



**Disaster Debris Monitoring  
RFP No. PWWM-180069-DH**

City of Gainesville, Florida

Attention: Diane Holder, Senior Buyer  
City of Gainesville  
General Government Purchasing  
200 East University Avenue, Room 339  
Gainesville, Florida 32601

[holderds@cityofgainesville.org](mailto:holderds@cityofgainesville.org)



Primary Point of Contact: Charles Bryant, Project Principal/Regional Manager  
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**ELECTRONIC COPY OF ORIGINAL**

Submission required by May 8, 2018, 3:00 p.m.

# 1.0 Letter of Transmittal

May 8, 2018

Diane Holder, Senior Buyer  
City of Gainesville  
General Government Purchasing  
200 East University Avenue, Room 339  
Gainesville, Florida 32601



**RE: RFP No. PWWM-180069-DH for "Disaster Debris Monitoring"**

Dear Ms. Holder:

Witt O'Brien's appreciates the opportunity to offer this Request for Proposal response to the City of Gainesville to continue to provide disaster debris monitoring services to support the City with the oversight and management of their debris recovery contractors on an "as needed" basis for either declared or non-declared events.

Witt O'Brien's builds resilience. We provide clients with extensive disaster monitoring services, and we routinely perform the specific services outlined in the RFP Scope of Services. We have a range of services to prepare clients before a disaster strikes, and services that will support their swift recovery efforts when disasters strike. We are exceptionally proficient at building necessary coalitions to link government agencies, first responders, business communities and residents. We are on the frontline, ensuring that public, private, and non-government organizations are fully prepared to manage challenges of any type or magnitude of a disaster, and we are prepared to activate within 24 hours of a notification to proceed.

Our principal point of contact regarding our technical and cost proposal is Charles Bryant, Regional Manager of Disaster Operations (337) 476-0158 or [cbryant@wittobriens.com](mailto:cbryant@wittobriens.com). Our principal point of contact regarding contractual matters is Cheryl Joiner, Director of Contracts and Compliance (281) 606-4721 or [cdetillieu@wittobriens.com](mailto:cdetillieu@wittobriens.com). Upon notification of award, Witt O'Brien's will actively work with the City of Gainesville to negotiate and finalize any contracting needs in a fair and reasonable manner. We also acknowledge **Addendum 1** released April 18, 2018, **Addendum 2** released April 26, 2018, **Addendum 3** released April 30, 2018, and **Addendum 4** released April 30, 2018, and **Addendum 5** released May 2, 2018.

We are confident that our proposal identifies us as the most capable candidate, and we look forward to your favorable review, which will allow us to continue providing the requested professional services to the City of Gainesville.

Respectfully yours,



Cheryl Joiner, Director of Contracts and Compliance - *Authorized to Sign on Behalf of, and Bind the Company*  
Witt O'Brien's, LLC

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## 2.0 Response Requirements

### About Witt O'Brien's

**Witt O'Brien's builds resilience.** As a global leader in crisis and emergency management, our innovative solutions help governments, communities, and businesses during times of emergencies and crises. We make a difference by partnering with our clients to save lives, protect assets, and recover from disasters.

Witt O'Brien's was established through the combination of the nation's top preparedness, crisis management, and disaster response and recovery organizations: Witt Associates, founded in 2001 by former Federal Emergency Management Agency (FEMA) Director James Lee Witt, and O'Brien's Response Management, founded in 1983 by Jim O'Brien, a premier leader in oil spill response management and debris management. Now, Witt O'Brien's is a limited liability company, incorporated in the State of Delaware, with over 500 full-time, part-time, and on-call employees nationwide with offices in Washington, DC, Texas, Florida, Puerto Rico and a global office in Brazil.

With zero debt, strong cash flow, and a record of accomplishment of true partnership between the company and its clients, **Witt O'Brien's is a financially stable, 100% wholly owned subsidiary of SEACOR Holdings**, a \$1billion+ publicly traded company on the New York Stock Exchange under the symbol CKH. SEACOR had more than \$336mm of cash as of December 31, 2017. As a SEACOR subsidiary, we have stability and resources that surpass most of our peers.

Clients appreciate that Witt O'Brien's is small enough to be highly responsive to their needs, while also possessing the depth of resources, experience, and expertise necessary to produce the highest quality of work.

### Experience

Witt O'Brien's has successfully responded to more than 25 different major disasters in the United States in the past 17 years. We have assisted our clients with disaster recovery challenges and maintain a proven track record of successfully completing many large and complex debris removal and disposal monitoring projects. We have worked with city, county, and state governments and private organizations in 11 states on debris monitoring, removal, and management and pre-event planning projects.

### Our Capacity

Per requirements of the RFP, we are presenting a list of current contracts in Florida.

- Alachua County, FL
- City of Bradenton, FL
- Town of Davie, FL
- City of Edgewater, FL
- City of Gainesville, FL
- Village of Golf, FL
- Hardee County, FL
- Hernando County, FL
- City of Homestead, FL
- Indian Creek Village, FL
- Village of Key Biscayne, FL
- City of North Lauderdale, FL
- City of North Miami Beach, FL
- City of Oakland Park, FL
- Town of Oakland, FL
- City of Ocala, FL
- Orange County, FL
- Osceola County, FL
- City of Palmetto, FL
- City of Parkland, FL
- City of Plantation, FL
- City of Pompano Beach, FL

- City of Key West, FL
- Town of Lauderdale by the Sea, FL
- Lee County School District, FL
- City of Lighthouse Point, FL
- Town of Loxahatchee Groves, FL
- City of Marathon, FL
- Marion County, FL
- City of Miami Beach, FL
- City of Miami Gardens, FL
- Town of Miami Lakes, FL
- Village of Miami Shores, FL
- Miami-Dade School District, FL
- City of Milton, FL
- Ponce Inlet, FL
- City of Sanford, FL
- City of Sanibel, FL
- School Board of Broward County, FL
- Town of Southwest Ranches, FL
- City of Sunny Isles Beach, FL
- Town of Surfside, FL
- The Villages, FL
- University of Miami, FL
- Village of Virginia Gardens, FL
- Volusia County, FL
- Washington County, FL
- City of Weston, FL

*While contracts with public entities, including states, cities, counties and other public institutions may be subject to public disclosure, Witt O'Brien's, as a private company, is not statutorily required to release its client list in the aggregate to the public. Client list is provided to comply with the requirements of this Request for Proposals.*

Witt O'Brien's has a long history of multiple contract activations for a single disaster event and assures the City that such obligations will not preclude us from meeting the obligations under this contract. Our success extends to and depends on the capacity to support multiple clients at once—we have supported as many as 30 concurrent client deployments. **We recently supported recovery efforts as a result of Hurricanes Harvey and Irma in Texas, Florida, Georgia, and the US Virgin Islands. On these projects combined, we activated more than 1,500 personnel.**

### Our Current Obligations, Including Time Schedules and Staff Committed

Witt O'Brien's debris monitoring staff is currently engaged in the US virgin Island projects. Our planned level of effort on a project for its staff when activated is generally full-time. The anticipated duration of involvement in a project when activated is generally through task or project completion. On-site availability for our project managers and critical staff is immediate.

### Experience Mobilizing Large Workforces

Witt O'Brien's is proud to demonstrate how we will seamlessly meet your goals and objectives while possessing the ability to manage multiple large-scale projects in unison if the situation arises. We have a long history of successfully supporting multiple client activations at the same time.

In late August 2017 and early September 2017, we mobilized teams to respond to the devastating hurricane events that impacted Texas, Florida, and Georgia. We were activated to support nearly 40 clients for debris monitoring. Through these efforts, we have managed and monitored more than **50 million cubic yards** of debris and have hired, trained and utilized over 1,500 monitoring personnel.

In August of 2016, we mobilized a team to respond to the devastating flood events that impacted Louisiana. While still in Louisiana, we were called on to mobilize and support three (3) clients with their debris operations and recovery from Hurricane Hermine which impacted Florida in early September 2016. Before these efforts were complete, Hurricane Matthew formed and impacted the entire southeast coast from Florida up through North Carolina. We were activated and mobilized to support eleven (11) additional clients with debris monitoring and support. Through these 2016 efforts, we have



managed and monitored more than **2,200,000 cubic yards** of debris and we have hired, trained, and utilized **over 1,500 monitoring personnel**.

Between September 2012 and February 2013, the company managed seven (7) debris monitoring projects, removing over 240,000 cubic yards of debris in response to Hurricane Isaac in Louisiana while at the same time managed over 525,000 cubic yards of debris at eight (8) of the New Jersey Hurricane Sandy sites from October 2012 through October 2013.

Our company is effective at managing multiple efforts simultaneously because our project managers and executive leadership are constantly meeting, coordinating, and planning. At the first sign of potential obstacles, project managers engage directly with senior leaders to identify additional resources, strategies and solutions.

## Emergency Coordination and Local Government Representation

A key component of Witt O'Brien's approach to supporting our clients with disaster management and recovery is to advocate for our clients' interests. Our team will coordinate with Federal, State, and Local emergency agencies and we will be at all meetings to represent the City. Throughout the lifecycle of the disaster recovery period, we will be prepared to directly engage with FEMA, FHWA, NRCS, and any other Federal, State, or Local emergency agencies to:

- Minimize confusion and miscommunication
- Provide required and requested documentation
- Explain the City's intent and project status
- Solve problems that may arise
- Maximize reimbursement

Our experts will work with the City to establish a regular meeting schedule with our Federal, State, and Local counterparts so that we can discuss issues, share ideas, and identify priorities for the immediate future. For each meeting, we will help prepare your designated officials with all necessary background information and materials, discuss strategy, and provide support.

## Expertise in Federal Funding Programs FEMA, FHWA, HUD and NRCS

Few companies can cite our experience and success with FEMA, FHWA, HUD and NRCS disaster recovery funding programs. Our permanent staff of professional consultants has extensive experience with the complexities, and nuances of federal funding guidelines, requirements, and eligibility rules, and environmental, historical and archeological regulation compliance. They have prepared hundreds of FEMA claims with the goal of maximizing reimbursements to disaster-affected communities. We have also provided training and planning services to many large state agencies and local government entities.

## Experience with FEMA Public Assistance, Emergency Management Planning and Preparedness Services

Witt O'Brien's offers a complete range of planning, mitigation, and prevention services to better prepare an organization before a crisis occurs as well as response and recovery services to ensure an organization can respond appropriately afterward. These services range from on-call consulting to full-scale program development and implementation conducted by personnel with demonstrated expertise in EOC operations, damage assessment, Hazard Mitigation Grant Programs, Individual Assistance Program, Public Assistance Program among other areas of expertise.

No firm that provides disaster recovery consulting services at the state and local level is more experienced than us when it comes to advising clients on disaster recovery needs and providing a full

range of recovery services under the Stafford Act. The most daunting and challenging issues faced by states and local governments during disaster recovery following a significant event, are exactly the issues and problems we have tackled and have been successful in resolving over the past 15 years.

Our experts help manage and implement critical recovery programs for disaster-impacted communities. Since 2001, we have assisted in the management and implementation of **more than \$25 billion in PA Program funding**, representing **more than 80,000 Project Worksheets (PWs)**. We have helped manage and implement **more than \$3.1 billion in HMA funds** for more than a thousand mitigation projects. Witt O'Brien's experts have helped clients justify, secure, and utilize **more than \$12 billion in disaster supplemental funding** – funding beyond PA and HMA – including monies from the Community Development Block Grant Program (CDBG).

Witt O'Brien's provides a suite of Recovery services, including:

- Long-Term Recovery Planning
- FEMA Public Assistance Program Support and Technical Assistance
- Financial and Grant Management
- FEMA Hazard Mitigation Program Support and Technical Assistance Staff Augmentation
- Insurance Recovery & Adjusting
- FEMA Close-out and Audit Support
- FEMA 1st and 2nd Appeal Assistance
- Federal Disaster Recovery Grants
- Disaster Housing Assistance

Witt O'Brien's provides a suite of Preparedness, Planning and Training services including:

- Assessment and Gap Analysis
- Emergency Management Accreditation Program Support Services (EMAP)
- Emergency Management Capability Assessments
- Physical and Cyber Security Assessments
- Emergency Response Planning; All-Hazard and Hazard-Specific
- Continuity of Operations/Government Planning
- In-Person and Computer-Based Training
- Emergency Operations Center Planning, Training, Exercising
- Public Health Preparedness
- HSEEP-Based Exercises

## Successful Debris Management Project Examples

Our relevant current and past performance includes the projects listed below.

### Debris Monitoring–Hurricane Irma; Multiple Clients in Florida and Georgia; September 2017–March 2018

Witt O'Brien's recently was active and fully engaged in debris monitoring and management of multiple client operations in Florida and Georgia because of Hurricane Irma that impacted the area in early September 2017. To date, for these projects, we have monitored the removal of **nearly 4.3 million CY ROW vegetative debris, approximately 208,000 CY of C&D debris, and hauled approximately 702,000 CY of mulch.**

Our operations for Irma projects are noted below:

- Alachua County, FL
- Broward County School Board, FL
- City of Atlanta, GA
- City of Bradenton, FL
- City of Coral Gables, FL
- City of Edgewater, FL
- City of Fernandina Beach
- City of Homestead, FL
- City of Gainesville, FL
- City of Lighthouse Point, FL
- City of North Lauderdale, FL
- City of North Miami Beach, FL
- City of Oakland Park, FL
- City of Ocala, FL
- City of Palmetto, FL
- City of Parkland, FL
- City of Stanford, FL
- City of Sanibel, FL
- Glynn County, FL
- Hardee County, FL
- Indian Creek Village, FL
- Marion County, FL
- Nassau County, FL
- Orange County, FL
- Town of Davie, FL
- Town of Lauderdale by the Sea, FL
- Town of Loxhatchee Groves, FL
- Town of Miami Lakes, FL
- Town of Southwest Ranches, FL
- Town of Surfside, FL
- Village of Key Biscayne, FL
- Village of Virginia Gardens, FL

### Debris Monitoring–Hurricane Harvey; Multiple Clients in Texas; August 2017–January 2018

Witt O'Brien's recently was active and fully engaged in debris monitoring and management of multiple client operations in Texas because of Hurricane Harvey that impacted the area in late August 2017. To date, for these projects, we have monitored the removal of **more than 543,000 CY of vegetative C&D debris and nearly 4,700 CY of household hazardous waste.**

Our operations for Harvey projects are noted below:

- City of Port Arthur
- City of West Columbia
- City of West University Place
- Clear Brook City MUD
- County of Waller
- Village of Jones Creek

Our project in Port Arthur was the largest of the six, with **487,974 CY** of debris plus E-Waste and White Goods.

### Debris Monitoring–Hurricane Matthew (DR-4283, 4284, 4285 and 4286) and Hurricane Hermine (DR-4280); Multiple Clients in Southeast; September 2016–April 2017

Witt O'Brien's was fully engaged in debris monitoring and management of multiple client operations in Florida, Georgia, South Carolina and North Carolina because of both Hurricane Hermine that impacted Florida in September 2016 and Hurricane Matthew that impacted multiple southeast states in early October 2016. For these projects, we mobilized over 950 personnel to monitor the removal of over 1,400,000 cubic yards of vegetative debris, 155,000 hanging limbs and 2,900 leaning trees from impacted communities.

Our operations for the Hermine and Matthew projects are as noted below:

- City of Edgewater, FL
- City of Fernandina Beach, FL
- City of Ponce Inlet, FL
- City of Stuart, FL
- City of Tallahassee, FL
- Glynn County, GA
- City of Brunswick, GA
- City of Savannah, GA
- City of Thunderbolt, GA
- Fripp Island, SC



- Citrus County, FL
- Leon County, FL
- Nassau County, FL
- New Hanover County, NC
- Wayne County, NC

### Debris Monitoring – Severe Storms and Flooding (DR-4277) Livingston Parish, Louisiana; August 2016–June 2017

Witt O'Brien's was retained by Livingston Parish, Louisiana to assist with the monitoring of debris removal after the historic level flooding event in August 2016. We helped the Parish manage the monumental task of the removal of over **850,000 cubic yards** of construction and demolition debris, 20,000 white goods, and over 338,000 pounds of putrescible waste, 26,000 pounds of e-waste and 34,420 pounds of hazardous waste resulting from water damaged homes and businesses. We are currently monitoring the removal efforts in the Parish and continuing to help with the long-term recovery of the communities within the Parish.

### Debris Monitoring–Severe Winter Storm (DR-4165) Columbia County, GA and New Hanover County, NC; February 2014–July 2014

Witt O'Brien's was contracted by Columbia County, Georgia and New Hanover County, North Carolina in the aftermath of a severe winter storm of snow and ice that struck Georgia, North Carolina, and South Carolina in February 2014. We helped the Counties recover from the disaster by managing debris operations and developing FEMA Project Worksheets for Category A debris removal. In Columbia County and New Hanover County, we monitored approximately **650,000 cubic yards** and **126,00 cubic yards** of debris removal, respectively.

In a client questionnaire, both Columbia County and New Hanover County rated Witt O'Brien's 10 out of 10 in ability to manage project costs; ability to maintain project schedule; quality of work; quality of consultative advice provided on the project; professionalism and ability to manage personnel; project administration; ability to verbally communicate and document information clearly and succinctly; ability to manage risks and unexpected project circumstances; ability to follow contract documents, policies, procedures, rules, and regulations; and overall comfort level with hiring Witt O'Brien's.

### Debris Monitoring–Hurricane Isaac (DR-4080) Various Clients in Louisiana September 2012–February 2013

Long before Category 1 Hurricane Isaac struck the State of Louisiana in August of 2012, Witt O'Brien's had prepositioned personnel and equipment just outside of the region which was anticipated to be most affected. Our initial response team (which consisted of our Vice President of Debris Services, a Senior Project Manager, Project Managers for each client, Data Managers and administrative staff) was on the ground with two Mobile Command Units and ready to commence preliminary damage assessments within hours of the "all clear." Within just a few days, we had hired and trained residents to fill monitoring positions and had fully staffed several projects.

We completed professional disaster debris monitoring and FEMA Public Assistance consulting projects for these local governments:

Client	CYs	Tickets	DMS	Monitoring Costs
<b>St. Bernard Parish</b>	48,038	2,269	2	\$470,000
<b>Livingston Parish</b>	15,155	402	3	\$139,710
<b>Lafourche Parish</b>	111,818	2,291	2	\$436,705
<b>City of Slidell</b>	22,449	1,609	2	\$171,940

<b>City of Mandeville</b>	11,000	289	1	\$77,104
<b>City of Central</b>	26,508	599	1	\$69,504
<b>City of Thibodaux</b>	22,026	396	1	\$124,153
<b>Totals</b>	<b>256,994</b>	<b>7,855</b>	<b>12</b>	<b>\$1,489,716</b>

On each of these projects, our debris management and monitoring specialist worked to ensure that FEMA, state and local requirements were adhered to by the debris removal contractors and that all work was performed efficiently, safely and in compliance with environmental regulations. All projects involved Right of Way debris removal and several had waterway and other special debris issues.

In St. Bernard Parish, our crews also monitored and managed private property debris removal programs involving Right of Entry and Hold Harmless agreements with residents, and some home demolitions, as well as the removal of debris from the Parish’s waterways.

### Debris Monitoring and FEMA Public Assistance–Hurricane Sandy (DR-4086) Multiple Clients in New Jersey; October 2012–October 2013

When Hurricane Sandy swept through the East Coast in October 2012, New Jersey was significantly impacted, suffering more than a billion dollars in damages. Witt O’Brien’s responded by providing debris monitoring and FEMA Public Assistance program consulting services to several local governments in New Jersey affected by Hurricane Sandy.

**Debris Monitoring** - Our Project Manager was operational in the State Emergency Operations Center immediately after the storm passed, to assist with the Office of Emergency Management’s response and recovery coordination efforts and to assist local governments in identifying immediate needs and performing Preliminary Damage Assessments. On each of these projects, we provided project management and field personnel to monitor and document of the combined removal of **525,669** cubic yards of hazardous waste and materials, private property debris, white goods (including verification of Freon recovery), stumps, hanging limbs, trees, construction and demolition materials, and loose vegetative debris. Several of these projects also entailed electronic waste, recycling of materials, roll off container monitoring, sand removal and the clearing of drainage systems and basins.

Our services also included collecting and managing the large amount of data generated, providing each client with daily status reports on their debris removal projects and preparing daily and weekly reports for the New Jersey Department of Environmental Protection, which oversees all debris removal operations affected areas of the State.

The table below provides a summary of each project for our various New Jersey local government clients:

<b>Client</b>	<b>CYs</b>	<b>Tickets</b>	<b>DMS</b>	<b>Peak Staff</b>	<b>Monitoring Costs</b>
<b>Borough of Deal</b>	300	35	1	6	\$21,204
<b>Borough of Keansburg</b>	25,617	532	2	5	\$111,787
<b>Borough of Lavallette</b>	198,148	7,232	1	25	\$543,928
<b>Neptune Township</b>	82,920	2,278	1	8	\$208,999
<b>Borough of Sea Bright</b>	47,571	1,405	1	5	\$129,182
<b>Borough of Union Beach</b>	74,074	2,065	2	13	\$280,996
<b>Town of Holmdel</b>	85,765	1,542	2	11	\$119,871
<b>Ventnor City</b>	11,274	482	1	12	\$126,649

Totals      **525,669**      **15,571**      **11**      **85**      **\$1,542,615**

**FEMA Public Assistance-Category A-B-**We assisted the State of New Jersey as well as several local towns and boroughs directly with coordination, team development, and communication to maximize grant awards and to reduce the likelihood of problems. We implemented the program delivery by utilizing Public Assistance Specialist/Project Officers. We enhanced the overall recovery effort and assisted in maximizing funding from insurance and federal disaster programs by:

- Participating in applicant briefings and kickoff meetings;
- Providing information to the applicant to help determine possible program and damage eligibility;
- Inspecting damage sites and ensuring a properly documented damage inspection process that facilitated less burdensome applicant claims and quicker reimbursement;
- Providing eligibility guidance using our staff’s comprehensive knowledge of federal Public Assistance and 406 mitigation program eligibility requirements; and
- Working with FEMA and applicant including, facilitating on-site visits when appropriate.
- Assisted in the project worksheet preparation, request for reimbursement review, scope of work validation, interim inspection completion, request for Improved and Alternate project submissions, overrun validation and final inspection completion. We provided insurance guidance and worked closely with the Applicant and their staff members to promote a professional forum for all parties and ensure the claims process moved forward. Additionally, we promptly reviewed documents to facilitate the reimbursement process and advocated for maximum benefits for the applicant with FEMA.

We also assisted in the project worksheet preparation, request for reimbursement review, scope of work validation, interim inspection completion, request for Improved and Alternate project submissions, overrun validation and final inspection completion. We provided insurance guidance and worked closely with the Applicant and their staff members to promote a professional forum for all parties and ensure the claims process moved forward. Additionally, we promptly reviewed documents to facilitate the reimbursement process and advocated for maximum benefits for the applicant with FEMA.

## Special Disaster Recovery Program Management Experience

### ROW, ROE, PPDR and Demolition Recent Program Support

Witt O’Brien’s has monitored and documented the removal of over 50 million cubic yards of all types of disaster debris including Right of Way (ROW), Right of Entry (ROE), and private property debris removal (PPDR). When destruction is widespread and FEMA renders permission, we will assist the City in taking the initiative to enter private property after signed ROE agreements have been executed. Witt O’Brien’s has extensive experience in implementing, managing and monitoring ROE programs and we would assist the City in identifying private properties which may be eligible for debris removal, work with FEMA to ensure that local ordinances and proper procedures are followed and secure ROE agreements from residents. If demolition of private or public structures is warranted, Witt O’Brien’s would also guide the City in the proper implementation, documentation and monitoring of that program.

### Special Debris—Stumps, Limbs, Trees, and Other Issues

Certain types of hazardous debris (such as leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, and asbestos abatement) require special pre-removal validation and documentation to be eligible for removal cost reimbursement from FEMA or FHWA. Witt O’Brien’s

has extensive experience with all debris types and will provide expert consulting services to the City regarding unique debris challenges.

We have extensive experience with:

- Vegetative debris, including stumps, hanging limbs and leaning trees
- Construction and Demolition (C&D) debris
- White goods, appliances and electronics
- Waterborne debris in canals, lakes, drainage systems, marinas
- Sediments, sand, mud, seaweed, beach restoration
- Waterways/wetland clean-up and reimbursement
- Abandoned and derelict vessels
- Oil, chemical and ash spills
- Asbestos abatement, removal and disposal
- Hazardous materials and waste
- Demolition programs—homes, buildings, mobile homes, boats
- Recycling programs for disaster debris
- Animal carcasses and putrescent debris



### Data Management and Reporting

We will produce, manage and organize all project documents, and ensure that all data is complete, secure and up to date in our DebrisPro™ system. We make it a priority to manage load ticket population correctly, whether through generation by monitors in our electronic handheld system or physically written paper tickets. We will produce accurate electronic database files of all pertinent information from the debris removed, which we use to reconcile records against those of the debris removal contractor and to certify approval of the removal contractor's invoices.



### Hauler Invoice Reconciliation

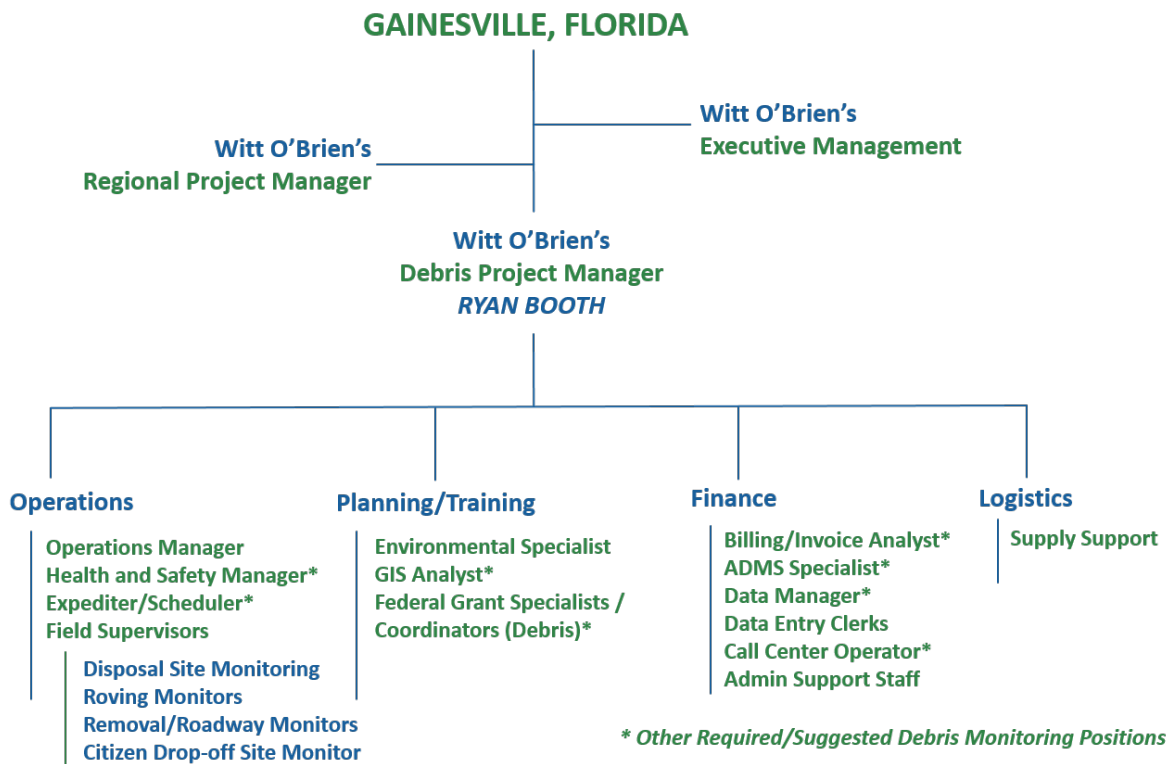
Not only will Witt O'Brien's work with haulers to reconcile invoice discrepancies, but we also take a proactive approach by coordinating daily with debris haulers to immediately resolve disputes or problems. For example, after severe snow storms in Massachusetts in 2011, we completed 20 debris monitoring projects, which included reconciling invoice discrepancies with the haulers. As an added benefit, our automated debris management system electronically audits and reconciles hauler invoices for consistency and accuracy assurance.

### FEMA Reporting and Appeals Assistance

Our priority is to protect the City's interests and federal funding by ensuring that all work to remove hazardous debris is done in accordance with FEMA and FHWA funding eligibility guidelines, or that prior permission is granted to perform work outside of general federal guidelines. As such, Witt O'Brien's would coordinate closely with FEMA debris specialists in the field to pre-validate these types of debris before removal takes place, and would document – with digital photographs, GPS coordinates, logs and

reports – the locations and eligibility of storm debris. We propose using a team approach to appeals and arbitration, to leverage the broadest expertise possible for each appeal. This makes it important that the Appeals Specialist perform in a coordination and facilitation role, involving sub-grantees, Public Assistance Program Assistance Liaisons, Technical Assistance Liaisons, and others to gather all the relevant information and craft arguments that can enhance the likelihood of achieving positive results.

## Debris Monitoring Project Organization Chart



### Principal Contact for this Project

The authorized principal contact for technical clarifications regarding this proposal is:

Charles Bryant, Project Principal/Regional Manager  
 2200 Eller Drive  
 Fort Lauderdale, FL 33316  
 (337) 476-0158  
 cbryant@wittobriens.com

### Key Staff and Leadership

Witt O'Brien's has an impressive lineup of subject matter experts and seasoned debris monitoring specialists to our clients' projects. Our knowledge and experience has helped our clients deal with the complexities of managing crises and disasters. During project execution, our executive management team performs high-level oversight to provide our project teams with organizational and planning guidance. We understand what can be expected and leverage their experiences to aid our clients in full, long-term recovery. We retain, as permanent full-time employees, a staff of debris monitoring



specialists who are ready to mobilize on behalf of our clients on short notice. Each is highly qualified and very accustomed to managing large projects for government entities, especially multiple local governments simultaneously.

Our proposed project team includes:

- Charles Bryant, Project Principal/Regional Manager
- Ryan Booth, Project Manager
- Curt Johnson, Operations Manager
- Chris Denney, Data Manager/Billing – Invoice Analyst
- Mike Burgeson, Field Supervisor
- Alexandra Hestilow, GIS Analyst
- Lynne Storz, FEMA Debris Specialist

Resumes of the project team listed above can be found in the **Appendix**.

### Our Local Hiring and Diversity Program

Witt O'Brien's is an equal opportunity employer. Because we understand that disasters impose economic hardships on communities, Witt O'Brien's is committed to hiring as many qualified local personnel as possible on our projects, to both minimize travel expenses and to spread employment opportunities locally. We are also dedicated to diversity and opportunity for qualified minorities – within our company, as well as on temporary projects.

### Disadvantaged, Minority, Woman-Owned, Small Business Inclusion Plan

Witt O'Brien's does not plan to directly utilize subconsultants on this project now. However, if subconsultants are needed, we will make every effort to identify qualified local, minority and/or small business suppliers of goods and services from around the area if activated to provide the requested services as necessary. Witt O'Brien's will endeavor to team with such qualified firms to provide these goods and services as needed:



- *Professional and technical services staff*
- *Compliance services staff*
- *Administrative and office staff*
- *Engineering /Environmental services*
- *Office supplies and equipment*
- *Field inspectors and site monitors*

## Veteran Hiring Initiative

Many of our emergency preparedness and disaster response leaders are former service men and women who have served our country in challenging military and humanitarian relief missions. Their considerable training and response experience brings significant advantage to Witt O'Brien's clients: A constant state of readiness with qualified, experienced and dependable personnel ready to deploy. To



secure this valuable human resource, in addition to our full-time dedicated professional staff, we partnered with veteran and National Guard recruiting programs to identify former military personnel and their spouses who are interested in being on our teams. Our veteran recruiting program conducts outreach efforts through local job fairs, military recruiting and networking events. These events allow us to identify and add to our resource pool veterans who bring unparalleled dedication to our clients.

Our program is active throughout the United States and its territories. To supplement our full-time employees and ensure sufficient staffing, readiness and responsiveness necessary for our contracts, we are also highly engaged in local and regional veteran job fairs. We maintain an active database of qualified individuals who can be temporarily employed by us to respond to and support a project.

## Our Internal Training

*A copy of our internal Disaster Debris Monitoring Training Manual can be found in the **Appendix**.*

## Project Management Personnel Training

Project management and supervisory personnel are trained in Incident Command System (ICS), debris management and monitoring techniques, FEMA debris removal guidelines and eligibility rules, project and disaster management, and have valuable experience from serving on major recovery projects. Our project management personnel and core consultants hold training certificates from the Emergency Management Institute.

## In-House Client Training Program and Qualifications of Field Staff

Our comprehensive in-house training program for newly-hired debris monitors consists of classroom instruction and exercises; a Microsoft PowerPoint presentation on FEMA debris operations; eligibility guidelines and monitoring techniques; and a review of the company's field manual, of which each monitor receives a copy. Each new hire undergoes an intensive four-hour training and orientation session conducted by the operations coordinator or lead supervisor, which emphasizes safety considerations, FEMA eligibility guidelines, job duties and responsibilities, load ticket management, dress codes, and standard procedures for debris monitoring and project management. A special training session is held for monitors chosen to serve as truck measurement certification crew. New monitors are also trained in the use of GPS units and digital cameras and are supplied with reference materials and maps of their work zones. Once trained, monitors are then closely supervised on the job, debriefed at the beginning and end of each day, and held to our high standards of performance and conduct.

## Proposed Strategy

After our initial meeting to discuss and review immediate and near-term needs, we will appropriately define and assign personnel to support the City's disaster event, and efficiently scale up and down to meet the City's needs during disaster recovery. The primary interface between the City and Witt O'Brien's will be our Project Manager—your day-to-day point of contact who will assure that our personnel are performing within the scope of services and are addressing the needs and priorities identified by the City. The Project Manager will also be the focal point on contract issues and will ensure that all reports and deliverables mandated under the terms of the contract are appropriately provided. This structure will be in place from the initial notification phase through the mobilization, support and final demobilization of the project.



We will coordinate with federal, state, and local emergency agencies and we will attend all meetings to represent the City. Throughout the lifecycle of the disaster recovery period, we will directly engage with FEMA, FHWA, and any other applicable federal, state, or local emergency agencies, City staff and designated debris removal contractors to:

- Minimize confusion and miscommunication
- Provide required and requested documentation
- Explain the City's intent and project status
- Solve problems that may arise

Our experts will work with the City to establish a regular meeting schedule with our federal, state, and local counterparts, to discuss issues, share ideas, and identify priorities for the immediate future. For each meeting, we will help prepare your officials with all necessary background information and materials, discuss strategy, and provide support.

### Disaster Debris Monitoring - Plan and Approach

Witt O'Brien's has a sound project management approach, which allows us to mobilize rapidly, adapt to fluid circumstances and challenges, implement our tested operating procedures seamlessly, and provide the City with the finest debris monitoring and federal grants management services available. We are an extension and partner to the City, and will serve to augment and strengthen your capabilities. Our approach is designed to allow us to coordinate and integrate rapidly and effectively with all participants in a major debris removal and grants management operation while maintaining the highest level of customer service and accountability, while remaining flexible and scalable to allow us to adapt to ever changing project requirements. The following sections describe our customized technical approach to fully respond to the services expected by the City. We have also included details of our valued-added services where pertinent.

### Daily Briefings

Our Project Manager and/or Deputy Project Manager will attend daily meeting with the City's Debris Manager and the debris removal contractors' management and operational staff to coordinate scheduling, resolve problematic issues, and make any adjustments required to debris removal, reduction, and disposal operations to enhance safety, control costs, increase efficiencies or better comply with FEMA guidelines.

## TDSRS Site Selection and Permitting

Witt O'Brien's would assist with pre-event selection of Temporary Debris Storage and Reduction Sites (TDSRS) suitable to handle the quantities and types of debris forecast during the planning session and would advise the City on obtaining all necessary environmental or other permits, in coordination with local and state environmental agencies. We will review potential sites, consult on site selection criteria and issues, assist with the acquisition of all necessary environmental and other State, Federal or Local permits, make sight visits to photograph and inspect potential properties and produce a summary report with recommendations.

## Scheduling Work

Debris operations can be the single costliest task associated with a disaster. Scheduling the monitoring services to be provided along with the debris removal is a vital step to ensure efficient implementation of debris operations.

A representative schedule of services to be provided is listed below:

Service	Schedule
<b>Pre-Event Coordination, Planning and Training</b>	Prior to Storm Season
<b>Post-Event Project Management</b>	24 – 48 hours from a Notice to Proceed
<b>Damage Assessments and Debris Quantity Estimations</b>	24 – 48 hours
<b>Debris Clearance Coordination and Monitoring</b>	First 70 hours of clearance work
<b>Truck Measurement and Certification</b>	Within first two days, then as needed
<b>Health and Safety/Quality Assurance Program</b>	48 – 72 hours
<b>Public Information</b>	First two weeks
<b>Hire and Train Local Debris Monitors</b>	Within 48 hours, then as needed
<b>Debris Management Site Establishment and Staffing</b>	48 – 72 hours
<b>Debris Collection Site Monitors</b>	48 – 72 hours
<b>Field Supervisors</b>	48 – 72 hours
<b>Roving Monitors</b>	48 – 72 hours
<b>Federal Aid Roadway Debris Removal Program</b>	Week 3
<b>Special Debris Program</b>	Two – three weeks
<b>Data and Document Management and Reporting</b>	Within 48 hours and for project duration
<b>Contractor Invoice Reconciliation</b>	Within three days of receiving invoices
<b>Final Pass Completion</b>	Last weeks of debris collection operations
<b>Mulch and Processed Debris Haul-out</b>	Last two weeks
<b>Debris Management Site Closure</b>	After DMS cleared of debris
<b>FEMA Claims Support</b>	Project duration
<b>Handover Final Deliverables</b>	Project conclusion
<b>After Action Report</b>	Within 30 days of project completion

## Hiring, Scheduling, and Managing Field Staff

Witt O'Brien's responsibility to its disaster-affected clients goes beyond project management. We understand that disasters impose economic hardships on communities, and we are committed to hiring as many local personnel as possible on our projects, to both minimize travel expenses and to spread employment opportunities locally.

When potential disasters loom, our management activates Witt O'Brien's' standard procedures for broadcasting job announcements in a storm's path – via radio, newspapers, unemployment offices, college job boards, churches, and the internet. We also consult with our clients to determine if any recently retired or laid-off government employees - from the Solid Waste, Public Works, Parks and Recreation, Police or Fire Departments – might be available to assist with the recovery effort.

We carefully screen our monitoring staff with background checks and drug tests to ensure that any with felony convictions, drug use or questionable moral character are excluded. Witt O'Brien's also regularly uses E-Verify to screen potential employees, which is an internet based system for determining eligibility for employment in the United States. We impose a strict “zero tolerance” policy for drug usage, safety violations, foul language, disrespectful behavior or any confrontational approach towards debris removal contractors or our client's personnel, or any hint of impropriety or misconduct which may reflect negatively on our client or our firm. The City can always dismiss any of our field staff from the project, for any reason.

## Health and Safety Program

One of our primary responsibilities is to remain vigilant for ways to avoid accidents and enhance safety. The company takes safety seriously and works with clients and removal contractors on ways to ensure that all debris removal and monitoring operations are conducted in the safest manner possible. Supervisory and monitoring staff will be trained in internal safety guidelines for monitoring projects. Safety guidelines include daily safety inspections at temporary debris sites to ensure that fire suppression equipment, first aid kits, eye flush materials and other safety equipment is on hand; that the contractors are operating in safe manner, and that OSHA safety guidelines posters are prominently displayed. Supervisors always carry first aid kits in the field with them, and stress safety issues. Monitors are required to call supervisors in the event of safety program violations. All monitoring personnel are required to wear hard hats, steel-toed boots, safety vests, and eye protection (at DMS) and are required to remain a safe distance from loading equipment and activities. Trucks are inspected before leaving the loading sites to ensure that debris is properly loaded and is not protruding or hanging out of the truck in a dangerous manner. Witt O'Brien's will document and report any serious unsafe activities or conditions witnessed in the field and halt debris operations immediately until corrective measures are taken.

## Monitoring Recovery Operations and Continuous Improvement

Witt O'Brien's is committed to customer service and project success. At the core of our project management approach is a tested system for ensuring that our staff are performing at optimal levels and meeting our high standards. The accurate completion of load tickets is perhaps the most important element of our quality control program. Our supervisory personnel are trained to focus sharply on ticket completeness and accuracy from the first day of the program, by spot checking tickets in the field, reviewing them at the inspection towers and debriefing monitors at the end of the day to assess their performance and identify any issues. Our tower monitors and data entry staff also remain vigilant to load ticket errors or omissions and quickly report them to field supervisors, who in turn contact monitors and take corrective measures. As an added measure, we frequently deploy trained roving monitors/quality control inspectors to assist in the identification and documentation of ineligible debris (such as land-clearing or construction waste), consult with FEMA debris specialist about eligibility issues,



assist with mapping of debris clearance progress, and inspect debris zones for “hot spots” and zone closure status. Their primary roles would be to ensure that only FEMA-eligible debris is collected and hauled and that removal contractors do not enter onto private property. Designated personnel would also provide QA/QC oversight of all project activities, report safety concerns, inspect trucks for alterations to capacity or placards, halt any work deemed unsafe or ineligible under FEMA guidelines, confirm clearance of all roadways and map any remnants, and provide written confirmation of debris removal completion. Periodically, a Witt O’Brien’s project analyst would also perform internal project inspections on our documentation and data management functions to ensure full compliance with company standards, the City’s requirements and federal reimbursement guidelines – to intercept and swiftly correct any potential deficiencies. We focus on the need to find better ways in which to operate and solve problems. A significant element of our success in this area is the commitment of both managers and line staff in continual process improvement. We foster a communicative atmosphere among its deployed personnel, regularly holding meetings, conference calls, and other engagements to allow us to discuss issues they face in the field, and brainstorm on ways in which to address them that will result in more efficient and effective project delivery.

### Public Information Emergency Response

We understand the vital importance of keeping the public informed throughout the duration of a major debris removal project and we will coordinate with the City to implement a Public Information Plan. We will work with the City to develop timely and informative public announcements about the debris project, safety considerations, hazardous waste handling, collection schedules, methods of sorting and separating debris to increase collection and disposal efficiencies and other issues and assist with the City efforts to efficiently disperse information to any target audience including the community, media, elected officials, police and fire personnel, field staff, contractors, and federal authorities. We also will make staff available to the City to distribute and disperse public information on the debris project and may deploy our field monitoring staff to disseminate fliers to residents.

### Truck Measurement and Certification Program

As the debris removal contractor’s trucks and equipment begin to arrive at the disaster scene, Witt O’Brien’s will initiate the truck measurement and certification program in coordination with the debris removal contractor, to accurately measure the volumetric capacity of each truck. We follow the latest FEMA standards and methodologies for measuring and calculating the capacity of debris removal trucks. We also will provide FEMA compliant truck placards and truck certification forms. Original truck certification forms signed by our Truck Certification Manager, with photographs of each truck showing its placard and any modifications, would be provided to the City in a binder along with electronic “PDF” copies and a summary spreadsheet. Our roving monitors/quality control inspector will also periodically spot check and re-certify trucks during the



project to deter and detect fraudulent alteration of truck capacities or placards. In addition, the truck certification and measurement information is easily verified using our electronic debris management system, DebrisPro™.

## Electronic Debris Management System

Witt O'Brien's success in managing debris monitoring projects is based on our ability to provide responsive, efficient service. Our electronic debris management solution, DebrisPro™, is a securely hosted, multi-device supported, web-enabled system. It integrates the best of the breed technology, tools, server infrastructure, hand-held devices, and a web portal to simplify the basic tasks of managing debris monitoring and removal, contracts management, and office operations. DebrisPro™ provides a distributed as well as a central database-driven platform to create different rosters, manage contracts and contractors, load tickets, and deliver business results in a timely, productive, and customizable manner.



DebrisPro™ effectively captures field operations and synchronizes information to the central server over the internet. This allows our leadership to view reports, charts, and summaries relevant to their level of authority through a web portal. The system automates the tracking, documentation and quantification of disaster debris. Our electronic, "ticketless" system collects data in the field using smartphone or tablet devices which monitors use to capture data on each debris load. DebrisPro™ allows automatic integration of global positioning system (GPS) / geographic information system (GIS) data and streamlines the documentation and data collection process. A simple bar-coded ticket is produced for the truck's driver to take to the tower, where a final receipt is printed out for each load. Witt O'Brien's can warrant that our database of debris volumes, types, locations and removal costs is sound, secure, and accurate and would allow the City and FEMA to easily review, validate and audit the project. We currently have on-hand over 475 electronic devices, and enough portable printers to equip our field staff for this project. We also can acquire additional devices and printers quickly, shipped on location within 24 to 48 hours to meet any additional operational demands that may arise. Our electronic debris management system is designed to automate and streamline the tracking and documentation of all elements of debris removal work and costs, including for these operational and programmatic elements:

- Truck certifications
- Federal Aid roadway debris collection for FHWA reimbursements
- Removal of hazardous stumps, leaning trees, hanging limbs, White goods, and HHW
- Monitor hour and activity tracking
- Right of Way (ROW) debris removal
- Debris haul-out and disposal
- Canal and waterway debris removal
- Private property debris removal

DebrisPro™ automatically loads all field data into our secure web-based data management program and allows real-time reports to be generated on any set of metrics for the debris projects. Authorized client personnel can access their data using secure web portals and generate their own reports, while all data is stored on multiple redundant servers to ensure safety and security. Our electronic debris management system was developed to conform to US Army Corps of Engineers technical specifications and FEMA documentation requirements, and it meets or exceeds all the detailed specifications found in the USACE electronic debris management system requirements.

## Paper Load Tickets

Witt O'Brien's is also proficient with the use of the standard paper load ticketing system. The paper load tickets serve as the basis for payment for the removal contractors and are carefully handled and managed by us. Load tickets document and certify the loading location of the debris, its eligibility under FEMA guidelines and its type and quantity. Our field supervisors manage quality control over the proper completion of the load tickets with all required information and ensure that tickets are organized, secured, sorted, recorded, compiled and distributed daily.

## Daily Operational Reports

Daily detailed summaries of the previous day's debris removal activities and data are provided to the City's Debris Manager by 10 a.m., which will contain, at a minimum, the following information:

- Daily and running summaries of the quantities and types of debris collected
- Operation times of all debris loading trucks and debris management sites
- The number of trucks operating daily
- The number of Witt O'Brien's debris monitors working daily
- Progress by area or zone and estimates of remaining debris
- Amounts of reduced debris removed from temporary sites and hauled to final disposal



## Maps and GIS Applications

Our monitors and field supervisors map out debris locations, locate 'hot spots' for immediate collection, mark ineligible debris piles and track progress for pass completions and debris removal zone closures. This information can be used by the government's debris management staff to track progress and provide updates to the media, elected officials and the public, or to approach FEMA about eligibility issues. Our mapping services incorporate state-of-the-art technology and can be tailored to any specifications requested, including GIS applications. Debris collection data can be used to update neighborhood or zonal maps daily, and we can assist with the development of a web-based mapping system to upload to an internet site. We would utilize DebrisPro™ for automated GIS data integration and mapping. Our technology generates an automatic link of GPS and GIS data and photos to each load, tree stump, hanging limb, leaning tree, vessel, or other type of debris requiring validation for FEMA reimbursement.

## Comprehensive Review, Reconciliation, and Validation of Debris Removal Contractor(s) Invoices Prior to Submission to the City for Processing

Witt O'Brien's will reconcile each of the debris removal contractor's invoices and backup documentation with our database of debris quantities and project costs. We ensure that all costs presented on the invoices conform to the removal contract's scope of work, unit prices, performance parameters and timelines. We inspect and audit the invoice backup documentation to ensure that it reconciles with our own database for the specified period and work. Any discrepancies are brought to the attention of the City immediately in the form of an Invoice Discrepancy Report. We will coordinate with the hauling contractor to resolve any discrepancies or disputes and, upon resolution, we will provide you with a final reconciliation and payment approval report highlighting the target date for payment and any other fees that may be outstanding. Included with this payment approval report is a complete load ticket summary

from our database to support the invoice amount, as well as details of any adjustments or corrections which had to be made.

### Project Worksheet and Other Pertinent Report Preparation Required for Reimbursement by FEMA and Any Other Applicable Agency for Disaster Recovery Efforts by the City Staff and Designated Debris Removal Contractors

Documentation of project costs maintained by Witt O'Brien's would meet or exceed federal and state agency requirements, to ensure that all FEMA, FHWA, NRCS and other disaster response and recovery claims are properly documented and able to withstand scrutiny during the project preparation, final inspection, and closeout process. We will prepare Category A (debris removal and monitoring), Category B (debris clearance) FEMA Project Worksheets, FHWA Detailed Damage Inspection Reports, and other applicable reports.

### Invoice Reconciliation and Final Payment Approval

Witt O'Brien's will reconcile each of the debris removal contractor's invoices and backup documentation with our independently maintained database of debris quantities and project costs. First, we ensure that all costs presented on the invoices conform to the removal contract's scope of work, unit prices, performance parameters and timelines. We then inspect and audit the invoice backup documentation to assure that it reconciles with our own data base for the specified time frame and work. Any discrepancies are brought to the attention of the City immediately, in the form of an Invoice Discrepancy Report. We will coordinate with the contractor to resolve any discrepancies or disputes and, upon resolution, provide the client with a final reconciliation and payment approval report/letter, highlighting the target date for payment and any retainer or other fees that may be outstanding. Included with this payment approval report is a complete load ticket summary from our database to support the invoice amount, as well as details of any adjustments or corrections which had to be made.

### Final Disposal Confirmation and Documentation Presentation

Witt O'Brien's will assist in confirming that all eligible storm debris is disposed of in a manner and at a site which conforms to Federal, State and Local regulatory guidelines. Our monitors inspect loads of reduced debris leaving the TDSRS, issue a load ticket to each truck and maintain a log of ticket numbers and volumes. If requested, we also position monitors at the final disposal landfill or other designated sites to record tare weights and document disposal costs. If final disposal sites other than established landfills are to be used, then we would confirm that all the required documentation and environmental permits are in place and that Federal, State and Local authorizations are secured. We would also coordinate with Federal, State and Local environmental agencies to ensure the integrity and regulatory compliance of all final disposal activity. After the project, we will provide all documentation of debris clearance, removal, management, reduction, disposal and monitoring costs, sufficient to fully and accurately support federal grant program claims. As stated in the RFP, we will maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for three years after completion of the contract, and the City will have access to all records, documents, and information collected and/or maintained.

### Sample Reports and Forms

- Monitor Daily Reports
- Debris Monitoring Daily Report
- Damage Incident Report
- Debris Collection Field Monitor Disposal Ticket Journal
- White Goods Field Monitor Disposal Ticket Journal



- Hazardous Tree Limbs (Hangers) & Hazardous Tree Validation Field Log
- Hazardous Stump Worksheet
- Time Sheet
- Tower Monitor – Disposal Ticket Journal – Haul Out
- Tower Monitor – Disposal Ticket Journal – Inbound
- Daily Safety Message
- Incident Action Plan Safety & Risk Analysis Form
- Truck Management Certification Form

## Debris Estimating Methodology

Witt O'Brien's utilizes the US Army Corps of Engineers (USACE) debris estimating model for developing debris estimates, for purposes of pre-event planning and understanding initial resource requirements for Hurricane events. The USACE developed this model based on debris generated by Hurricanes Frederic, Hugo and Andrew. The model contemplates the number of households in an urban/suburban area, as well as the category of storm, vegetative characteristics, commercial density and precipitation and is accurate within +/- 30% for Hurricane events. In these instances, and for other events such as flooding Witt O'Brien's works with available GIS data and perform an analysis using industry standard calculations based on historical data for residential housing based on square footage, flood plain layers, and windshield surveys and other demographic data.

Witt O'Brien's can also utilize the HAZUS<sup>®</sup>MH is the Federal Emergency Management Agency's (FEMA) nationally applicable software program that estimates potential building and infrastructure losses from hurricanes, riverine and coastal floods, and hurricane winds. HAZUS<sup>®</sup>MH loss estimates reflect state-of-the-art scientific and engineering knowledge and can be used to inform decision-making at all levels of government by providing a reasonable basis for developing mitigation, emergency preparedness, and response and recovery plans and policies. HAZUS<sup>®</sup>MH uses geographic information system software (ArcGIS) to map and display hazard data, the results of damage and economic loss analyses, and potential effects on area populations. HAZUS<sup>®</sup>MH analyses also can be run in real time to support response and recovery actions following a disaster event.

Witt O'Brien's will meet with the City representative and coordinate the preliminary debris assessment and obtain a list of the areas to be inspected, local contacts and local damage estimates. We will visually inspect all major damage sites and develop a representative sample of all damage locations to the extent necessary to develop an accurate preliminary debris estimate. Witt O'Brien's will use a combination of methodologies along with available GIS data and perform an analysis using industry standard calculations, historical data for residential housing based on square footage, flood plain layers, and windshield surveys and other demographic data to provide an accurate estimate for the post disaster operations.

## Procurement Assistance as Needed

Witt O'Brien's can provide the City with professional consultants to work with the City to secure pre-event contracts for services that are anticipated to be required in the aftermath of a disaster as well as post-event contracts and purchases of services on an emergency procurement basis. Our technical consultants are available to assist the City with all steps of the procurement process from bid formulation and advertisement through contract execution and activation of services.

On various projects, we have worked with our clients to provide invaluable advice, guidance, and staff support to local communities struggling to deal with procurement issues, eligibility questions, the facilitation of the development of Project Worksheets (PWs), and the review and reconciliation of



financial documentation to ensure eligibility and promote the timely and complete reimbursement of funds.

## Debris Documentation Sample

### Sample No. 1 | New Hanover County, NC

**WITT|O'BRIEN'S**

**Major Declaration Number:**  
**New Hanover County Sitrep #38**  
**Date 11.24.16**  
**Time period covered by the Sitrep 0630 – 2000**

**Project Numbers Breakdown**

**New Hanover County**

- 0 Project Manager
- 0 Data Manager
- 0 Ops Coordinator
- 0 Field Supervisors
- 1 Admin
- 0 data entry
- 3 Field Monitors
- 1 Disposal Site Monitor
- Vegetative tickets issued today: 13
- Vegetative Cubic Yards collected today: 595 CY
- Cumulative Veg tickets issued to date- 1,640
- Cumulative Cubic Yards Collected today- 85,984.39
- Hanger Tickets issued Today- 0
- Cumulative Hanger Tickets issued to date- 476
- Leaners tickets issued today- 0
- Leaners issued to date- 6

**Daily Overview**

Zones Worked today 11.24.16 Finishing zones 1 and 2 and hot spots identified

Prepared by: Ryan Booth | Disaster Operations  
 Approved by: Chuck Brannon | Vice President, Operations Debris Services  
 Date: November 24, 2016

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## Mobilization and Equipment

### Rapid Response Assurance

Clients rely on us for our rapid response guarantee. We are always poised to respond. Our assets at various offices—pre-packaged mobilization packages in trailers and Mobile Command Unit posts—keep core management staff on standby, maintain a national emergency call center, and coordinate with the City staff to ensure that lines of communication are always open. Our mobile command posts, consist of 4 modified RV-style vehicles equipped with generators, computers, printers, communication and safety equipment, and sleeping quarters, which allows the management team to deploy rapidly and to be self-sufficient for several days until base utility services are restored to the disaster area; mobile command assets include all supplies and equipment necessary to initiate a debris monitoring project in pre-packaged bundles at office facilities and warehouses.

We have responded to hundreds of incidents on behalf of clients, always within hours of the event or can be located on-site prior to an anticipated event if requested. Scheduling the expected monitoring services along with the debris removal is a vital step to ensure efficient implementation of debris operations.

We will contact the City’s representative 96, 48, and 24 hours prior to a disaster. A Project Management team will arrive on-scene to assist the City upon notification to proceed, such notification shall include at a minimum a written notice to proceed and a purchase order committing funds to the services. Additional management and monitoring staff will arrive as needed within 48 to 72 hours when local hiring and debris monitor training will commence.

## Project Plan Timeline | “The Master Plan” (Subject to Change)

Project Management Plan Summary and Timeline (Subject to Change)		
Task	Time Frame	Scope of Work
<b>Pre-Event Coordination, Planning and Training</b>	Prior to Storm Season or an anticipated event	Train client’s debris staff; review/revise debris management plan; review ordinances and codes.
<b>Pre-Event Project Management</b>	12 – 48 Hours from a Notice to Proceed	Coordinate with client, debris removal contractors, FEMA, State; Devise Action Plan.
<b>Damage Assessments and Debris Quantity Estimations</b>	8 – 48 hours	Coordinate with FEMA, State and Client to scout affected area and document damages; estimate debris quantities and removal costs identify hazardous and dangerous debris for immediate removal.
<b>Debris Clearance Coordination and Monitoring</b>	First 70 hours of clearance work	Prioritize roads, facilities and areas for initial debris clearance; document T&M contract work and force account expenses. Track costs for Federal Aid roads separately.
<b>Truck Measurement and Certification</b>	Initiated within first two days and continued as needed	Measure capacity, mark, certify, log, photograph collection trucks as they arrive on scene; Periodically “spot check” trucks for compliance and accuracy of volume measurement to reveal and deter tampering.
<b>Health and Safety / Quality Assurance Program</b>	48 – 72 hours	Initiate Health and Safety awareness and compliance program; ensure debris sites and personnel are equipped with proper safety gear; Implement Quality Assurance program to ensure contract compliance and maintain performance standards and goals.
<b>Public Information</b>	First two weeks	Establish Debris Hotline phone center to field questions from residents and record complaints; devise and disseminate information about debris removal program requirements and timelines.
<b>Hire and Train Local Debris Monitors</b>	48 hours in and as needed for duration of project	Recruit, screen and train locally hired monitoring, clerical and administrative personnel
<b>Debris Management Site Establishment and Staffing</b>	48 – 72 hours	Inspect sites, document conditions, secure permits, prepare safety report, coordinate set-up with contractors; Staff each DMS with at least 2 experienced and trained monitors to assess load volumes and inspect debris.
<b>Debris Collection Site Monitors</b>	48 – 72 hours	Pair monitors to collection crews and dispatch to debris removal sites as needed to complete and issue load tickets.

Project Management Plan Summary and Timeline (Subject to Change)		
Task	Time Frame	Scope of Work
<b>Field Supervisors</b>	48 – 72 hours	Deploy experienced Field Supervisors to oversee monitoring activities and implement quality assurance program at a ratio of 1:10.
<b>Roving Monitors</b>	48 – 72 hours	Deploy roving monitors to locate, document and map special debris (hazardous, stumps, leaning trees, white goods, etc.); report on ineligible debris and contractor caused damages.
<b>Federal Aid Roadway Debris Removal Program</b>	1st pass	Initiate the collection of debris from Federal Aid System roadways; track and document all costs separately for FHWA ER program.
<b>Special Debris Program</b>	2 – 3 weeks' in	Deploy specially trained and equipped monitors to document (with photos and GPS) the proper removal of special debris types (stumps, hanging limbs, leaning trees, hazardous waste, white goods, etc.)
<b>Data and Document Management and Reporting</b>	48 hours in and for duration of project	Data collection, entry, management, and daily reporting; document collection, management, scanning and storage.
<b>Contractor Invoice Reconciliation</b>	Within 3 days of receiving invoices	Review contractor invoices and database for accuracy and reconcile with Witt O'Brien's independently maintained database; provide written discrepancy reports and payment approvals.
<b>Final Pass Completion</b>	Last weeks of debris collection operations	Publish public announcements of last pass schedules; Deploy roving monitors to confirm clearance of all roadways and map any remnants; Provide written confirmation of debris removal completion.
<b>Mulch and Processed Debris Haul-out</b>	Last two weeks	Monitor and document the removal of reduced and processed debris from DMS; Confirm final disposition of debris and document.
<b>Debris Management Site Closure</b>	After DMS cleared of debris	Document and confirm removal of all debris, equipment, towers and materials; document site restoration work and costs; confirm compliance with environmental regulations.
<b>FEMA Claims Support</b>	For Duration of Project	Witt O'Brien's works with the Client, the State and FEMA from the initiation of the project to ensure that all eligible costs for debris removal are documented and submitted for reimbursement, including for Immediate Needs Funding estimates.
<b>After Action Report</b>	Within 30 days of project completion	Prepare a report detailing project specifics, highlights, data, lessons learned and recommendations for next event.

The project schedule and response times set forth in this proposal are subject to change due to various conditions which are outside of the **PROPOSER'S** control, including but not limited to availability of hauling assets, evacuation orders, persistent extreme weather conditions, flooding, access/entry to the impacted area, and unsafe entry conditions.

## Managing and Monitoring Concurrent Debris Projects

Historically, Witt O'Brien's debris monitoring services project planning integrates simultaneously assembling hundreds of personnel on short notice for concurrent regional disasters and our confidence in how we quickly mobilize and effectively respond to the disasters. Our attention to planning involves multiple strategies and factors:

- **Central program management locations.** Program managers launch local staging areas near the impacted active areas, and with Witt O'Brien's executive team, convene initial meetings with project managers and debris monitoring teams; assigned project managers and debris monitoring staff disperse to active areas;
- **DebrisPro™ daily communication and coordination.** Project managers are charged with maintaining daily communication with the field supervisors; record and upload all vital data for real-time access by each client using **DebrisPro™**; regularly consult and coordinate meetings with each client and their respective debris removal contractors to ensure readiness;
- **Debris forecasting.** Run debris forecast models for each client designing our staffing, and mobilization plans around a "worst case scenario";
- **Activation, mobilization planning.** Based on debris forecast models run for each client and their locations, customize a project management plan and assign a regional manager for each client;
- **Pre-event recruiting.** Prior to hurricane season, advertise (print, radio, internet) for stand-by debris monitors and supervisors; maintain lists of potential employees according to location for addition to our call-down roster;
- **Network maintenance.** Hire, screen, train and deploy debris monitors and supervisors - we maintain contact with the best of them to assess their availability to serve on future projects; prior to each hurricane season, call ex-project personnel to determine their status and put those likely available on our call-down roster;
- **Contract employees.** Proven competent project managers, data analysts, supervisors and other personnel from past projects are often retained as part or full-time contracted staff;
- **Full time staff.** Retain a full-time staff of permanent, trained and experienced management and consulting personnel;
- **Cross training.** Continuously engage staff in our aggressive internal general training programs and certify our personnel are cross trained;
- **Mobile Command Posts.** Ensure our teams are operational particularly in the most severely damaged post-disaster areas; ensure our Mobile Command Posts, which serve as temporary headquarters and offices until facilities and utilities become available are ready to deploy on short notice;
- **Temporary staffing agencies.** When necessary participate in agreements with staffing agencies to ensure that in the unlikely event we are unable to mobilize adequate staff, we enact our contingency plan to quickly screen, process, hire and train hundreds of additional employees if needed;
- **Refined hiring and training programs.** Rapidly identify, screen, hire, train and deploy large numbers of personnel to multiple active locations; our many off site managerial resources also ensures that our project management teams have needed support and they can quickly and efficiently process new hires.

We have consistently demonstrated our ability to simultaneously execute, manage and adequately staff multiple large-scale debris monitoring projects with experienced, qualified managers and personnel.

Examples include:

- **Response to Hurricanes Harvey and Irma**
  - Activated more than 30 separate contracts in Florida and six in Texas. Trained, deployed and managed over 1,500 monitoring and supervisory personnel for these simultaneous projects.
- **Response to Hurricane Gustav**
  - Activated five separate contracts with Louisiana Department of Transportation and Development Districts, trained, deployed and managed over 1,600 monitoring and supervisory personnel and concurrently managed additional projects in Texas and Arkansas.
- **Response to Hurricanes Charley, Frances and Jeanne**
  - Managed multiple, simultaneous projects in Hardee, Charlotte, Hillsborough, Palm Beach, Lee and other counties in Florida.
- **Response to Massachusetts severe snow storm and tornado events**
  - Deployed over 700 personnel in 20 separate cities and towns in Western Massachusetts; managed over 100 field monitors after multiple tornadoes struck several counties in Central Massachusetts.

## References

The projects presented here are a representation of our ability to consistently and successfully support our clients and execute their projects on-time, on-budget and with their complete satisfaction.

### Reference No. 1

<b>Project Name/Type</b>	<b>City of Port Arthur, TX</b>
<b>Organization</b>	Armando Gutierrez, Public Works
<b>Contact Name &amp; Title</b>	
<b>Address</b>	444 4th Street, 4th Floor, Port Arthur, TX 77640
<b>Telephone</b>	409-983-8182
<b>Email</b>	armando.gutierrez@portarthurtx.gov
<b>Period of Performance</b>	August 2017
<b>Scope of Work Performed</b>	Witt O'Brien's provided debris monitoring and contract oversight for the City of Port Arthur. We monitored approximately 487,974 cubic yards of C&D debris plus E-Waste and White Goods.
<b>Cost of Project</b>	\$11,652,000.00

### Reference No. 2

<b>Project Name/Type</b>	<b>Orange County, FL</b>
<b>Organization</b>	Ralphetta Akers, Manager Fiscal and Operational Support
<b>Contact Name &amp; Title</b>	
<b>Address</b>	4200 S. John Young Pkwy, Orlando, FL 32839
<b>Telephone</b>	407-836-7900
<b>Email</b>	ralphetta.akers@ocfl.net
<b>Period of Performance</b>	October 2017 – March 2018
<b>Scope of Work Performed</b>	CAT A ROW Debris Monitoring and Removal Services
<b>Cost of Project</b>	\$1,200,000.00



### Reference No 3

<b>Project Name/Type</b>	<b>City of Edgewater, FL</b>
<b>Organization Contact Name &amp; Title</b>	Brenda Dewees, Director of Environmental Services
<b>Address</b>	409 Mango Tree Drive, Edgewater, FL 32132
<b>Telephone</b>	386-424-2400 ext. 4001
<b>Email</b>	bdewees@cityofedgewater.org
<b>Period of Performance</b>	September 2017
<b>Scope of Work Performed</b>	CAT A ROW Debris Monitoring and Removal Services
<b>Cost of Project</b>	\$180,000.00

### Reference No. 4

<b>Project Name/Type</b>	<b>Alachua County, FL</b>
<b>Organization Contact Name &amp; Title</b>	Sam Sullivan, Assistant Director of Solid Waste
<b>Address</b>	5620 N.W. 120th Lane, Gainesville, FL 32653
<b>Telephone</b>	352-213-4799
<b>Email</b>	rss@alachuacounty.com
<b>Period of Performance</b>	September 2017
<b>Scope of Work Performed</b>	CAT A ROW Debris Monitoring and Removal Services
<b>Cost of Project</b>	\$350,000.00

### Reference No. 5

<b>Project Name/Type</b>	<b>New Hanover County, NC</b>
<b>Organization Contact Name &amp; Title</b>	Kim Roane, Business Officer
<b>Address</b>	230 Government Center Drive, Wilmington, NC 28403
<b>Telephone</b>	910-798-4402
<b>Email</b>	kroane@nhcgov.com
<b>Period of Performance</b>	February 2014 – July 2014
<b>Scope of Work Performed</b>	Witt O'Brien's was contracted by New Hanover County in the aftermath of a severe winter storm of snow and ice (DR-4167) that struck Georgia, North Carolina, and South Carolina. We helped the County recover from the disaster by managing debris operations and developing FEMA Project Worksheets for Category A debris removal. We monitored approximately 126,000 CY of debris removal.
<b>Cost of Project</b>	\$135,000.00

Per requirements of the RFP, Witt O'Brien's is submitting the Price Proposal Form, any additional pricing not listed, and a statement that all costs are reasonable and customary in a **separate sealed envelope**.

# Appendix

Please see the items listed below on the following pages:

- Resumes
- Proposed Contract Exceptions
- Disaster Debris Monitor Training Manual
- Required Forms

## Resumes

Please see resumes of the following proposed key personnel for Witt O'Brien's on the following pages:

- Charles Bryant, Project Principal/Regional Manager
- Ryan Booth, Project Manager
- Curt Johnson, Operations Manager
- Chris Denney, Data Manager/Billing – Invoice Analyst
- Mike Burgeson, Field Supervisor
- Alexandra Hestilow, GIS Analyst
- Lynne Storz, FEMA Debris Specialist

## Qualification Profile

Charles Bryant is a highly qualified debris and emergency response specialist. His 35 years of experience in emergency response services, and 10 years of experience in debris monitoring and emergency management, include leading debris management operations in Louisiana, Georgia, New Jersey, and Texas. He is fully qualified and experienced in providing problem resolution assistance and coordination for FEMA Public Assistance (PA) Category A and B grant funding, and liaising with state agencies for public assistance grant funding and project development.

His expertise also includes serving as debris technical advisor providing technical assistance for development of FEMA project worksheets for Category A debris removal projects. He served as technical advisor for FEMA eligibility determinations providing contractor oversight of debris management site and monitoring operations. He was also subject matter expert for debris operations aiding in development, management and operations for wet debris removal for environmental protection agencies, has assisted local government applicants and private citizens with debris removal, and served as a private property demolition technical advisor.

Prior to joining Witt O'Brien's, Charles owned and operated C. Bryant, Inc., an emergency management consulting firm. He performed various contracted emergency management response and recovery planning services and provided technical assistance for local, state and federal governments. His primary areas of service were debris operations and planning, as well as private property debris removal program development. He also performed project management and development and oversaw the FEMA public assistance process. Charles is also certified in hazard analysis and mitigation. He has also designed Homeland Security Exercise and Evaluation Program (HSEEP) exercises, as well as instructional and educational services.

Charles is a national certified instructor for E202 National Debris Management Planning Course and is an Advanced Level ICS Instructor – E449 ICS Curricula. He served on the course development team for the 2007 and 2012 rewrites of the National Debris Course, E202.

Additionally, Charles is a senior adjunct instructor for the National Emergency Response and Rescue Training Center, a division of Texas A&M University. He teaches exercise design and facilitation for the Weapons of Mass Destruction (WMD) exercise program and hurricane exercise design.

Charles served 25 years with the Sulphur Fire Department (SFD) in the city of Sulphur, Louisiana. For 18 of those years, he was the fire chief and emergency manager. Charles was responsible for the overall management and coordination of the fire department. Part of his responsibilities entailed the development of organizational goals and objectives for the department. He also oversaw SFD's

### Areas of Expertise

Debris Management Operations; Disaster Recovery and Debris Specialist; Public Assistance; Grant Funding; Technical Advisor

### Registrations and Certifications

EMI NIMS Advanced Level ICS Curricula Train the Trainer E449, Certified Instructor

EMI E202 National Debris Management Planning Course, Certified Instructor

EMI National Debris Management, Training

FEMA Pilot Program Train the Trainer, Training

FEMA Hazardous Materials Contingency Planning, Training

FEMA Introduction to Emergency Management, Training

FEMA Liability Issues in Emergency Management, Training

National Fire Academy Fire Service Financial Management and Planning, Training

Hazardous Materials Tactical Considerations, Training

Hazardous Materials on Scene Coordinator, Training

Fire Department Insurance Rating, Training

### Education

Associate Fire Science Degree, Louisiana State University at Eunice

### Year Joined Witt O'Brien's

2014

budgetary and staffing concerns, and coordinated and developed the department's emergency management and response efforts.

## Relevant Project Experience

### Hurricane Harvey, Texas DR 4332 (2017-2018)

Served as Witt O'Brien's Regional Operations Manager for all Texas Debris Operations because of Hurricane Harvey. He is project manager for 6 concurrent client projects including Village of Jones Creek, City of West Columbia, Waller County, Clear Brook Municipal Utility District, City of West University Place, and City of Port Arthur TX.

### City of New Orleans Tornado (February 2017)

Senior Project Manager for tornado event, which occurred in New Orleans-East.

### Florida - Hurricane Hermine DR 4280

Technical Advisor, Logistics Support and Operational Support initially, and later as Project Manager in Tallahassee and Leon County, FL.

### Livingston Parish, LA Flood Event DR 4277

Technical Advisor, Logistics Support and Operations support in Livingston Parish, LA.

### Louisiana Flood Event DR 4263

Served as the State of Louisiana Public Assistance Debris Manager for Debris Operations, with the responsibility for overall coordination of debris operations for the State of Louisiana as technical advisor for Local Applicants, provided FEMA Liaison support and Problem Resolution.

### Georgia Severe Winter Storm Pax, DR-4165 (2014)

Served as a debris technical advisor and provided technical assistance to Columbia County, Georgia, for development of FEMA project worksheets for Category A debris removal. He also served as technical advisor for FEMA eligibility determinations, and provided contractor oversight of debris management site and monitoring operations.

Prior to joining Witt O'Brien's, Charles' project experience included:

### State of New Jersey, Hurricane Sandy, DR-4086 (2012-2013)

Served as a subject matter expert for debris operations after Hurricane Sandy. He worked as a technical advisor to the New Jersey Governor's Office of Recovery and Rebuilding and aided in development, management and operations for wet debris removal for the New Jersey Department of Environmental Protection. Charles also assisted local government applicants and private citizens with debris removal. He served as a private property demolition technical advisor and provided problem resolution assistance and coordination for Public Assistance Category A and B grant funding, while serving as liaison for state agencies for public assistance grant funding and project development.

### Hurricane Isaac for State of Louisiana, DR-4080 (2012)

After Hurricane Isaac pummeled Louisiana in 2012, Charles worked as technical advisor to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). He provided planning and operational support for recovery operations and served as subject matter expert for debris operations. Charles also provided technical assistance and operational support and problem resolution to all local applicants for right-of-way debris removal, private property debris removal and private property demolition. He also provided problem resolution assistance and coordination for Public Assistance Category A and B grant funding and developed and reviewed project worksheets.



### FEMA, AECOM (2011)

Charles was a technical assistance contractor who provided FEMA with technical assistance during the development of a debris management pilot program. In that capacity, he reviewed and assessed proposed policies and procedures. He served as the lead instructor for the delivery of the pilot program to state and local governments. He also served as a debris specialist and instructor for the National Debris Planning and Management Course, given to representatives from various local and state agencies. At the regional level, he performed a debris management plan review for FEMA Region X, which includes the states of Alaska, Idaho, Oregon and Washington. During the review, he developed the plan crosswalk and criteria for the plan's review. He also conducted reviews on more than 60 local debris management plans, including the Urban Area Security Initiative Plan for the Seattle, Washington area.

As a trainer, Charles served as a debris specialist and instructor for the National Debris Planning and Management Course, which is given to representatives from various local and state agencies. He also conducted debris management training for FEMA Region IX, training that was given to representatives from the Hawaiian state government and the government of Guam.

Charles served as a debris monitor and trainer for five months in Joplin, Missouri, following the EF5 tornado that destroyed much of the town in 2011.

### Louisiana Hurricanes Gustav and Ike, DR-1786; DR-1791 (2008 - 2009)

Charles was deputy debris manager responsible for overall coordination of debris operations for the State of Louisiana following hurricanes Ike and Gustav. His responsibilities included the coordination of debris removal, identification of staffing and monitoring levels as well as the establishment of a monitoring operations plan. Charles also developed and managed project worksheets and provided environmental and historical guidance for all debris operations.

### Cities of Houston and Galveston, TX, Texas A&M, Galveston (2008)

In the wake of Hurricane Ike, Charles provided technical assistance to the cities of Houston and Galveston, Texas and to the Texas A&M University Galveston Campus. He coordinated debris removal, developed and managed project worksheets and provided project oversight, as well as environmental and historical guidance for all debris operations.

### Louisiana Hurricanes Katrina and Rita, DR-1603; DR-1607 (2005)

In the wake of hurricanes Katrina and Rita, Charles served as the state of Louisiana's deputy debris planning manager, and was responsible for the overall coordination of the state's debris operations. He identified necessary staffing and monitoring levels, established a plan for monitoring operations, developed and managed project worksheets and provided environmental and historical guidance for all debris operations. Charles also provided oversight of projects and supervised structural demolition activities and private property debris removal throughout the state. He coordinated and developed planning strategies and operational objectives, as they related to debris removal.

### Baltimore Metropolitan Council (2014)

Charles developed the Baltimore Metropolitan Council's first debris removal operations and coordination specific Homeland Security Exercise and Evaluation Program (HSEEP)-compliant exercise. The exercise allowed the regional planning body — which includes the City of Baltimore as well as Ann Arundel, Baltimore, Harford and Howard counties — to evaluate multi-jurisdictional efforts to recover from a major incident.

## Qualification Profile

Ryan Booth has 8 years of experience as a Debris Management Specialist. He has held many central positions in debris monitoring projects, including recent efforts managing operations for the City of Sanibel, Hardee County, City of Bradenton, City of Palmetto, City of Ocala, Marion County, City of Gainesville, Alachua County in 2017-2018. City of Tallahassee, New Hanover County, NC, and Wayne County, NC resulting from Hurricanes Hermine and Matthew in 2016.

He was the Project Manager of Hurricane Isaac debris monitoring projects in Louisiana, where he managed crews that monitored private property debris removal programs involving rights of entry and hold harmless agreements with residents, structure demolitions, and removal of debris for parish waterways; he ensured debris removal contractors adhered to all laws and regulations. The storm's cleanup involved three parishes and four cities, totaling more than \$2 million in removal costs for more than 230,000 cubic yards of debris. He was on our team that was on the ground within hours of the event, providing preliminary damage assessments, hiring and training residents, and ensuring that all federal, state, and local requirements were adhered to during the removal process.

Ryan's effective management has provided safe debris monitoring operations and he has managed multiple simultaneous projects, such as the Massachusetts storms and tornadoes, where he was a project manager with the Massachusetts Emergency Management Agency managing several debris projects in 20 cities and towns in western Massachusetts.

He served as a division supervisor for Mobile and Escambia Counties in Alabama on the BP Deepwater Horizon Oil Spill response project, where he coordinated cleanup efforts with the state and local municipalities. Ryan taught boom deployment strategies to response staff and was instrumental in overseeing more than 1 million feet of boom being deployed throughout the region. He also implemented safety, health, and security procedures and requirements.

Ryan worked at the Naval Air Station Pensacola in Florida, overseeing the decontamination station for the US Coast Guard ships at the naval base's shipyard during the cleanup, and as a member of the Rapid Strike Force Response Team, where he oversaw all first-response vessels that responded to and investigated oil contaminated areas. He oversaw the beach cleanup in Escambia County, utilizing innovative oil removal machinery such as the E5 and E7 oil removal filters. This machinery could be programmed to sift and clean oil out of the beaches as deep as six feet. At the height of the response, Ryan coordinated the work of more than 750 beach tech workers.

### Areas of Expertise

Debris management, project management

### Registrations and Certifications

FEMA IS-100, IS-200, IS-230, IS-235, IS-240, ISO-254, IS-300, IS-400, IS-700, IS-703, IS-704

Hazardous Materials Emergency Response Training (HAZWOPER 40-Hour)

Occupational Safety and Health Administration (OSHA) Training (30-Hour)

Hazardous Communications Training

American Red Cross First Aid & CPR Certified

HSC Basic Plus Safety Course

Transportation Security Administration  
Transportation Worker Identification  
(TWIC) Card

Confined Space Attendant

Firewatch Attendant

Breathing Air Bottleneck Attendant

### Education

Bachelor of Arts, Business, University of Alabama

Associate of Science, Faulkner State  
Community College

Year Joined Witt O'Brien's  
2011

### Base Location

Houston, Texas

## Relevant Project Experience

### Florida - Hurricane Irma (2017 - 2018)

Ryan served as Project Manager for City of Sanibel, Hardee County, City of Bradenton, City of Palmetto, City of Ocala, Marion County, City of Gainesville and Alachua County after Hurricane Irma affected the entire state. He facilitated staffing for the debris operations and that staff were fully trained. He managed and ensured all contractual obligations were met for these clients, advised clients on FEMA policy, and ensured that they met all FEMA guidelines to maximize reimbursement.

### Florida, Georgia, South Carolina and North Carolina Hurricanes (2016- 2017)

Ryan has served in a Project Manager position for coordinating Witt O'Brien's response on the recovery efforts in the City of Tallahassee, New Hanover County, NC, and Wayne County, NC from Hurricanes Hermine and Matthew that impacted the Southeast in 2016. He helped to ensure debris operations were staffed, trained and that all our contractual obligations were being met to the satisfaction of our clients and all efforts were coordinated with state and FEMA appropriately.

### Livingston Parish, Louisiana (October 2015- December 2015)

Ryan oversaw the removal of waterway debris in Livingston Parish, Louisiana. Over 10,000 cubic yards were removed from over 80 miles of shoreline. Since the debris was scattered in many locations, he worked with contractors and developed efficient methods to remove and transport the debris to FEMA-approved locations. The project was finished ahead of schedule and under budget.

### US Department of Agriculture (June 2015- July 2015)

Ryan was part of the USDA's response team for the Avian Influenza outbreaks. He oversaw the composting efforts of infected turkeys and chickens. He helped develop the method that USDA used to compost all remains and ensure that the virus naturally decomposed and did not spread to other farms. He also worked with experts and veterinarians to make sure the process was effective and could be duplicated on a large scale.

### New Hanover County, North Carolina (March 2014- May 2014)

As the Project Manager, Ryan was one of the initial first responders into the State. He was responsible for collecting more than 100,000 cubic yards of debris. He also hired and trained all monitors. This project utilized hand-held tablets and printers.

### St. Bernard Parish, Louisiana (2012- 2013)

Ryan was part of the initial response team that was on the ground with two mobile command units ready to begin preliminary assessments within hours of "all clear" being sounded after Hurricane Isaac. He hired and trained local residents to fill monitoring positions, ensured adherence to federal, state, and local requirements, and monitored and managed public and private property debris removal, as well as waterway removal and private structure demolitions.

### The City of Springfield, Massachusetts (June 2011 – December 2011)

Ryan was the Project Manager for 2 debris monitoring projects in western Massachusetts in response to a severe tornado and snowstorm. He led planning and coordination between clients, FEMA and contractors. Storm cleanup totaled 41,792 tickets and 1,726,420 cubic yards of debris; the storm created 96,696 hanging limbs and left 4,093 leaning trees, for a total cost of \$74,769,145.

### BP Deepwater Horizon Oil Spill (April 2010- April 2011)

Ryan implemented safety, health, and security procedures and requirements as part of the response to the BP Deepwater Horizon Oil Spill. He managed response teams for cleanup efforts, and purchased/leased equipment — ATVs, absorbent boom, personal protective equipment, boats, trucks, etc. — to enhance the cleanup effort, as well as taught booming strategies to personnel. He also conducted weekly safety training for responders and coordinated efforts with local municipalities and communities. He collected and submitted samples for analysis and investigated and managed cleanup of oil-contaminated areas. Additionally, Ryan conducted incident investigation on injuries, illnesses and near misses. He implemented hurricane preparedness plans, and ensured compliance with Federal and State air quality, water quality, and waste regulations, in addition to OSHA and US Coast Guard regulations.

## Qualification Profile

Curt Johnson is responsible for debris monitoring and removal projects in response to major disasters. Curt was the Assistant Project Manager in New Hanover County, North Carolina supervising the debris removal operations following a severe winter ice storm. He also served as Assistant Project Manager for the State of Louisiana during Hurricane Isaac, and for the State of New Jersey's Hurricane Sandy debris monitoring projects.

### Areas of Expertise

Disaster recovery, debris specialist, and staff management

### Year Joined Witt O'Brien's

2014

### Base Location

Slidell, Louisiana

He has the proven ability to produce quickly under pressure, without sacrificing quality and using his full range of managerial and leadership skills. Curt works to coach, train, and develop staff to their full potential. To-date, he has overseen thousands of cubic yards of various types of debris.

Prior to joining Witt O'Brien's, Curt worked in environments where he appropriately and efficiently developed schedules, created reports, hired and trained staff, managed contracts, and worked with diverse groups of people.

Curt also served in the US Coast Guard.

## Relevant Project Experience

### New Hanover County, North Carolina, DR-4167 (2014)

Curt managed the debris removal effort in New Hanover County, North Carolina in response to severe winter storms, and overseeing debris removal operations of close to 100,000 cubic yards of vegetative debris.

### State of New Jersey, DR-4086 (2012 – 2013)

Curt served as Assistant Project Manager in the overall debris monitoring operations for the Borough of Union Beach, New Jersey during Hurricane Sandy recovery efforts.

### St. Bernard Parish, Louisiana, DR-4080 (2012)

Curt served as Assistant Project Manager responsible for the debris monitoring operations for St. Bernard Parish, Louisiana in the recovery from Hurricane Isaac.

### Plains All American Pipeline (2015)

Curt was a Division Supervisor for Witt O'Brien's, overseeing all oil cleanup efforts by contractors for the oil spill in Santa Barbara, California.



## Qualification Profile

Chris Denney has 11 years of experience in debris monitoring, and data management, and thoroughly trained in monitoring processes, procedures and best practices. Chris began his recovery services career as a field monitor during the recovery efforts of Hurricane Katrina in 2005 for St. Tammany Parish, Louisiana, and he now serves as a disaster recovery data manager.

He led the electronic ticketing process from its inception, which involves determining cubic yard estimations, managing upwards of 3,000 tickets, and 20,000 cubic yards daily as a data manager on large-scale projects. He worked as a roving monitor and supervisor across five parishes in Louisiana, after Hurricane Isaac in Louisiana, and led the handheld ticketing project using Motorola MC-75 equipment. While there, he was also the assistant data manager remotely for Lavallette, New Jersey, following Super Storm Sandy.

Chris also has three years of experience providing technical assistance, and financial reconciliation with logistical and operational coordination of disaster recovery for projects like the State of Georgia after the severe winter ice storm in February 2014.

Chris has direct field experience with assigning and mobilizing large numbers of monitors and debris trucks on high priority projects.

## Relevant Project Experience

### Livingston Parish, Louisiana (2016 – Present)

Chris served as the Data Manager for debris recovery efforts from Hurricane Isaac. His responsibilities included reconciliation of the removal of more than 10,000 cubic yards of approved debris, including white goods and vessels, valued at more than \$600,000 in removal costs.

### Hurricanes Matthew in Florida (2016 –2017)

Chris served as data manager on Witt O'Brien's response and reporting team on the recovery efforts from Hurricanes Hermine and Matthew that impacted the Southeast in 2016.

### Plains All-American Refugio Incident (June 2015 – November 2015)

During the spill, Chris operated the badging system to ensure safety and security of the incident. He was responsible for producing ICS-211 and ICS-205A documentation. After the incident, he assisted with electronic documentation of the incident.

### Columbia County, Georgia, Severe Winter Storm EM-3368), Data Manager (February 2014 - May 2014)

Chris was data manager, monitoring debris removal and cleanup following winter storms that crippled the area. He implemented handheld ticketing for debris removal and managed ticket and volume data.

#### Areas of Expertise

Debris monitoring, financial reconciliation, and data management

#### Registrations and Certifications

Occupational Safety and Health Association (OSHA) Training Certified

First Aid & CPR

#### Year Joined Witt O'Brien's

2012

#### Base Location

Brea, CA

### St. Bernard Parish, Louisiana, Debris Monitoring (2012 –2013)

Chris was responsible for mobilizing Witt O'Brien's team members for private property debris removal (PPDR). He also trained and implemented the use of handheld devices used for electronic ticketing.

### Louisiana Hurricane Isaac, Debris Technical Advisor (2012 –2013)

Chris mobilized Witt O'Brien's team members for private property debris removal (PPDR) after Hurricane Isaac devastated the area, leaving large amounts of hazardous storm debris strewn throughout several parishes. Trained and implemented handheld devices used for electronic ticketing.

### Louisiana Hurricane Katrina (DR-1603), Recovery Services (October 2005 – December 2005)

Chris worked as a contracted field monitor during the recovery efforts of Hurricane Katrina for The Shaw Group (now CB&I) in St. Tammany Parish, Louisiana.

### Relevant Project Experience

- Hurricanes Hermine and Matthew in Florida
- Hurricane Isaac, Livingston Parish, Louisiana
- Winter Storm Pax, Columbia County, Georgia
- Hurricane Katrina, St. Tammany Parish, Louisiana
- Hurricane Sandy, State of New Jersey

## Qualification Profile

Mike Burgeson is a debris supervisor for Witt O'Brien's having worked on monitoring projects in Florida and Georgia following Hurricanes Matthew and Hermine in 2016. Prior to joining Witt O'Brien's, Burgeson worked for Solid Resource, Inc., monitoring debris following a severe ice storm in Tulsa, Oklahoma in 2007.

## Relevant Work Experience

- Witt O'Brien's, 2016-present, Hurricanes Matthew and Hermine
- Project Manager DR-4280
- Operations Manager DR-4280
- Field Supervisor DR-4284
- Solid Resources, Inc., Tulsa, OK, 2008-2009
- Field Supervisor DR-1786
- Project Coordinator DR-1786
- Debris Monitor, Tulsa Ice Storm

### Areas of Expertise

Disaster monitoring and management

### Registrations and Certifications

None

### Education

Associates Degree, Health and Human Performance, Applied Sciences, Tulsa Community College, 2010

### Year Joined Witt O'Brien's

2016

## Qualification Profile

Alexandra Hestilow is a GIS specialist with Witt O'Brien's, and has over five years' experience in geographic mapping and data compilation. She is proficient with multiple types of GIS software, including ArcGIS and ERSI ArcSDE 10.4.1.

Alexandra currently supports a full suite of GIS services related to oil spill contingency planning, response and recovery. She also supports the development of facility response plans, regional response plans, spill prevention, control, and countermeasure plans, oil spill response plans, storm water pollution prevention plans, and recovery. She is the GIS support for the preparation and conducting of Oil Spill Drills and exercises, as well as managing the Common Operating Picture / Platform during events. Alexandra creates Oil Spill Trajectories, Environmentally Sensitivity maps, and can also help manage debris tickets with web applications.

Prior to joining Witt O'Brien's, Alexandra was a GIS specialist for the Hess Corporation where she worked with land negotiators by mapping areas of interest and leases in Ohio and California. She helped speculators determine what parts of the Appalachian Basin showed potential for natural gas exploration. She also assisted Hess' subsurface department with identifying desirable drilling locations by using their information and calculations to create specific map themes. Alexandra digitized information for gas leases in the Utica shale formation, uploaded it into ArcGIS, and mapped offshore oil leases in the Gulf of Mexico, as well as in some of Hess' international holdings, like Australia, Ghana and Indonesia. She maintained and updated reliable data in ArcGIS for all wells, well pads and pooling units.

Alexandra served as a GIS analyst for the Houston Airport System in Houston, Texas, where she combined AutoCAD files, surveys and paper maps to create a map laying out all of the utilities at Houston's two airports -- Houston George Bush Intercontinental and Houston Hobby. She also worked with surveyors to determine utility needs for existing and proposed structures; served as the airport system's point of contact for all commercial development; helped update the floor plans of both airports, and created and facilitated training materials and seminars for co-workers.

She also served as a GIS specialist for Landworks Inc., where she provided land asset management and GIS solutions for a variety of industries, including oil and gas exploration firms like Apache and Anadarko. Alexandra helped the companies map leases, wells and rights of way, as well as overseeing contracts and working and royalty interests.

## Relevant Experience

### GIS Analyst, Witt O'Brien's, Houston, Texas (2016 - Present)

Alexandra is currently a GIS Analyst for Witt O'Brien's where she helps provide a full suite of GIS services related to oil spill contingency planning, response and recovery. She also supports the development of facility response plans, regional response plans, spill prevention, control, and countermeasure plans, oil

### Areas of Expertise

GIS

### Software

ArcGIS, Arc Catalog, ERSI ArcSDE 10.4.1, MS Access, MS Office, ASA Oil Map, Adios, Aloha, Hazus

### Registrations and Certifications

ICS – 100, ICS – 200, ICS – 300

### Education

Master of Science in Geographic Information Systems, Sam Houston State University, Huntsville, Texas

Bachelor of Arts in Geography, Texas Tech University, Lubbock Texas

### Year Joined Witt O'Brien's

2016

### Base Location

Houston, Texas

spill response plans, storm water pollution prevention plans, and recovery. She is the GIS support for the preparation and conducting of Oil Spill Drills and exercises, as well as managing the Common Operating Picture / Platform during events. She creates Oil Spill Trajectories, Environmentally Sensitivity maps, and can also help manage debris tickets with web applications.

### GIS Specialist, Hess Corporation, Houston, Texas (2011 - 2016)

Alexandra was a GIS specialist for the Hess Corporation where she worked with land negotiators by mapping areas of interest and leases in Ohio and California. She helped speculators determine what parts of the Appalachian Basin showed potential for natural gas exploration.

She also assisted Hess' subsurface department with identifying desirable drilling locations by using their information and calculations to create specific map themes. Alexandra digitized information for gas leases in the Utica shale formation, and uploaded it into ArcGIS.

Alexandra also mapped offshore oil leases in the Gulf of Mexico, as well as in some of Hess' international holdings, like Australia, Ghana and Indonesia. She maintained and updated reliable data in ArcGIS for all wells, well pads and pooling units.

### GIS Analyst, Houston Airport System, Houston, Texas (2008 - 2011)

Alexandra served as a GIS analyst for the Houston Airport System in Houston, Texas. She combined AutoCAD files, surveys and paper maps to create a map laying out all of the utilities at Houston's two airports -- Houston George Bush Intercontinental and Houston Hobby.

She also worked with surveyors to determine utility needs for existing and proposed structures and served as the airport system's point of contact for all commercial development. She helped update the floor plans of both airports and created and facilitated training materials and seminars for co-workers.

### GIS Specialist, Landworks Inc., Houston, Texas (May 2008 - November 2008)

Alexandra served as a GIS specialist for Landworks Inc. where she provided land asset management and GIS solutions for a variety of industries, including oil and gas exploration firms like Apache and Anadarko. She helped the companies map leases, wells and rights of way, as well as overseeing contracts and working and royalty interests.



## Qualification Profile

Lynne Storz has thirteen years of experience in FEMA programs and disaster recovery operations. Her experience includes managing disaster debris monitoring operations, acting as a State Agency Liaison for the State of New Jersey, providing statewide planning and training on FEMA debris regulations, preliminary damage assessments, and providing technical assistance for project closeouts to local and state agencies.

Lynne currently serves as a consultant responsible for managing disaster debris monitoring operations, providing direction and oversight to field staff and coordinating with the private sector and local government. She also provides technical assistance to local and state governments relevant to the FEMA Public Assistance Program reimbursement process. Lynne provides planning expertise in the development of disaster debris management plans for state and local governments.

Prior to joining Witt O'Brien's,

Lynne managed an 11 city recycling program for the county of Washington in Oregon, where she developed and implemented waste reduction, curbside, yard debris, multi-family and commercial recycling programs for more than 400,000 area residents.

## Relevant Project Experience

### Debris Management Planning – Various Clients (2007 – Present)

Lynn was responsible for developing disaster debris management plans based upon individual client requirements. Each plan is prepared after consultation with the client and the participating departments that are involved in the debris removal project. Planning efforts typically involve discussion with outside agencies (state and federal governments and/or agencies) and private entities, as required, and discussion and coordination with the internal departments ranging from public works, solid waste, transportation, planning, GIS, finance/accounting (grants management) to environmental resources and historic preservation. Plan development has been performed for the following local, state, and tribal governments: Seminole Tribe of Florida; State of Maine; City of Fernandina Beach Florida; Broward Health Hospital; City of North Miami Florida; Cooper City Florida; Town of Davie Florida; Florida Department of Transportation

### New Jersey Office of Emergency Management (2012 –2014)

Lynn worked with 25 New Jersey state agencies, primarily the New Jersey Department of Transportation (NJDOT), providing technical assistance to the agencies in the FEMA Public Assistance (PA) program following Hurricane Sandy. She provided technical assistance – including Project Worksheets (PW)

### Areas of Expertise

Project management, debris operations, planning, training, preliminary damage assessments, grant management

### Registrations and Certifications

FEMA IS-001, IS-003, IS-026, IS-100, IS-120, IS-130, IS-200, IS-253, IS-393, IS-403, IS-546, IS-547, IS-548, IS-559, IS-630, IS-631, IS-632, IS-700, IS-800, IS-801, IS-802, IS-803, IS-804, IS-805, IS-806, IS-807, IS-808, IS-809, IS-810, IS-811, IS-812, IS-813, IS-814

FEMA Classroom Training: G-318 (Mitigation Planning), NIMS ICS 300 (Intermediate ICS for Expanding Incidents), NIMS ICS 400 (Advanced ICS)

### Education

Bachelor of Science, Sociology, Portland State University

Master of Urban and Regional Planning, Portland State University

### Year Join Witt O'Brien's

2004

### Base Location

Fort Lauderdale, Florida

formulation, reimbursement requests, time extensions, and quarterly reports – for NJDOT’s approximately \$30 million in PS claims.

### Lafourche Parish, Louisiana (August 2012 – October 2012)

Lynne provided oversight of debris monitoring operations for Lafourche Parish, Louisiana during the recovery efforts from Hurricane Isaac in 2012. She also provided the Parish with technical assistance with the FEMA PA Program and was responsible for ensuring compliance with Louisiana Department of Environmental Quality reporting requirements.

### Florida Department of Transportation (FDOT) (2007 – 2013)

As a Senior Consultant and Project Manager, Lynne provided long-term disaster recovery, emergency management, and planning expertise to the Florida DOT. She provided technical assistance and planning to local governments in the areas of FEMA PA and FHWA Emergency Relief programs. In this role, she served as Public Assistance Coordinator (PAC) for the FDOT and oversaw project closeout, appeals and project worksheet formulation. Lynne assisted in securing approximately \$100 million in grant reimbursement for the FDOT, assisting more than 80 local governments with preparing documents for Detailed Damage Inspection Reports (DDIR), which were submitted to the FHWA for reimbursement. Lynne also managed the development of FDOT’s statewide debris management plan, which was approved by FEMA Region IV and also developed seven district Debris Operations Plans, as well as the development and delivery of training on the implementation of those plans. Lynne also assisted in the development of FEMA PA and FHWA Emergency Relief training, which was delivered to more than 2,000 local government personnel in Florida.

### State of New Jersey (2011)

Lynne assisted the State of New Jersey in the response to Hurricane Irene and performed preliminary damage assessments.

### Washington County, Oregon (1991 – 2002)

As the Solid Waste Management Coordinator, Lynne managed a 11 city recycling program, developed and implemented waste reduction, curbside, yard debris, multi-family and commercial recycling programs for more than 400,000 area residents. Her fields of expertise include program administration and management, program planning, facility capacity (landfill/materials recovery) planning, public policy development, program development and implementation, ordinance development, rate regulation, and franchise negotiation.

## Proposed Contract Exceptions

If awarded the contract, Witt O'Brien's kindly asks City of Gainesville to take the following contract exceptions into consideration.

### Exceptions to RFP Terms

10. Contract Terms – Contractor's contract will include the following terms and conditions:

(A) Indemnification. The Contractor shall agree to indemnify and save harmless the City, its officers, agents, and employees, from and against ~~any and all~~ liability, claims, demands, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including reasonable attorney's fees for trial and on appeal, ~~of any kind and nature to the extent arising of or growing out of or in any way connected with the performance of the contract whether by an~~ act or omission or sole negligence of the Contractor, its agents, servants, employees or subcontractors in the performance of this contract. ~~others, or because of or due to the mere existence of the Contract between the parties.~~ Each party expressly waives and releases the other Party and its subcontractors from, and against, any and all punitive, indirect, special, exemplary and consequential damages of any kind, including without limitation, lost profits or loss of use, regardless of the cause or legal theory of recovery, including negligence, gross negligence or willful misconduct of the Party being released.

(B) Insurance. Contractor shall provide proof of insurance in an amount as noted below:

Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.

Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence ~~(combined single limit for bodily injury and property damage).~~ (Witt O'Brien's can provide Commercial General Liability which includes the following coverage and limits: bodily injury and property damages coverage with a minimum of \$1,000,000 per occurrence, and an aggregate limit of \$2,000,000).

The City shall be an additional insured on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the City as additional insured (Policies carry a blanket endorsement per written contract).

Automobile Liability Insurance covering owned, non-owned, leased and hired vehicles combined single limit (each accident) of \$1,000,000. ~~Property Damage \$500,000 per occurrence (combined single limit for bodily injury and property damage).~~

The Contractor shall furnish the City a certificate of insurance in a form acceptable to the City for the insurance required. ~~Such certificate or an endorsement provided by the~~ Contractor shall use its best efforts to give must state that the City ~~will be given~~ thirty (30) days' written notice (except the City will accept ten (10) days written notice for non-payment) prior to cancellation or material change in coverage.

(C) Payment and Performance Bond. Contractor shall, upon ~~notice to proceed award of contract~~, provide the City with a Payment and Performance Bond in the form and manner set forth in Section 255,05, Florida Statutes, guaranteeing the performance of the work under this contract and the payment of all subcontractors, suppliers, and sub- subcontractors. For purposes of the Agreement, the contract price shall be deemed to be \$250,000.00.

(J) TERMINATION FOR CAUSE.

Add Contractor's right to terminate contract for default of the City:

If, through any cause, the City shall fail to fulfill in a timely and proper manner its obligations under this contract, including but not limited to timely payment of invoices, the Contractor shall thereupon have the right to terminate the contract, without prejudice to any other rights or claims which it may have under this Agreement, upon providing prior written notice to City and at least ten (10) days opportunity to cure such breach. In any event, the City shall pay all fees due and expenses incurred for Services rendered through the date of termination.

Termination for convenience. The agreement may be terminated by City and Contractor without cause upon 30 days prior written notice to the other party. In the event of termination, the Contractor will be compensated for services rendered up to and including the day of termination.

FORCE MAJEURE. Neither Party shall be responsible for any delay or failure in performance, other than the obligation to make payments for work previously performed, to the extent that such delay or failure was caused by a force majeure event including Act of God, war, civil disturbance, governmental action, labor dispute unrelated to and without fault or negligence of the Party claiming the force majeure event, computer virus, or denial of access to the site or any other event beyond the reasonable control of the claiming Party. Performance under this Agreement shall resume promptly once the cause of delay or failure ceases. Response times are not guaranteed and are subject to various conditions which are outside of Contractor's control, including but not limited to availability of hauling assets, evacuation orders, persistent or extreme weather conditions, flooding, unsafe entry conditions or impossibility or delay of entry.

## Disaster Debris Monitoring Training Manual

Please see Witt O'Brien's Disaster Debris Monitoring Training Manual on the following pages.

WITT | O'BRIEN'S

Disaster Debris  
Monitor Training



## Debris Monitor Training Manual

### Section 1. What is debris monitoring?

**Debris removal** is the clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles and personal property. For debris removal costs to be eligible for reimbursement the debris must be a direct result of the disaster and the work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety;
- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure the economic recovery of the affected community to the benefit of the community-at-large.

**Debris monitoring** is the process of ensuring the disaster-related debris removal operations are conducted in accordance with the funding agencies requirements (the Federal Emergency Management Agency (FEMA) and the Federal Highways Administration (FHWA)). The debris monitoring operations are meant to ensure that the removal contractor is performing the scope of work (as defined by their contract) and to document the debris removal operations.

The primary role of debris monitors is not to function as the debris police, but simply to confirm debris eligibility by documenting the location of the debris (**field monitors**) and the volume of debris collected (**tower/debris management site monitors**). Monitoring includes:

- Certifying the volumetric capacity of the debris removal trucks and trailers;
- Accurately, completely and legibly complete load tickets;
- Physically controlling every single load ticket;
- Verifying that the debris is being removed from eligible locations (public right-of-ways adjacent to improved property);
- Verifying that all debris removed is eligible (the debris must be a direct result of the disaster that poses an immediate threat to lives, public health and safety and cannot be removed from private property);
- Correctly identifying the type of debris (vegetative, construction and demolition (C&D), mixed, hazardous and electronic waste);
- Determining the actual volume (not measured truck volume) of debris taken to a Debris Management Site (DMS) or the final disposal location (such as a landfill);
- Ensure that mixed debris types are not placed in a single truck;
- Maintain communication with debris contractor (driver of the truck you are monitoring)
- Measure and validate all hazardous trees (leaners), hazardous hanging limb (hangers) and hazardous stumps;
- Total and accurate completion of the required documentation (load tickets, load ticket journals, damage/incident reports, etc.);
- Identification of pickup location (FEMA versus FHWA roadways);
- Ensure that debris is safely and properly loaded for transport;

- Documenting and reporting all damages to private property and structures;
- Insure that all debris is removed from the truck at the Debris Management Site; and
- Providing all required paperwork to supervisor on a daily basis;
- Remain courteous, respectful, and professional at all times with residents, contractors, FEMA, or City/County officials and fellow Witt-O'Brien's employees.

## **Section 2. How is debris monitoring accomplished?**

Disaster debris monitoring is comprised of three steps which are completed for each phase of the debris removal and disposal operation (cut/toss for right-of-way clearance, removal of dangerous limbs (hangers), stumps and leaning trees, curbside debris removal, debris reduction and haul-out to final disposal site).

The first step is field monitoring stage, where the actual curbside removal of eligible debris is verified and documented through the use of load tickets. The second step is tower monitoring stage, where the estimation of the actual volume of debris delivered to the Debris Management Site (DMS) or the final disposal site is accomplished and the load tickets are completed. The third step is the final haul-out stage, where the measurement and documentation (using load tickets) of the volume of reduced debris (mulch) or ash that is taken to the final disposal site (such as an approved landfill).

The debris removal operation is conducted in repetitive phases called passes. Each pass is completed when all roadways have been cleared of debris for the first time. Then, as residents continue to place additional debris of the public right-of-way, a second pass of the debris removal equipment is conducted on each roadway. Depending on the severity of the disaster and the quantity of debris, a third pass may also be necessary.

### **The Debris Monitoring Process Simplified:**

- A. The debris removal trucks and equipment are certified for documentation purposes
- B. The debris locations are separated into debris zones
- C. The removal crews and their monitors are assigned to specific locations within each debris zone
- D. The debris is loaded while the monitor observes
- E. The debris load is checked by the monitor for safety during transport
- F. The load ticket is completed and the last copy kept by the monitor
- G. The remaining copies of the load ticket are given to the driver
- H. The field monitor completes the log and maps the debris removal progress
- I. The driver proceeds to the DMS or the final disposal site
- J. The driver gives the load ticket to the DMS ground monitor at the tower
- K. The DMS tower monitor determines the actual volume hauled (volume or percentage based)

- L. The DMS ground monitor inspects the load ticket for accuracy and takes action if it is incorrect
- M. The DMS ground monitor completes the bottom of the load ticket and gives a copy to the driver
- N. The DMS monitors complete the log
- O. The driver empties the hauled debris
- P. The truck is checked to verify that all debris has been removed
- Q. The truck returns to the collection site to start the process again

### **Section 3. Truck and equipment certifications**

The first step in disaster debris monitoring is to accurately certify the volumetric capacity of the debris removal trucks and/or trailers and completing a truck certification form. The first step in the certification process is to review, verify and document the driver's/vehicle documents such as driver's license, current registration and insurance coverage. A safety check of the vehicle is also performed to insure that all local, state and federal safety standards are being complied with.

The measurements of the overall dimensions of the bed are recorded to obtain the gross capacity. Then the measurements of all deductions such as the cut-out (for loading boom) and the doghouse (hydraulic lift for dump trucks) are taken and their volume calculated. The deduction volume is subtracted from the gross capacity to determine the certified net capacity. Sometimes a sketch is drawn to identify the measured sections of the truck. All measurements and calculations must be completely accurate in order for the correct volumetric capacity of the debris removal equipment to be calculated. Any debris removal equipment that does not actually haul debris to the Debris Management Site or directly to a certified landfill is required to have all certification process steps completed with the exception of the calculation of volumetric capacity.

After the truck certification form has been completed, an adhesive-backed vinyl placard identifying the truck and its certified capacity is attached to the driver's side of the truck's bed as closely as possible to the driver's door. Photographs of the entire side view (at a minimum) of the debris removal equipment are required to be attached to the certification form. Specific and detailed training will be given to any monitors that are selected to assist in the certification process

## PLACARD ON TRUCK

## PLACARD ON EXCAVATOR



Trucks and/or trailers may need to be periodically re-checked to insure that the certified volumetric capacity has not been altered during the debris removal operations (sideboards missing, bed alterations).

All aspects of the certification process must follow the currently approved FEMA requirements. The certification of debris removal equipment requires specialized training to understand the methodology by which the volumetric capacity is measured and determined. Any monitors that are utilized for the certification process will receive additional training which is beyond the scope of this introductory debris monitoring course.

### EXAMPLE OF TRUCK CERTIFICATION FORM:

WITT   O'BRIEN'S																																							
TRUCK MEASUREMENT CERTIFICATION FORM																																							
Truck No. _____		Cubic Yard Capacity: _____																																					
Primary Hauling Contractor: _____																																							
Subcontractor: _____																																							
Truck Owner: _____																																							
Truck Owner Phone Number: _____																																							
Truck Tag No. and State: _____																																							
Truck Driver Name: _____																																							
Driver's License No. and State: _____																																							
Description (Circle One):																																							
Self Loading Truck																																							
Trailer																																							
Dump Truck																																							
Bucket Truck																																							
Other: _____																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <caption>inches to Decimal Feet Conversion Chart</caption> <thead> <tr> <th>Inches</th> <th>Decimal</th> <th>Inches</th> <th>Decimal</th> </tr> </thead> <tbody> <tr><td>1/4</td><td>0.250</td><td>7</td><td>0.281</td></tr> <tr><td>1/2</td><td>0.500</td><td>8</td><td>0.313</td></tr> <tr><td>3/4</td><td>0.750</td><td>9</td><td>0.375</td></tr> <tr><td>1</td><td>1.000</td><td>10</td><td>0.438</td></tr> <tr><td>1 1/4</td><td>1.250</td><td>11</td><td>0.500</td></tr> <tr><td>1 1/2</td><td>1.500</td><td>12</td><td>1.000</td></tr> </tbody> </table>												Inches	Decimal	Inches	Decimal	1/4	0.250	7	0.281	1/2	0.500	8	0.313	3/4	0.750	9	0.375	1	1.000	10	0.438	1 1/4	1.250	11	0.500	1 1/2	1.500	12	1.000
Inches	Decimal	Inches	Decimal																																				
1/4	0.250	7	0.281																																				
1/2	0.500	8	0.313																																				
3/4	0.750	9	0.375																																				
1	1.000	10	0.438																																				
1 1/4	1.250	11	0.500																																				
1 1/2	1.500	12	1.000																																				
Comments (describe any unusual cuts or configurations): _____																																							
Main Box - All Measurements in Decimal Feet																																							
Figure Type	Length	X	Width	X	Height	Equals	Subtotal Cubic Feet	Divided By	Equals	Subtotal Cubic Yards	Add All Rows Gross Capacity																												
		X		X		=		27	=																														
		X		X		=		27	=																														
		X		X		=		27	=																														
		X		X		=		27	=																														
Deductions - All Measurements in Decimal Feet																																							
Figure Type	Length	X	Width	X	Height	Equals	Subtotal Cubic Feet	Divided By	Equals	Subtotal Cubic Yards	Add All Rows Total Deductions																												
		X		X		=		27	=																														
		X		X		=		27	=																														
		X		X		=		27	=																														
		X		X		=		27	=																														
										NET CAPACITY (cubic yards)																													
Certified By (Print Name and Badge No.): _____						Signature: _____			Date: _____																														
Subcontractor (Print Name): _____						Signature: _____			Date: _____																														
Primary Contractor (Print Name): _____						Signature: _____			Date: _____																														
Client (Print Name): _____						Signature: _____			Date: _____																														
White: Client			Yellow: ORM			Pink: Primary Contractor			Gold: Subcontractor																														

## Section 4. The Load Ticket

Load tickets are 4 or 5-part forms which are filled out by loading site debris monitors and completed by the tower monitors. They record important information about the truck load of debris and it is critical that they are filled out correctly. Load tickets are used by our client to request reimbursement from FEMA for the cost of removing storm debris from their jurisdiction. Load tickets can actually be viewed as checks and therefore each ticket must be accounted for and completely and accurately filled out in order that the funds expended on the removal of each specific load of debris can be reimbursed to the client.

## WITT | O'BRIEN'S

Ticket No.           (pre-printed)          

CONTRACT INFORMATION	
Client/Project Name: _____	
Hauling Contractor: _____	
TRUCK INFORMATION	
Truck No.: _____	Certified Capacity: _____
Sub/Hauler: _____	Driver: _____
LOADING INFORMATION	
Date: _____	Time: _____
District/Zone: _____	First Pass Federal Aid Road: <input type="checkbox"/>
Load Location/Address: _____	
GPS: Lat. _____	Long. _____
Load Monitor Signature: _____	
Print Name & Number: _____	
DEBRIS INFORMATION	
<input type="checkbox"/> Vegetative	<input type="checkbox"/> White Goods / Hazardous
<input type="checkbox"/> C & D / Non-Burnable	<input type="checkbox"/> Tree Stump
<input type="checkbox"/> Mixed (Woody & C & D)	<input type="checkbox"/> Diameter _____
	<input type="checkbox"/> Other _____
DISPOSAL INFORMATION	
Time: _____	Dumpsite: _____
Load Est. (%) _____	x Max. Capacity = Cu. Yds.
Site Monitor Signature: _____	
Print Name & Number: _____	
Comments	

White: Client    Green: SRI    Yellow: Contractor    Pink: Hauler    Gold: Client

It is **CRUCIAL** that each load ticket is completely and accurately filled in, and is legible through all five copies. Due to the number of copies for each ticket, all monitors **MUST PRINT STRONGLY AND LEGIBLY** to insure that all copies are readable. It is **EXTREMELY IMPORTANT** that both field and tower monitors complete **EVERY** load ticket correctly and keep detailed records (ticket log) of all tickets daily, and provide this documentation to their supervisor at the end of each day.

Load tickets should only be filled out when the debris removal equipment is at the debris pick-up location and ready to begin removing debris. This will help to ensure that load tickets are not incorrectly filled out and the accurate data from the equipment placard is placed in the truck information section of the load ticket.

Every load ticket that is issued to a field monitor must be accounted for and recorded on a Load Ticket Log by a Supervisor. Every field monitor is responsible for the safekeeping of each and every load ticket, and all personnel involved with the debris removal and the debris monitoring processes depend on the detailed tracking of each load ticket as well as its accuracy and completeness. Load tickets are similar to bank checks, if they are not correctly completed, the bank (federal reimbursement agencies) will not cash them (reimburse the client).

## **Section 5. Field monitor duties**

Each field monitor is assigned by their supervisor to a single debris removal crew daily. The field monitor must exchange contact information with the truck driver, especially names and cell phone numbers. Field monitors meet their removal crew at either the staging area (initial assignment) or at a specific time and location determined at the end of the previous day. **Punctuality is important; field monitors must not delay the debris removal operations.** All field monitors will be given maps of the area of the daily debris removal operations for which they are responsible for monitoring. Field monitors must document each and every load ticket that is assigned to them.



## PORTIONS OF LOAD TICKET COMPLETED BY FIELD MONITORS

**WITT | O'BRIEN'S** Ticket No.            (pre-printed)

CONTRACT INFORMATION	
Client Project Name: _____	
Hauling Contractor: _____	
TRUCK INFORMATION	
Truck No.: _____	Certified Capacity: _____
Sub Hauler: _____	Driver: _____
LOADING INFORMATION	
Date: _____	Time: _____
District/Zone: _____	First Pass Federal Aid Road: <input type="checkbox"/>
Load Location/Address: _____	
GPS: Lat. _____	Long. _____
Load Monitor Signature: _____	
Print Name & Number: _____	
DEBRIS INFORMATION	
<input type="checkbox"/> Vegetative	<input type="checkbox"/> White Goods / Hazardous
<input type="checkbox"/> C & D / Non-Burnable	<input type="checkbox"/> Tree Stump
<input type="checkbox"/> Mixed (Woody & C & D)	<input type="checkbox"/> Diameter _____
	<input type="checkbox"/> Other _____
DISPOSAL INFORMATION	
Time: _____	Dumpsite: _____
Load Est. (%) _____	x Max. Capacity _____ = Cu. Yds. _____
Site Monitor Signature: _____	
Print Name & Number: _____	
Comments _____	

White: Client    Green: SR    Yellow: Contractor    Pink: Hauler    Gold: Client

Each ticket that a monitor completes should be logged onto a Load Ticket Journal. These forms will be provided to all monitors at the beginning of each day.

### EXAMPLE OF A LOAD TICKET JOURNAL:

#### Field Monitor - Load Ticket Journal

Field Monitor Name: \_\_\_\_\_

Date	Ticket Number	Truck Number	Truck Capacity (CY)	Time	Debris Type*	Comments**

As the debris removal crew arrives at the loading site, the field monitor should begin completing the first six (6) fields of the load ticket, after ensuring that the debris to be removed is eligible for reimbursement. If the field monitor is unsure as to the eligibility of the debris, they should immediately contact their supervisor for assistance. Strict attention should be paid to the observing any potential hazards buried underneath the debris (such as gas/water meters) or hazards such as electric/cable/telephone lines.

It is very important to know whether or not the debris is being removed from a Federal-aid (FHWA) eligible roadway during the first pass and this information should be identified on the daily map provided to the field monitor. If the debris is on a Federal-aid roadway, the appropriate box must be checked on the load ticket. This is very important as the Federal Highways Administration reimburses the client for 100% of all debris removal costs during first pass

As the debris removal process begins, the field monitor should record the starting time and all other loading and debris information fields on the load ticket. Any comments pertaining to the location should be provided in the comments section.

**IF A LOAD TICKET IS DAMAGED OR OTHERWISE NOT USABLE**, the field monitor must keep the ticket and record the reason for not using the ticket on the Load Ticket Journal. If damage of any type occurs to private property, the field monitor must immediately call the appropriate emergency number (if required) and also call their supervisor. The field monitor must also complete a Damage Incident Report for each and every occurrence of property damage.

After the load ticket has been completed, the field monitor should print their name and badge number in the correct field and sign the ticket. **THE FIELD MONITOR SHOULD VERIFY THAT ALL OF THE FIELDS ON THE LOAD TICKET ARE COMPLETED, ACCURATE AND LEGIBLE AND CAN BE READ THROUGH TO THE LAST COPY.** The last copy of the ticket is then kept by the field monitor and the rest of the ticket is given to the debris removal driver. The field monitor should then confirm the next removal location with the debris removal driver.

After the debris removal crew has departed, the field monitor should complete the Load Ticket Journal with information from their copy of the load ticket, identify (map) the area where the debris removal has been completed and then move to the next debris removal location. Load Ticket Journals, like Load Tickets, **MUST** be filled out completely.

## EXAMPLE OF A PARTIALLY COMPLETED LOAD TICKET JOURNAL

### Field Monitor - Load Ticket Journal

Field Monitor Name: John Smith

Date	Ticket Number	Truck Number	Truck Capacity (CY)	Time	Debris Type*	Comments**
12-19-08	00017643	149	48	0835	Veg	
12-19-08	00017644	149	48	1021	Veg	
12-19-08	00017645					<b>Ticket damaged</b>
12-19-08	00017646	149	48	1146	Veg	
12-19-08	00017647	149	48	1304	Veg	<b>Mailbox damaged, damage incident report filed with Supervisor</b>

Field monitors must wear all assigned safety equipment (hard hat, vest, steel-toe shoes etc.) at all times throughout the day. The debris removal equipment is dangerous and all monitors must be observant of traffic conditions and remain clear of the debris removal equipment at all times. Field monitors are not to assist in the removal operation itself, but rather concentrate on their specific duties, especially the thorough, accurate and legible completion of the load ticket.

Field monitors should not argue with either the debris removal crew or private residents, and should always act in a professional, calm and courteous manner. If there are any disagreements with any parties involved, the field monitor should immediately contact their Supervisor. No field monitor should speak to the media (TV, radio or newspaper), but rather they should refer the media to contact the client's Public Information Officer.

Documenting and reporting all damages to private property and structures is another very important responsibility of debris monitors. Monitors should keep in mind that these forms should be filled out even in instances where there is no property damage. Monitors can use these forms to document encounters with residents, whether it be positive or negative, or pre-existing damage at a debris loading site. Having pre-existing damage documented will protect both our client (City or County), as well as the debris contractor.

EXAMPLE OF A DAMAGE INCIDENT REPORT FORM

WITT | O'BRIEN'S  
DAMAGE INCIDENT REPORT

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Address of Incident: \_\_\_\_\_

Resident's Name (if available): \_\_\_\_\_

Resident's Phone (if available): (\_\_\_\_) \_\_\_\_\_

Monitor's Name: \_\_\_\_\_ Monitor's Badge No.: \_\_\_\_\_

Monitor's Phone No.: \_\_\_\_\_ Zone No. \_\_\_\_\_

Truck No.: \_\_\_\_\_ Crew Names: \_\_\_\_\_

Damage Type: Landscaping \_\_\_\_\_ Building/Structure \_\_\_\_\_ Vehicle \_\_\_\_\_

Personal Property \_\_\_\_\_ Other (describe) \_\_\_\_\_

Detailed Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitor's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Reported to Debris Removal Company by: \_\_\_\_\_ Date: \_\_\_\_\_

Remedial Action Date: \_\_\_\_\_

Remedial Action Satisfactory: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Resident

## Field Debris Monitor Job Responsibilities

### Daily AM

- Report to work on time at designated area – check in with your Supervisor - sign in on roster - fill in time sheet and have your Supervisor initial both.
- Check for new information, procedures, maps, issues or phone numbers.
- Once assigned, proceed to work zone or meet with truck(s) at designated area.
- If not assigned, inform Supervisor and wait for assignment – do not leave the staging area without telling your Supervisor where you are going.

### Field Duties

- Meet truck(s) at designated loading or staging site. Get the driver's cell phone numbers and give them your cell phone number.
- Monitor and observe all loading activities of trucks, bobcats, front-end loaders – confirm that they are loading only storm-related debris which is on public rights-of-way or public property, and that they are not going onto private property to collect debris.
- Get out of your vehicle to observe loading activities – wear safety vest and hardhat.
- Remain a safe distance (50 feet) from loading operations and street traffic – check area for children, downed power lines, unsafe traffic conditions - report any safety issues or unsafe or reckless Contractor behavior to your Supervisor.
- Call your Supervisor if you cannot determine debris eligibility or have any questions about policies, procedures, or your responsibilities.
- Make sure truck is fully loaded and safe to travel – tailgate is secure, debris trimmed and not sticking out of sides or piled too high and ensure that debris not likely to fall off.
- Make sure that Contractors pick up all eligible debris, and that they clear branches and other debris off the roadway and private driveways before leaving the area.
- Fill out the Load Tickets carefully – accuracy and completeness are critical – always reference the address and name of the street that the debris came from – write neatly and hard enough to make sure all copies are clearly legible – be sure to sign the Load Ticket.
- Retain bottom copy of the Load Ticket and give the remaining pages to the truck driver – log the information from the ticket into your Load Ticket Journal and safely store the Load Ticket. Remember that the Load Tickets are the basis for everyone's paycheck.
- Keep any voided Loaded Tickets and turn them into your Supervisor at the end of the day.
- Ensure that you and the truck driver agree where you will meet after they unload the debris.
- While trucks are in transit to and from the Disposal Site, scout the area for debris and record the location of ineligible piles, illegal dumping and special debris types (white goods, stumps, hazardous waste) into the log and map the locations and update maps of debris collection progress, If bobcats or loaders continue to move debris while the trucks are away, stay and monitor their activities to ensure they do not go on to private property to get debris.
- Record all damages caused by Contractor to private property or public utilities on the Damage Incident Report and call your Supervisor or Damages Manager to report damages.
- Remain courteous, respectful and professional at all times with residents, Contractors, County or City officials and fellow employees.

## Daily PM

- When the trucks are finished for the day call your Supervisor to report in – return to base if not assigned to another truck or task.
- Turn in all Load Tickets, logs, maps and field forms to your Supervisor – update master map if required.
- Brief your Supervisor on the day's activities, debris collection progress, issues or problems.
- Check for information updates or scheduled meetings.
- Sign out on both the roster and your time sheet – have your Supervisor verify and sign.

## Basic Debris Eligibility Criteria and Issues

### Vegetative Debris:

- Consists of trees, branches, limbs, logs, and other woody material.
- Must be related to the storm event – blown from trees or broken limbs which were later cut off.
- Must be on public property when collected – in 15 foot right-of-way along roads or other public property such as schools, government facilities, utilities stations and maintained parks or recreational areas.
- Must come from improved and maintained residential lots – not from wild, un-maintained and vacant parcels.
- Be aware of debris which came from land clearing and yard maintenance activities – this debris in not eligible for FEMA funding – log it on the Ineligible Debris Log and report it to your Supervisor.
- Stumps over 24 inches in diameter require special measurement, documentation and validation – record the locations on the Stump Worksheet and Log when found.

### Construction & Demolition Debris (C&D):

- Consists of building materials – roof tiles or shingles, drywall, lumber, plywood, doors, window frames and other materials.
- Must have been generated by the storm event – windblown.
- Debris from remodeling or demolition work is generally not eligible – log it on the Ineligible Debris Log.
- Concrete is generally not eligible – log it and leave it.
- Mobile home debris must also have been generated by the storm, not from demolition or remodeling work.

### Other Types of Debris:

- Furniture – must have been damaged by the storm – is it stained from water or mold, or damaged by high winds?
- Carpeting – must show storm damage from water, mud or mold.
- Cabinets – also must show damage and cannot be from remodeling work.
- Electronics – TV's and stereos – must have storm damage to be eligible.
- White Goods and appliances – washers, dryers, stoves and water heaters may be eligible, but special collection procedures must be initiated.



- Tires – not eligible – make notes in the Ineligible Debris Log and report.
- Hazardous Wastes – household materials such as bleach, gasoline, oil, car batteries, paints and thinners – these must be collected separately – mark them on HHW Log and report them to your Supervisor.
- Mixed – when debris types are mixed and not easily separated at loading site, mark the Load Ticket “Mixed.”

## **Phone Numbers to Have**

- Supervisors and Project Manager
- Emergency Contacts – utilities, police
- Witt-O'Brien's Damages Manager
- Other Witt-O'Brien's Monitors in your area and Tower Monitors at the disposal sites
- Truck drivers you are monitoring
- Contractor Field Supervisors

## **Call your Supervisor**

- In the event of any injury or accident.
- If debris eligibility is in doubt or dispute.
- When your trucks are done for the day or you cannot find them in the morning
- When Contractors cause damages to private or public property – mailboxes, utility lines, water lines, lawns or automobiles.
- If any dispute or conflict arises with the Contractor or a resident.
- If you witness any serious safety violations by the Contractors.
- If your trucks are reassigned to a different zone or they are broken down.
- If you have to leave your trucks or loaders un-monitored for any reason
- If you have questions about your job responsibilities, need load tickets or other items

## **Field Equipment and Supplies**

- Cell phone with 1000 minutes minimum and 12 volt car charger
- All forms and load tickets
- Safety vest
- Hard hat
- Steel-toed boots
- Cooler with ice and water
- Food and snacks for the day
- Clipboard
- Sunscreen
- Insect repellent
- Pens and highlighters
- Camera, preferably digital
- Folding lawn chair
- Notepads
- Rain gear
- Map of area
- Watch

## Do's and Don'ts of Debris Monitoring

### Do's

- Be on time for the morning briefing or when meeting the removal crew in the field.
- Be polite and respectful to the removal crew and the public.
- Accurately and legibly complete each and every load ticket.
- Be careful working around heavy machinery.
- Wear all safety gear at all times.
- Keep complete and accurate records.
- Keep all emergency contact phone numbers in an accessible place.
- Keep your cell phone and all other equipment fully charged
- Bring water and food daily.
- Dress appropriately for each day's anticipated weather.
- Check each and every load ticket for completeness and accuracy before retaining your copy.
- Call your supervisor if you have an issue.

### Don'ts

- Ride on any debris removal equipment.
- Flag traffic.
- Use your vehicle to block traffic.
- Become overly friendly with the removal crews.
- Write load tickets in advance.
- Give out cell numbers of supervisors or management staff.
- Delay the debris removal process.
- Abandon the worksite without notifying your supervisor.
- Argue with the removal contractor.
- Issue a load ticket for ineligible debris.
- Guess at whether debris is eligible, call your supervisor when in doubt.
- Allow removal crews onto private property unless instructed to do so by your supervisor.
- Speak to the media; refer the media to the client's Public Information Officer.
- Forget, be professional at all time.

## Section 6. Debris Management Site (DMS) monitor duties

A minimum of two (2) monitors are assigned to each DMS. Each DMS has an observation tower at the entrance to the site. One monitor works on the ground and the other monitor works in the tower. The loads of debris are examined as the truck enters the DMS to estimate actual volume hauled, and the bed of the truck is checked when the truck leaves the DMS to ensure that all of the debris has been unloaded. Do not allow trucks without the proper identification (placard) to enter the DMS, refer them to a commercial landfill.

The DMS ground monitor is responsible for collecting the load ticket from the truck driver and examining the ticket for errors or omissions. If there is a problem with the ticket, the tower monitor is responsible for contacting the field monitor who supplied the inaccurate ticket as well as his/her supervisor, in order to correct the load ticket prior to any further actions taking place.

The DMS tower monitor observes the void spaces not filled with debris in the loaded truck bed and ensures that only eligible debris has been loaded. A common rule of thumb is to estimate the number of portable toilets that are represented by the empty areas throughout the truck bed and subtract that volume from the certified capacity of the truck bed and entered onto the load ticket.

Newer Style (3 cubic yards)



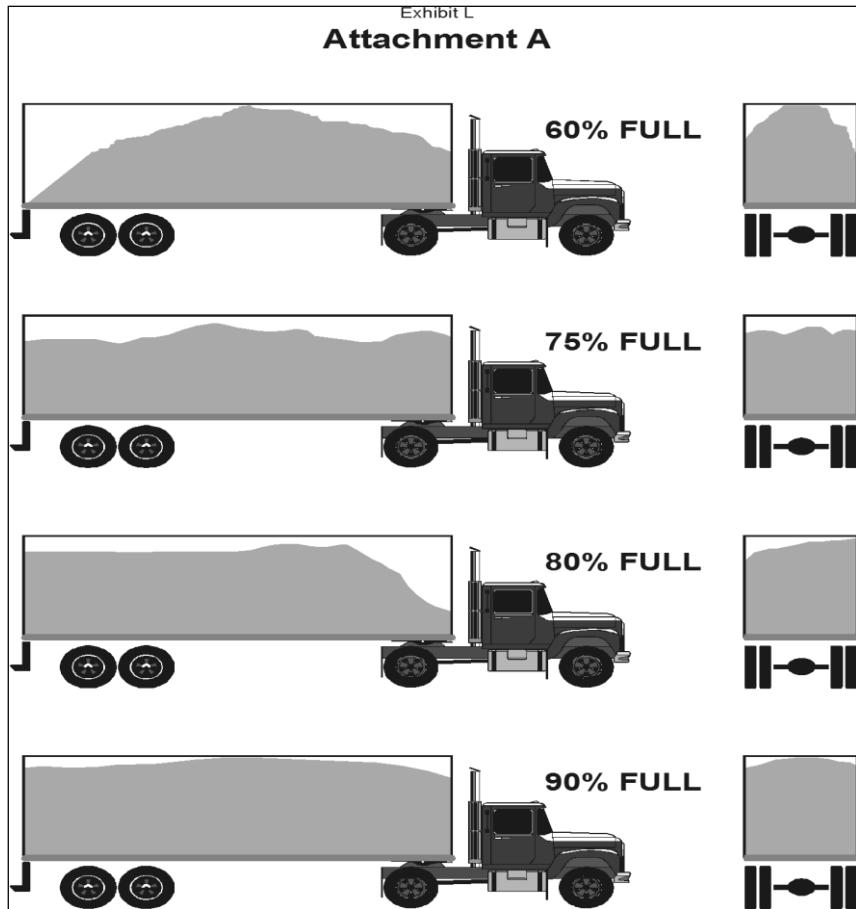
Older Style (2 cubic yards)



Another method to determine actual volume is to visually estimate the percentage of the truck that is filled with debris. The certified capacity of the truck is then multiplied by the percentage (in 5% increments) by the DMS ground monitor and entered onto the load ticket.

Once the load ticket is correct, the ground monitor completes the data supplied by the tower monitor. The DMS ground monitor removes the last copy of the load ticket and returns it to the truck driver, then gives the remaining copies of the load ticket to the tower monitor. The DMS tower monitor completes the DMS Tracking Log and separates the remaining copies of the load ticket for distribution to the debris contractor, Witt-O'Brien's and the client.

After the debris has been unloaded, the debris removal truck must be visually inspected to insure that it is 100% empty so that debris volume is not double-counted.



## PORTIONS OF LOAD TICKET COMPLETED BY DMS MONITORS

WITT|O'BRIEN'S

Ticket No.            (pre-printed)

CONTRACT INFORMATION	
Client/Project Name:	
Hauling Contractor:	
TRUCK INFORMATION	
Truck No.:	Certified Capacity:
Sub/Hauler:	Driver:
LOADING INFORMATION	
Date:	Time:
District/Zone:	First Pass Federal Aid Road: <input type="checkbox"/>
Load Location/Address:	
GPS: Lat.	Long.
Load Monitor Signature: _____	
Print Name & Number: _____	
DEBRIS INFORMATION	
<input type="checkbox"/> Vegetative	<input type="checkbox"/> White Goods / Hazardous
<input type="checkbox"/> C & D / Non-Burnable	Tree Stump
<input type="checkbox"/> Mixed (Woody & C & D)	<input type="checkbox"/> Diameter _____
	<input type="checkbox"/> Other _____
DISPOSAL INFORMATION	
Time:	Dumpsite:
Load Est. (%)	x Max. Capacity = Cu. Yds.
Site Monitor Signature: _____	
Print Name & Number: _____	
Comments	

White: Client    Green: SRI    Yellow: Contractor    Pink: Hauler    Gold: Client

## Debris Management Site Monitor Job Responsibilities

- Review disposal site conditions and tower for safety issues. Report any safety concerns to your Supervisor, and always wear your safety vest, steel-toed boots, long pants and hard hat.
- When a truck arrives at the tower, verify and confirm that the information on the placard corresponds to information on the load ticket (name, number, capacity, type of debris), and that all loading site information is complete and accurate.
- Check for alterations to the truck – side boards missing, tailgate changed, placard altered, capacity looks correct, truck number not changed, the debris type matches the ticket, and the debris is not obviously ineligible. If anything about the truck appears to have been altered, call your Supervisor and alert him or her to the issue – the truck may have to be re-measured and certified.
- If the truck is overloaded or has debris protruding out dangerously from the sides or top, or has debris that may fall off and present a risk to the traveling public or others, tell the driver and call the loading site monitor to alert him or her that they must make sure trucks are safely loaded before issuing a ticket.
- If any information on the load ticket is missing or incorrect, call the field monitor to obtain the information, if possible. If not, make a note and follow up later to make corrections and complete the ticket. Alert your Supervisor (or QA/QC manager, if present) to the problem.
- Judge and estimate the percentage of the truck's total measured capacity the debris occupies, to the nearest 5%. Does the debris appear to be properly compacted and loaded? If not, and large gaps exist; make appropriate deductions to the percentage call using your best judgment. Use your truck conversion chart to enter the final volume on the Load Ticket. If a truck has no tailgate, it cannot receive more than an 85% call. If trucks or trailers are hand-loaded, the maximum allowed volume is 50% of the certified capacity.
- Fill in the estimated percentage of capacity in the load ticket, as well as all other information – date, time, your name and signature, the name of the disposal site. Write neatly and press hard to make sure all copies are legible.
- Give the bottom copy of the ticket to the driver and retain the rest.
- Do not argue with the truck drivers or Contractor representatives. If a dispute arises, politely ask the driver to pull off to the side and call your Supervisor to resolve the issues. Retain all parts of the load ticket until the matter is settled.
- Transfer the information from the load ticket to the TDSRS Tracking Log. Separate the parts of the Load Tickets and put them into plastic bins for safekeeping.
- Continuously observe the activities of all Contractors operating at the Disposal site for safety and proper unloading and debris handling. Call your Supervisor if any unsafe conditions or behavior is apparent.



- When trucks leave the site after unloading their debris, they must also be inspected to confirm that they discharged all of the debris and that the truck is empty.
- If FEMA monitors are present at the site, cooperate fully with them and maintain respectful, polite and professional relations with all FEMA, Contractor, County or City and Witt-O'Brien's personnel at all times. Call your Supervisor when any disputes, conflicts or safety issues arise.

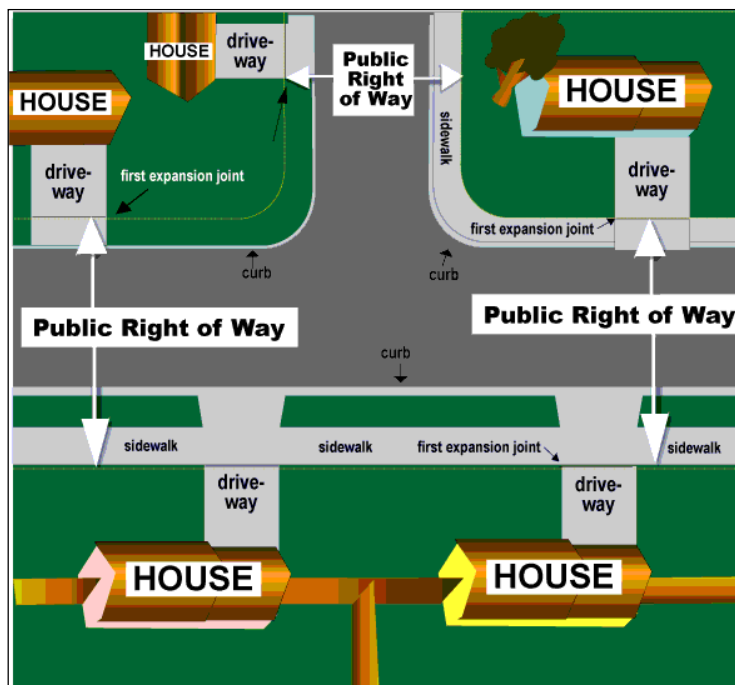
## Section 7. Emergency Right-Of-Way Clearance

Immediately following a disaster event, the first debris removal phase is to cut up and push the debris to the side of the roadway (cut and toss) in order to allow access for emergency and search and rescue vehicles. **During this procedure, and throughout the 1<sup>st</sup> pass removal, it is crucial to identify the exact location of the debris being removed; in order to adequately document the federal agency responsible for reimbursing the costs (FEMA or FHWA).** For all disasters, FEMA generally only reimburses the client 75% of the actual debris removal costs, but the FHWA reimburses at a 100%. This difference in reimbursement levels can be very substantial and therefore accurate recording and documentation of the exact debris pickup location is critical.

Emergency clearance operations are usually accomplished using a time and materials contract for the first 70 hours of actual time completing the cut and toss process; rather than a volume-based contract. In this case, debris monitoring duties consist of recording and documenting the labor and equipment hours on a Time and Materials Contract Log or similar document.

## Section 8. Hazardous Trees (Leaners) and Hazardous Hanging Limbs (Hangers)

All leaning trees and hanging branches must extend into the public right-of-way (ROW) in order for the costs to be eligible for reimbursement. This is the 1<sup>st</sup> critical test for these special debris types to determine their eligibility.



Trees that are determined to be hazardous (leaners) or have broken branches (hangers) have special eligibility and reimbursement requirements that involve special documentation. If possible, all leaning trees and trees with hanging branches should be inspected and approved as eligible for removal by a FEMA representative prior to removal operations occurring. Photographs of all these special debris types must be taken and accurate GPS coordinates recorded. A tree is designated as hazardous (or a "leaner") if it is six (6) inches or more in diameter at breast height AND one or more of the following are met:

- It has more than 50% of the crown damaged or destroyed;
- The trunk is split that exposes heartwood;
- The tree has fallen over within a public-use area; and/or
- The tree is leaning at an angle greater than 30 degrees (leaner).

### **EXAMPLE OF ELIGIBLE HAZARDOUS TREE (LEANER)**



Note: We assume this tree is in the Public Right of Way or on improved Public Property and represents a clear threat to the public's health and safety

Hanging branches must be two (2) inches or greater at the point of breakage and only those branches that extend into the public ROW are eligible to be trimmed. The hanger should be cut at the closest main branch junction, removing the entire branch back to the tree trunk may not be eligible. A Hanger Log should be accurately completed for each tree where hangers are removed. The cost of cutting the branches is generally not eligible for reimbursement, only the cost of removing the actual cubic yard volume of the cut branches.

If possible, all leaning trees and trees with hanging branches should be inspected and approved as eligible debris by a FEMA representative prior to removal operations occurring. Photographs of all these special debris types must be taken and accurate latitude and longitude coordinates recorded.

## EXAMPLE OF HAZARDOUS HANGING LIMB (HANGER)



### Section 9. Hazardous Stumps

If the hazardous tree has **GREATER** than 50% of the root ball exposed and the tree is 24 inches or more in diameter (as measured 24 inches from the ground), the trunk portion of the tree may be removed as cubic yard volume and the stump may be treated as described in the next section using a Stump Worksheet. All leaning trees that are eligible must be recorded on a Validation Field Log.

If the stump of a leaning tree is eligible for removal (greater than 24 inches in diameter at 24 inches above the ground with more than 50% of the rootball exposed), the stump may be removed and the resulting hole in the ground filled in. Stumps with diameters less than 24 inches at 24 inches above the ground do not require special equipment for removal and therefore reimbursement is based on a cost per cubic yard as determined using the Stump Conversion Table.



To determine the stump diameter, measure 24 inches up from the ground and then measure around the trunk of the tree. By dividing that measurement by 3 you can estimate the stump's diameter.

## EXAMPLE OF HAZARDOUS STUMP



Note: We must ensure that this tree is on a public right of way on and not on commercial property in order for it to be eligible for collection by the client's removal contractors operating as part of the FEMA project.

## **Remember**

**Safety First!**

**You represent your company and our client.**

**Conduct yourself in a courteous and professional manner at all times.**

**Stay off of private property.**

**If in doubt, call you Supervisor.**

## **SAFETY POLICY**

Safety is everybody's business. It is to be given primary importance in every aspect of planning and performing all Company duties and activities. We want to protect you against injury and illness, as well as minimize the potential loss of production. All employees have a safety responsibility to themselves, fellow workers and the Company. These rules apply to everyone:

- Report all injuries to your manager immediately (no matter how small).
- Comply with all safety rules, regulations and orders issued by the Company or the federal, state and local government.
- Remain alert on the job at all times.
- Stay a safe distance away from debris loading activities – falling or flying debris is hazardous.
- When stopping to observe debris collection activities use your vehicle's flashing lights and pull off the road when possible.
- When outside of your vehicle, always wear a safety vest and hardhat, remain clear of loading equipment and stand to the side of the road. Stay alert to traffic.
- Anticipate possible dangers in your operations and make every effort to avoid them.
- If you see anything that needs repair or is a safety hazard, report it to your supervisor immediately.
- Utilize personal protective equipment if it has been issued to you. If you wish to have safety equipment that is not provided, request it of your supervisor so that it may be considered.
- Use your seatbelt whenever you are in a vehicle.
- Know the proper procedures for doing your assigned job. If you are in doubt, or if you need additional equipment or any assistance, notify your supervisor.

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- No one, except authorized personnel, is permitted to use any machinery or equipment.
- Proper lifting techniques of “back straight, knees bent” are mandatory. Get help for all bulky or heavy jobs.
- Use tools only for the job for which they are provided. Don't improvise. Defective tools are to be reported to your supervisor immediately.
- Do not remove, circumvent, disconnect or render inoperable any safety or protective device. Do not operate equipment that is unsafe. Report any tampering with safety devices to your supervisor.
- Do not climb on racks, pallets or trucks; use safety ladders.
- Know the location of all fire alarm boxes, first-aid kits, fire extinguishers, emergency routes/exits; do not block their access.
- Submit suggestions for improvements in safety, health or efficiency to your supervisor.

These safety rules are not meant to be all inclusive or to cover every conceivable situation. Always use good judgment and common sense to protect your safety and the safety of others. Remember that carelessly endangering yourself or others will lead to disciplinary action, up to and including discharge from employment.



## Required Forms

Please see Witt O'Brien's completed Required Forms on the following pages:

1. Addendum 1
2. Addendum 2
3. Addendum 3
4. Addendum 4
5. Addendum 5
6. Drug-Free Workplace



**ADDENDUM NO. 1**

Date: April 18, 2018

Bid Date: ~~April 23, 2018~~  
May 2, 2018  
at 3:00 P.M. (Local Time)

Bid Name Disaster Debris Monitoring

Bid No.: PWWM-180069-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

**BID DUE DATE**


**The Bid Due Date is hereby extended until May 2, 2018 @ 3:00 PM (local time).**

1. An addendum with responses to questions received is expected to be issued next week.
2. Please find attached:
  - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Witt O'Brien's, LLC  
BY:  Cheryl Joiner  
DATE: 05/07/2018

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

**ADDENDUM NO. 2**



Date: April 26, 2018

Bid Date: May 2, 2018  
~~April 23, 2018~~  
at 3:00 P.M. (Local Time)

Bid Name Disaster Debris Monitoring

Bid No.: PWWM-180069-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:
  - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters).
2. Section 1 Request for Proposal Overview & Proposal Procedures, B. RFP Time Table is revised as follows:

**B. RFP TIME TABLE**

The anticipated schedule for the RFP and contract approval is as follows:

RFP available for distribution	March 27, 2018
Pre-Proposal Conference	N/A
Deadline for receipt of questions	April 16, 2018
Deadline for receipt of proposals	<del>April 23</del> May 2, 2018 (3:00 p.m. local time)
Evaluation/Selection process	Week of <del>April 23</del> May 7, 2018
Oral presentations, if conducted	Week of <del>May 7</del> May 21, 2018
Projected award date	June 7, 2018
Projected contract start date	TBD

The following are answers/clarifications to questions received:

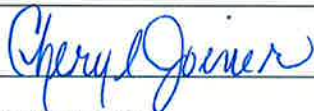
3. Question: Would the City consider waiving the Payment and Performance Bond (Item (C) on page 17)? Can we instead use our Professional Liability insurance in lieu of the bond (which typically apply to contractors, not professional services contracts)?  
Answer: No. The Payment and Performance Bond requirement remains.
4. Question: Does the City want a list of current debris monitoring contracts or all recovery services contracts?  
Answer: A list of the current debris monitoring contracts will be sufficient.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Witt O'Brien's, LLC

BY:  Cheryl Joiner

DATE: 05/07/2018

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.



**ADDENDUM NO. 3**

Date: April 30, 2018

Bid Date: May 8, 2018  
~~May 2, 2018~~  
~~April 23, 2018~~  
at 3:00 P.M. (Local Time)

Bid Name Disaster Debris Monitoring

Bid No.: PWWM-180069-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

**BID DUE DATE**

**The Bid Due Date is hereby extended until May 8, 2018 @ 3:00 PM (local time).**

1. An addendum with responses to questions received will follow.
2. Please find attached:
  - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Witt O'Brien's, LLC

BY:  Cheryl Joiner

DATE: 05/07/2018



CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
GAINESVILLE PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

## ADDENDUM NO. 4



Date: April 30, 2018

Bid Date: May 8, 2018  
~~May 2, 2018~~  
~~April 23, 2018~~  
at 3:00 P.M. (Local Time)

Bid Name Disaster Debris Monitoring

Bid No.: PWWM-180069-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:
  - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters).

The following are answers/clarifications to questions received:

2. Question: On Attachment B, Price Proposal, the positions Supervising Monitors and Roving Monitors are listed as two separate line items although they fulfill the same tasks on a debris monitoring project. May proposers provide a price for one of these positions only, as the positions are duplicative? Alternatively, would the City consider updating the Price Proposal with the duplicate position removed?  
Answer: Please provide a price for both positions. Our assumption was that on large event there might be a need for Roving Monitors to be available to fill in temporarily for bathroom breaks or other reasons such as accident or illness that might require replacing a monitor part way through the day. Roving Monitors would be distinct from Supervising Monitors who presumably would require a higher level of compensation due to their supervisory responsibilities.
3. Question: Can you please indicate whether the debris hauling contract is based on cubic yards or tonnage?  
Answer: It is our intention to base the debris removal contract on tonnages, but we have also requested bids in cubic yards as well, in case we are unable to use scales when an event occurs.
4. Question: We are kindly requesting that the City waive the Payment and Performance Bond requirement as the Federal procurement regulations in 2 CFR §200.325 only recommends bonding requirements for construction or facility improvements contracts. 2 CFR 200.325 states the following:  
*§ 200.325 Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that*

*the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:*


- a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.*
- b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.*
- c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.*

Answer: The City prefers to keep the Payment and Performance Bond as a requirement to help ensure the contractor's performance in the event of a disaster affecting multiple cities and counties throughout the state.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Witt O'Brien's, LLC  
BY:  Cheryl Joiner  
DATE: 05/07/2018

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

## ADDENDUM NO. 5



Date: May 2, 2018

Bid Date: May 8, 2018  
~~May 2, 2018~~  
~~April 23, 2018~~  
at 3:00 P.M. (Local Time)

Bid Name Disaster Debris Monitoring

Bid No.: PWWM-180069-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:
  - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters).

The following are answers/clarifications to questions received:

2. Question: Per the attached Addendum 4, the City will not waive the Payment/Performance Bond requirements.

Pulled from the RFP:

*"Contractor shall, **upon award of contract**, provide the City with a Payment and Performance Bond in the form and manner set forth in Section 255,05, Florida Statutes, guaranteeing the performance of the work under this contract and the payment of all subcontractors, suppliers, and sub-subcontractors. For purposes of the Agreement, the contract price shall be deemed to be \$250,000.00."*

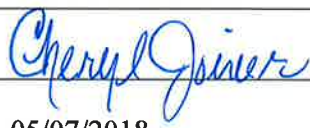
We understand the City's desire to ensure the firm selected for this project is financially solvent and will be available to manage a multi-million dollar debris monitoring program in the event of a disaster. As this is a four (4) years prepositioned/standby contract (possibly 8 years if extended) that is intended to be activated after a disaster event, we are respectfully requesting the City to consider requiring the Payment and Performance Bond upon contract activation versus contract award. Should the City decide not to accept this request, will the awarded Contractor be able to invoice the City for the cost to maintain the Payment and Performance Bond for the term of the contract?

Answer: The City amends the requirement for a Performance Bond. It will only be required upon contract activation. The City waives the requirement for a Payment Bond and Bid bond.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 5 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 5 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Witt O'Brien's, LLC  
BY:  Cheryl Joiner  
DATE: 05/07/2018

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
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## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Witt O'Brien's, 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 the 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 893 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 firm complies fully with the above requirements.

  
Cheryl Joiner  
Bidder's Signature  
05/07/2018  
Date