0 rate will not be paid for contract rates.

**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.

TAB F



LICENSES



DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington DC 20420

4/15/2022

In Reply Refer To: **00VE**

Mr. Christopher R. Cox
Insight Planning & Development, LLC
SAM UEI: NHR5G7VB36S8
5030 New Centre Drive, Suite A
Wilmington, NC 28403

Dear Mr. Cox:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that Insight Planning & Development, LLC has been verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) and added to the Vendor Information Pages (VIP) at <https://www.vetbiz.va.gov/>. Insight Planning & Development, LLC will be eligible to participate in Veterans First Contracting Program opportunities with VA.

This verification is valid for three (3) years from the date of this letter.

Please retain a copy of this letter to confirm Insight Planning & Development, LLC's continued program eligibility in accordance with 38 Code of Federal Regulations (CFR) § 74.12. You may reapply 120 days prior to your expiration date by logging in to your VIP profile.

To promote Insight Planning & Development, LLC's verified status, you may use the following link to download the logo for use on marketing materials and business cards: https://www.va.gov/OSDBU/docs/cve_completed_s.jpg. In addition, please access the following link for information on the next steps and opportunities for verified businesses:
<http://www.va.gov/osdbu/verification/whatsNext.asp>.

To ensure that Insight Planning & Development, LLC is correctly listed in the Vendor Information Pages, check Insight Planning & Development, LLC's profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that Insight Planning & Development, LLC is presently, as of the issuance of this notice, in compliance with the regulation, Insight Planning & Development, LLC must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 30 days

"World Class Professionals

Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"

EVAL.T3.TEMPL.0002

Page 1 of 2

Page 2

Mr. Christopher R. Cox

could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Insight Planning & Development, LLC being removed from the VIP Verification Program.

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other information pertaining to Insight Planning & Development, LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individual records.

If Insight Planning & Development, LLC receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2(e). Also note, if at any time Insight Planning & Development, LLC discovers that it fails to meet the size standards for any NAICS Code(s) listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If the NAICS Code(s) are not removed within the allotted five (5) business days, CVE may request SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee, and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Insight Planning & Development, LLC being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



John Perkins
Director
Center for Verification and Evaluation



North Carolina Board of Examiners for Engineers and Surveyors



This is to certify that
J. Michael Healy
is duly licensed and entitled to practice
Engineering
until December 31, 2024 when this certificate expires.
License Number: 027790 Status: CURRENT

Dennis K. Hoyle

Dennis K. Hoyle, Chair

Brenda L. Moore

Brenda L. Moore, Secretary

TAB G



INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/31/2024

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

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

PRODUCER Wade Associates, LLC PO Box 1100 Wrightsville Beach NC 28480		CONTACT NAME: Leslie Tyler PHONE (A/C, No, Ext): (910) 344-0323 FAX (A/C, No): E-MAIL ADDRESS: ltyler@wadeict.com	
INSURED Insight Planning and Development, LLC 5030 New Centre Drive Suite A Wilmington NC 28403		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: Continental Insurance Co INSURER C: Valley Forge Insurance Co. INSURER D: INSURER E: INSURER F:	
		NAIC # 20443 35289 20508	

COVERAGES

CERTIFICATE NUMBER: 23-24

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			B7012555616	11/30/2023	11/30/2024	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY			BUA7012494882	11/30/2023	11/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			B7012555664	11/30/2023	11/30/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC712555647	11/30/2023	11/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			MCH59944824	11/30/2023	11/30/2024	Each Claim \$2,000,000 Aggregate Limit \$2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Franklin County Clerk of Courts Attn: Michele Maxwell 33 Market Street Suite 203 Apalachicola, FL 32320	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Kevin Flowers/RACHEL
---	---

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ACORD 25 (2014/01)
INS025 (201401)

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TAB H



REQUIRED DOCUMENTS



In accordance with RFP #RFP-EM2024-001, the following required forms are attached:

- PROPOSER'S INFORMATION SHEET
- NO RESPONSE FORM (NOT APPLICABLE)
- CONTACT FOR CONTRACT ADMINISTRATION FORM
- PROPOSER'S CERTIFICATION
- ADDENDUM ACKNOWLEDGEMENT
- DRUG-FREE WORKPLACE CERTIFICATE
- SWORN STATEMENT PURSUANT TO SECTION 287.122 (3)(a) F.S. IN PUBLIC ENTITY CRIMES
- AFFIDAVIT OF NON-COLLUSION
- ADA NONDISCRIMINATION STATEMENT
- NO LOBBYING AFFIDAVIT
- VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS
- CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
- E-VERIFY COMPLIANCE FORM
- PROFESSIONAL REFERENCES
- VENDOR INFORMATION
- MWBE PARTICIPATION STATEMENT
- W-9 FORM
- HOURLY RATE SCHEDULE (SEE TAB E, PAGE 30)



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

**Information Sheet
For Transactions and Conveyances
Corporate Identification**

The Following information will be provided to the Franklin County Legal Services for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the State and Federal Government.

Is this a Florida Corporation: YES (Circle One) or NO

If not a Florida Corporation,
In what State was it created?
Name as spelled in that State.

North Carolina
Insight Planning & Development, LLC

What kind of Corporation is it? For Profit or Not for Profit

Is it in good Standing? YES or NO

Authorized to transact business in Florida? YES or NO

State of Florida, Department of State, Certificate of Authority Document No: F24000001115

Does it use a registered fictitious name? YES or NO

Name of Officers:

President: <u>C. Ryan Cox</u>	Secretary: _____
Vice President: _____	Treasurer: _____
Director: _____	Director: _____
Other: _____	Other: _____

Name of Corporation (As used in Florida): Insight Planning & Development, LLC
(Spelled exactly as it is registered with the State or Federal Government)

Corporate Address:

Post Office Box: _____
City, State, Zip: _____
Street Address: 5030 New Centre Drive, Suite A
City, State, Zip: Wilmington, NC 28403

(Please provide Post Office Box and Street Address for mail and/or express delivery; also, for recorded instruments involving land)

Federal Identification Number: 85-3144974
(For all instruments to be recorded, taxpayer's identification is needed)

Name of Individual who will sign the instrument on behalf of the Company:

C. Ryan Cox

(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. The awarded contractor shall submit a copy of the resolution together with the executed contract to the Contact listed in Section 3.1.)

Title of the individual named above who will sign on behalf of the Company:

President/CEO

NOT APPLICABLE

“NO RESPONSE”

If your firm is unable to provide a submittal, please complete and return this form prior to date shown for receipt and return to:

Franklin County Emergency Management
28 Airport Road
Apalachicola, FL 32320
OR
jenniferd@franklincountyflorida.com

We have declined to propose for the following reason(s):

- _____ We do not offer this service/product
- _____ Our schedule would not permit us to perform
- _____ Unable to meet specifications
- _____ Unable to meet bond/insurance requirements
- _____ Specifications unclear (please explain below)
- _____ Other (please specify below)

REMARKS _____

Print Name and Title

Company Name

Address

Business Phone

E-mail



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract Administration.

NAME: C. Ryan Cox

TITLE: President/CEO

COMPANY NAME: Insight Planning & Development, LLC

ADDRESS: 5030 New Centre Drive, Suite A

CITY: Wilmington

STATE: North Carolina **ZIP:** 28403

TELEPHONE NUMBER: 910-392-0060

FAX NUMBER: N/A

EMAIL: wilmington@insight-pd.com

SIGNATURE: 

Attachment 'F'

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposals, Instructions to Proposers, General and/or Special Conditions, Specifications, RFP Proposal, and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates as finally negotiated. I agree that my proposal will remain firm for a period of up to ninety (90) days to allow the Entities adequate time to evaluate the proposal. Furthermore, I agree to abide by all conditions of the proposal.

I certify that all information contained in this RFP is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFP on behalf of the Proposer / Contractor as its act and deed and that the Proposer / Contractor is ready, willing, and able to perform if awarded the contract.

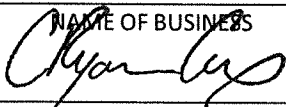
I further certify that this RFP is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a RFP for the same product or service; no officer, employee or agent of the Entities Board of Entities Commissioners or of any other proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFP.

I hereby declare that the following listing states any clarifications, all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents shall render the proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE RFP IS SUBMITTED:

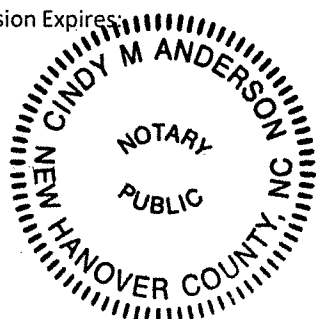
Please check one: ☒ I take NO exceptions. ☐ Exceptions:

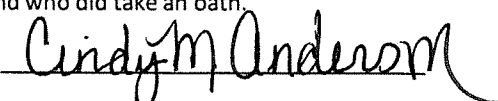
Insight Planning & Development, LLC	5030 New Centre Drive, Suite A
	
NAME OF BUSINESS	MAILING ADDRESS
	Wilmington, NC 28403
AUTHORIZED SIGNATURE	CITY, STATE & ZIP CODE
C. Ryan Cox, President/CEO	910-392-0060
NAME, TITLE, TYPED	TELEPHONE NUMBER / FAX NUMBER
85-3144974	wilmington@insight-pd.com
FEDERAL IDENTIFICATION #	E-MAIL ADDRESS

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

The foregoing instrument was acknowledged before me this 2nd day of August, 2024 by C. Ryan Cox, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires:




Notary Public

Name typed, printed or stamped Cindy M. Anderson

My Commission Expires: 5/28/2026

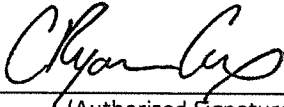
Attachment 'F'

ADDENDUM ACKNOWLEDGEMENT

I have carefully examined this Request for Proposal (RFP) which includes scope, requirements for submission, general information and the evaluation and award process.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum #	<u>1</u>	Date:	<u>7/29/2024</u>	Addendum #	_____	Date:	_____
Addendum #	_____	Date:	_____	Addendum #	_____	Date:	_____



(Authorized Signature)

August 2, 2024

(Date)

C. Ryan Cox

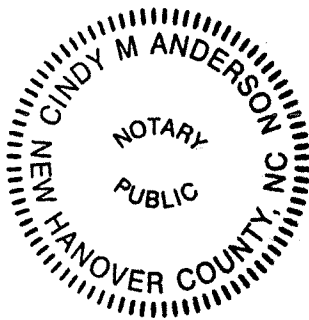
(Print Name)

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

The foregoing instrument was acknowledged before me this 2nd day of August, 2024 by C. Ryan Cox, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: 5/28/2026





Notary Public

Cindy M. Anderson

Attachment 'F'

FRANKLIN COUNTY
DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Insight Planning & Development, LLC does):
 (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor's Signature: 

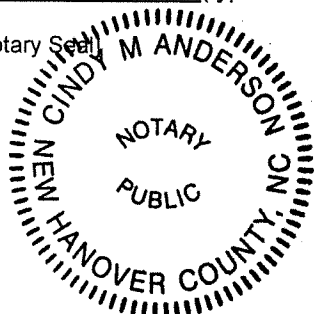
Date August 2, 2024


Print or Type Name/Title C. Ryan Cox, President/CEO

STATE OF North Carolina
 COUNTY OF New Hanover

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development, LLC (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

(Notary Seal)




 Notary Public
 Cindy M. Anderson

Name typed, printed or stamped

My Commission Expires: 5/28/2026

Attachment 'F'

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

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

1. This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

C. Ryan Cox, President/CEO

(print individual's name and title)

for: Insight Planning & Development, LLC

(print name of entity submitting sworn statement)

whose business address is: 5030 New Centre Drive, Suite A, Wilmington, NC 28403

and (if applicable) its Federal Employer Identification Number (FEIN) is: 85-3144974

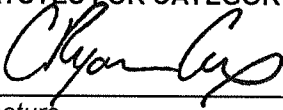
*(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
____ - ____ - ____).*

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a.) A predecessor or successor of a person convicted of a public entity crime; or
 - b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any

affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

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

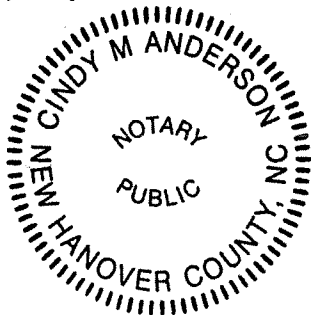


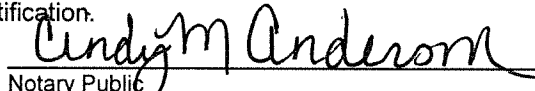
Signature

STATE OF North Carolina
COUNTY OF New Hanover

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal]





Notary Public
Cindy M. Anderson

Name typed, printed or stamped
My Commission Expires: 5/28/2026

Attachment 'F'

AFFIDAVIT OF NON-COLLUSION AND OF NON-INTEREST OF ENTITY'S EMPLOYEES

Insight Planning & Development, LLC,
C. Ryan Cox, President/CEO

_____, * being first duly sworn, deposes and says that he/she is the Offeror in the above proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Entities Board of Entities Commissioners or of any other Offeror is interested in said proposal; and that affiant makes the above proposal with no past or present collusion with any other person, firm or corporation.



Authorized Signature

August 2, 2024

Date

C. Ryan Cox

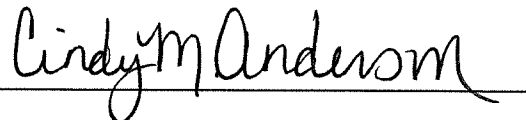
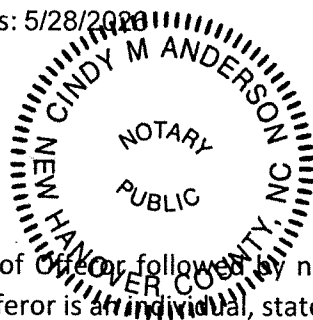
(Print Name)

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

The foregoing instrument was acknowledged before me this 2nd day of August, 2024 by C. Ryan Cox, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: 5/28/2026



Notary Public Cindy M. Anderson

*NOTICE: State name of Offeror followed by name of authorized individual (and title) that is signing as Affiant. If Offeror is an individual, state name of Offeror only.

Attachment 'F'

**AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT**

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

This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

C. Ryan Cox, President/CEO

(print individual's name and title)

for: Insight Planning & Development, LLC

(print name of entity submitting sworn statement)

whose business address is: 5030 New Centre Drive, Suite A, Wilmington, NC 28403

and (if applicable) its Federal Employer Identification Number (FEIN) is: 85-3144974

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

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provision pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 29 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42 USC Section 3601-3631.

C. Ryan Cox

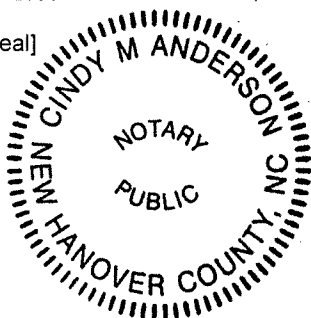
Signature

STATE OF North Carolina

COUNTY OF New Hanover

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development, LLC (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal]



Cindy M. Anderson
Notary Public
Cindy M. Anderson

Name typed, printed or stamped

My Commission Expires: 5/28/2026

Attachment 'F'

NO LOBBYING AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

This 2nd day of August 20 24,
C. Ryan Cox, President/CEO

being first duly sworn, deposes and says that he/she is the authorized representative of _____

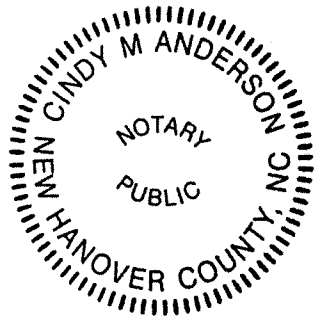
Insight Planning & Development, LLC (Name of contractor, firm or individual), maker of the attached submittal made in response to a request for bid, proposals, qualifications and/or any other solicitation released by Franklin County, FL, and swears that the bidder and any of its agents agrees to abide by the County's no lobbying restrictions in regard to this solicitation.

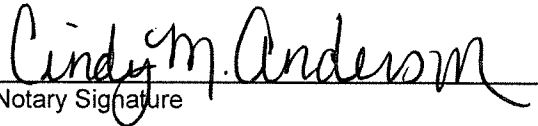

Affiant

C. Ryan Cox, President/CEO
Print / Type Name & Title

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development, LLC (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

My commission expires: 5/28/2026




Notary Signature
Cindy M. Anderson

Attachment 'F'

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Insight Planning & Development, LLCVendor FEIN: 85-3144974Vendor's Authorized Representative Name and Title: C. Ryan Cox, President/CEOAddress: 5030 New Centre Drive, Suite ACity: Wilmington State: North Carolina Zip: 28403Phone Number: 910-392-0060Email Address: wilmington@insight-pd.com

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

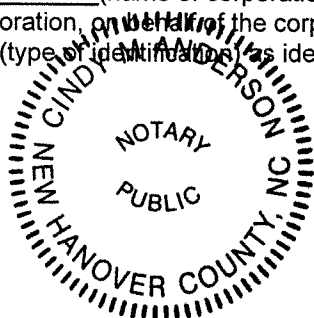
Certified By: C. Ryan Cox

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: C. Ryan Cox, President/CEODate: August 2, 2024STATE OF North CarolinaCOUNTY OF New Hanover

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development, LLC (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type or identification as identification).

[Notary Seal]



Cindy M. Anderson
Notary Public
Cindy M. Anderson
Name typed, printed or stamped
My Commission Expires: 5/28/2026

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
(for agreements exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor hereby certifies and attests to the accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.


AFFIANT

C. Ryan Cox, President/CEO

Typed Name of AFFIANT / AFFIANT Title

August 2, 2024

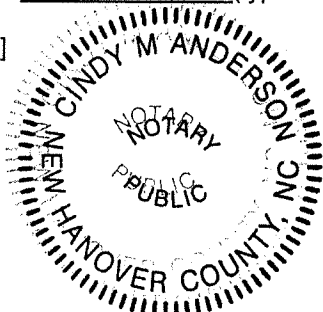
Date

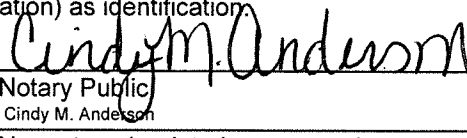
STATE OF North Carolina

COUNTY OF New Hanover

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[Notary Seal]




Notary Public
Cindy M. Anderson

Name typed, printed or stamped

My Commission Expires: 5/28/2026

E-VERIFY COMPLIANCE FORM


Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

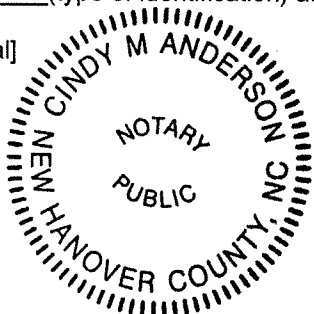
- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Franklin County, Florida; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

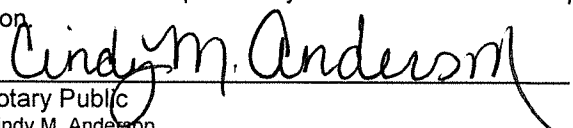
Company Name: Insight Planning & Development, LLC	
Authorized Signature: 	Print Name: C. Ryan Cox
Title: President/CEO	Date: August 2, 2024
Phone: 910-392-0060	Email: wilmington@insight-pd.com

STATE OF North Carolina
COUNTY OF New Hanover

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this August 2, 2024 (date) by C. Ryan Cox, President/CEO (name of officer or agent, title of officer or agent) of Insight Planning & Development, LLC (name of corporation acknowledging), a North Carolina (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal]




Notary Public
Cindy M. Anderson
Name typed, printed or stamped
My Commission Expires: 5/28/2026

Attachment 'F'**PROFESSIONAL REFERENCES**

Please provide three (3) current and correct references from clients for similar services.

1	Company Name:	Craven County, NC
	Contact Person:	Chad Strawn, Director of Planning & Inspections
	City, State:	New Bern, NC
	Telephone Number:	252-636-6618
	Email Address:	cstrawn@cravencountync.gov
	Description of goods or services provided:	Debris management and monitoring services; Public assistance administration
	Contract Amount:	\$1,000,000
	Contract Dates:	2011 - Current

2	Company Name:	City of Newport News, VA
	Contact Person:	Amy Davis, Solid Waste Division Director
	City, State:	Newport News, VA
	Telephone Number:	757-269-2852
	Email Address:	davisa@nnva.gov
	Description of goods or services provided:	Debris management and monitoring services
	Contract Amount:	\$200,000
	Contract Dates:	2011 - Current

3	Company Name:	Horry County, SC
	Contact Person:	Mike Bessant
	City, State:	Conway, SC
	Telephone Number:	843-347-1651
	Email Address:	mbessant@solidwasteauthority.org
	Description of goods or services provided:	Debris management and monitoring services
	Contract Amount:	\$250,000
	Contract Dates:	2013 - Current

BUSINESS ENTITY AFFIDAVIT
(VENDOR/BIDDER DISCLOSURE)

The full legal name and business address of the person(s) or entity contracting or transacting business with Franklin County, FL ("County") are (Post Office addresses are not acceptable), as follows:

85-3144974

Federal Employer Identification Number (If none, Social Security Number)

Insight Planning & Development, LLC

Name of Entity, Individual, Partners or Corporation

5030 New Centre Drive, Suite A		Wilmington	NC	28403
Street Address	Suite	City	State	Zip Code

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
Christopher Ryan Cox	5030 New Centre Drive, Suite A, Wilmington, NC 28403	100 %
		%
		%

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal equitable, beneficial or otherwise) in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:


Signature of Affiant

August 2, 2024

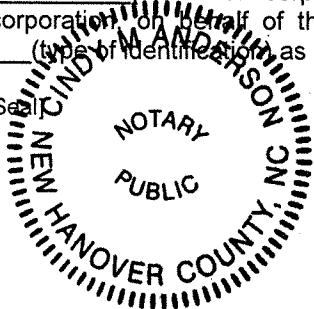
Date _____

STATE OF North Carolina

COUNTY OF New Hanover

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[Notary Seal]



Notary Public
Cindy M. Anderson

Name typed, printed or stamped

My Commission Expires: 5/28/2026

Attachment 'F'

MWBE PARTICIPATION STATEMENT

Note: The Contractor is required to complete the following information and submit this form with the proposal. Project

Description: Disaster Debris Monitoring Services

Contractor Name: Insight Planning & Development, LLC

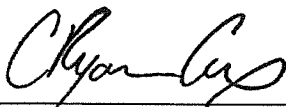
This Contractor (is _____) (is not ☒ a certified small or Minority or Woman Owned Business Enterprise (MWBE) per 44 C.F.R. § 13.36 (e). *Insight is a Service Disabled Veteran Owned Small Business

Expected percentage of contract fees to be subcontracted to MWBE(s): 0 %

If the intention is to subcontract a portion of the contract fees to MWBE(s), the proposed MWBE sub-Contractors are as follows:

DBE Sub-Contractor

Type of Work/Commodity



(Authorized Signature)

August 2, 2024

(Date)

C. Ryan Cox, President/CEO

(Print Name)

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Insight Planning & Development, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **S**
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

5030 New Centre Drive, Suite A

6 City, state, and ZIP code

Wilmington, NC 28403

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

8 5 - 3 1 4 4 9 7 4

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Date ► 8/2/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



INSIGHT

PLANNING + DEVELOPMENT

5030 New Centre Drive, Suite A
Wilmington, NC 28403



www.insight-pd.com
(910) 392-0060