



# **Board of County Commissioners - Regular Meeting**

**Tuesday, September 7, 2021 at 9:00 am**

**34 Forbes Street, COURTHOUSE ANNEX, COMMISSION  
MEETING ROOM**

*The Board of County Commissioners asks that all cell phones are turned off or placed on silent (vibrate) mode. **Any handouts (information) for distribution to the Commission must be submitted to the Board Secretary (Clerk's Office) or to the County Coordinator on or before the Thursday prior to that Tuesday's meeting. Failure to do so will result in your removal from the agenda or a delay of any action relating to your request until a future meeting.***

## **Meeting Information**

*Effective May 4, 2021, the general public will be allowed in the commission meeting room for regular meetings. The Board of County Commissioners encourages the public to continue the use of the livestream link or Zoom. Those wanting to view the meeting can use the livestream link <https://facebook.com/forgottencoasttv/> or go to Forgotten Coast TV's Facebook Page. You do not need a Facebook account to view Facebook live. The livestream feed will promptly start 5 minutes before the meeting commences. Those wanting to participate virtually during the meeting should use the Zoom log-in/call-in information provided below. There is a link to a list of videos and Getting Started Resources on the main "Agenda and Minutes" webpage for those unfamiliar with Zoom. If you are experiencing any issues with the livestream or Zoom, call (850) 653-9783 option 3 or 2 for assistance.*

*To join Zoom via computer, use the link <https://us06web.zoom.us/j/89239701044> on the meeting date and time. If you do not have speakers or a microphone on your computer or prefer to call, you can dial in for audio. Call (301) 715-8592 or (312) 626- 6799 or (929) 205-6099 and enter ID number (892 3970 1044). All attendees are muted by default.*

***If you would like to speak during the meeting in-person or via Zoom, you are required to complete the virtual speaker card (<https://www.franklincountyflorida.com/virtual-speaker-card/>). This card must be submitted to the County Commission Administrative Office prior to the***

***start of the meeting in order for you to speak during the meeting.***

*During "Public Comments" you may comment on a non-agenda item or a non-action item for up to 3-minutes when recognized by the Chairman.*

*You may also address the Commission on an agenda action item for one minute (which may change based on the number of speakers waiting to comment) during the meeting after a motion has been seconded and you are recognized by the Chairman.*

*Once recognized by the Chairman, if you are on Zoom with a computer or smart device select the 'raise hand' icon. If you have dialed in to the meeting by phone press \*9 to raise your hand, then \*6 to unmute.*

*Public engagement is important to us and use of Zoom for public participation is still a new process. We appreciate your understanding.*

**1. Call to Order**

**2. Prayer and Pledge**

**3. Approval of Minutes**

August 3, 2021 Regular Meeting

July 29, 2021 Budget Workshop

**4. Payment of County Bills**

**5. Awards and Recognitions**

**6. Public Comments**

*This is an opportunity for the public to comment on a non-agenda or non-action agenda item. When you are recognized to be heard by the Chairman, please adhere to the 3-minute time limit.*

## **Consultant Reports & Presentations**

**7. Special Project Consultant - Alan Pierce**

Mr. Pierce will present the Corps Memorandum of Agreement for dredging the Eastpoint Channel and Two Mile Channel for Board discussion and approval.

**8. Evergreen Solutions - Dr Jeff Ling**

Dr. Ling will present the pay and classification plan for Board review and approval.

## **Constitutional Officers**

**9. Clerk of Courts - Michele Maxwell - Report**

## **Department Directors Reports**

**10. Superintendent of Roads and Bridges - Howard Nabors**

**Informational Items**

a. During the duration from August 1st to date we have had 12 employees out due to covid.

b. Detail of Work Performed and Material Hauled by District (agenda packet)

## **11. Solid Waste Director - Fonda Davis**

### **Action Item**

a. Fishing Pier American with Disabilities Act (“ADA”) Accommodation:

On August 27, 2021, a citizen requested an American with Disabilities Act (“ADA”) accommodation to use his golf cart on the Eastpoint Fishing Pier. I have spoken with Mr. Shuler and advises him that this fishing pier is presently suitable for wheelchair use.

**REQUESTED ACTION: Board Discussion and Possible Motion or Table to Authorize the Use of Golf Carts on the Eastpoint and St. George Island Fishing Piers.**

### **Informational Item**

b. Right-Of-Way Debris Pickup/Recycle Material Hauled Report (agenda packet)

## **12. Emergency Management Director - Pam Brownell**

### **Action Items**

a. Request the Board approve the Disaster Debris Monitoring contractors selected by the reviewing committee: 1. Tetra Tech, 2. Disaster Program & Ops.

b. Request the Board approve the Disaster Debris Removal & Disposal Services contractors selected by the reviewing committee: 1. SDR, 2. Crowder Gulf, 3. CERES Environmental

c. Request the Boards approval and signing of the Contracts for Disaster Debris Monitoring and Disaster Debris Removal & Disposal Services.

### **Informational Items**

d. NEW EOC LOCATION – EOC Director and staff would like to request the new EOC location to be at the Apalachicola Airport. This will allow for use of the old EOC Building for storage, bunking, etc. This will also allow for use of existing storage buildings for EOC equipment. Another asset of having the EOC located at the Apalachicola Airport is the use of the Airport runway for airdrops of supplies after a disaster. Supplies can then be easily transported to the EOC/COUNTY staging area for distribution throughout the county as needed.

e. EOC Staff worked Hurricane Ida.

f. EOC attended the BBHCC Call

g. EOC Staff will attend the NWS Partner Planning Meeting on 09/02/21

h. EOC Staff will attend the Big Bend COAD Ida Response Call on 09/02/21

i. EOC Staff will attend the Big Bend COAD Ida Response Call on 09/03/21

j. EOC Staff will attend the Call with Archive Social on 09/08/21

k. EOC Staff will be at the Eastpoint Branch of the Franklin County Library on 09/08/21 at 11:00 AM to assist with Re-Entry Tags and answer questions regarding Emergency Management.

l. EOC Staff will attend the Mitigate Florida Meeting on 09/14/21

m. EOC Staff will be at the Carrabelle Branch of the Franklin County Library on 09/15/21 at 10:00 AM to assist with Re-Entry Tags and answer questions regarding Emergency Management.

- n. EOC Staff will attend the Regional Hospital, EM and CHD Coordination Call on 09/10/21.
- o. EOC will be offering a CERT (Community Emergency Response Team) Training here at the EOC on 09/16-09/17.
- p. EOC staff continue to update plans and contracts for Franklin County.
- q. 09/03/21 Regional Hospital, EM, and CHD Coordination Call.
- r. 08/14/21-08/15/21 and 08/28/21 EOC offered a CERT (Community Emergency Response Team) Training here at the EOC.
- s. EOC Staff will attend the NWS Partner Planning Meeting on 09/16/21
- t. EOC Staff will attend the Regional Hospital, EM and CHD Coordination Call on 09/17/21
- u. EOC Staff continue to update our Kiosk located throughout Franklin County with COVID Information along with Preparedness information for the storm.

**KIOSK LOCATIONS:**

- Carrabelle - Franklin County Courthouse Carrabelle Annex
- Carrabelle Chamber of Commerce
- Eastpoint - Carquest
- Apalachicola - Franklin County Emergency Management
- Apalachicola Chamber of Commerce
- Apalachicola Post Office

**13. Extension Office Director - Erik Lovestrand**

**Informational Items**

*General Extension Activities:*

- a. During this period, the Extension office assisted citizens on topics of wetland plant identification, soils maps source, hibiscus gall midge, scale issues, sea oats source for dune restoration, swarming fire ant identification, and more.
- b. Extension Director participated in a webinar about a recently developed forecasting system that informs better reservoir operations and water management.
- c. Extension Director participated in an ACFS Apalachicola Caucus meeting.
- d. Extension Director participated in a Friends of the Reserve Board meeting.

*Sea Grant Extension:*

- e. Extension Director participated in a statewide FL Sea Grant online meeting.

*4-H Youth Development:*

- f. District III 4-H youth have elected officers for this year. District III includes youth from Franklin, Gulf, Liberty, Wakulla, Leon, and Jefferson Counties.
- g. Our new 4-H Leadership/Community Service club is kicking off on September 10 at the Eastpoint Library at 3:15. Youth ages 13-18 are encouraged to attend. Club leader will be Candice Sheridan. Contact 850-567-7270.
- h. The 4-H Shooting Sports/archery club is recruiting new members for this year also. Contact Michelle Gray at 850-210-3277 for details and meeting times.

*Family and Consumer Sciences:*

- i. Family Nutrition Program assistant continues providing nutrition programing in local schools and is assisting with training activities for the newly hired Gulf County FNP staff.

*Agriculture/Home Horticulture:*

j. Franklin County Master Gardeners are meeting monthly now and hosting weekly plant clinics at the Extension office and the County libraries.

**14. Library Director - Whitney Roundtree**

**Action Items**

a. FT employee, Ashley Kim, of the Eastpoint branch submitted her letter of resignation. Requesting permission from the board to advertise the position both internally and externally with a starting salary of \$25,000.

b. Requesting permission from the board to transition the position of PT Library Assistant, Nancy Cuffman, to a FT Library Assistant.

**Informational Items**

c. Thank you to the Rock By The Sea Foundation for the \$10,000 donation to the Friends of the Franklin County Public Libraries. Proceeds will be used to fund the Music as a Second Language program and 2022's Summer Reading Program.

d. WILD Staff Day was canceled due to the recent rise in COVID 19 cases and will be rescheduled for Spring 2022.

e. The Franklin County Public Library is now a FamilySearch affiliate library, extending FamilySearch's services to library patrons free-of-charge. Affiliate libraries have access to FamilySearch's digital genealogical collections that are otherwise accessible only through a FamilySearch family history center. FamilySearch also provides its affiliates with the latest tools and tips for genealogy reference librarians.

f. September is National Library Card Sign-Up and the FCPL will be promoting and encouraging residents to sign-up for a free library card all month long.

g. September 26th- October 2, 2021 is Banned Books Week. Banned Books Week is an annual event celebrating the freedom to read. Typically held during the last week of September, it spotlights current and historical attempts to censor books in libraries and schools. It brings together the entire book community — librarians, booksellers, publishers, journalists, teachers, and readers of all types — in shared support of the freedom to seek and to express ideas, even those some consider unorthodox or unpopular. This year's theme is "Books Unite Us. Censorship Divides Us." Sharing stories important to us means sharing a part of ourselves. Books reach across boundaries and build connections between readers. Censorship, on the other hand, creates barriers.

FCPL will be hosting a young adult "Banned and Challenged Books" challenge using the Beanstack app. Participants will earn the chance to win a \$50 Amazon Gift Card, provided by the Friends of the Franklin County Public Library.

*Upcoming Events:*

*Franklin County Public Library Eastpoint Branch*

- *September 7th- Diabetes Awareness at 10:00 AM.* Have all your questions answered about diabetes from a trained professional. John is here to answer any questions you may have. No appointment is needed, program is free and open to the public.
- *September 7th - Book Chat at 1:30 PM.* Discuss the current books you have been

reading or may be interested in reading. There is no set book for this group; the book of choice is up to the individual.

- *September 8th- Disaster Preparedness Awareness at 11:00 AM.* September is National Disaster Preparedness Month. Do you know what to do in the event of a disaster? Do you have questions like: “What should I do if a hurricane or Tropical Storm is forecast to impact Franklin County?” “What should I have in my disaster kit?” “What do I do if I have any damage?” Have all those and more questions answered. This program will be hosted by the Franklin County Emergency Management team.
- *September 9th- Anime Club at 4:00 PM.* Open to grades 6-12, discuss new events and favorite anime characters and books.
- *September 10th- Franklin Elite 4-H at 3:15 PM.* Calling new and existing members ages 13-18 to join us in leadership and community service focused 4-H group.
- *September 15th- Writers Forum at 1:00 PM.* Interested in becoming a writer? This group meets once a month to discuss new ideas and learn useful tips from local author, Dawn Radford.
- *September 16th - Poetry Workshop at 10:00 AM.* There will be a brief reading by Anthony Watkins followed by sharing and discussing the work of local poets as well as a general discussion about all things literary.

*Franklin County Public Library- Carrabelle Branch*

- *September 2nd & 16th- Maker Space at 4:00 PM.* A group for kids ages 8-12, that meets to learn how to build and design using a variety of tools and resources that allows them to use their imaginations
- *September 10th- Book Chat at 1:30 PM.* Monthly group that meets to discuss the current books they have been reading or maybe interested in reading. There is no set book for this group; the book of choice is up to the individual.
- *September 11th- Plant Clinic at 11:00 AM.* Hosted by the Franklin County Master Gardeners. If you have any concerns or questions about your garden and plants this is the place to find the answers.
- *September 14th- Anime Club at 4:00 PM.* Open to grades 6-12, discuss new events and favorite anime characters and books.
- *September 15th- - Disaster Preparedness Awareness at 10:00 AM.* September is National Disaster Preparedness Month. Do you know what to do in the event of a disaster? Do you have questions like: “What should I do if a hurricane or Tropical Storm is forecast to impact Franklin County?” “What should I have in my disaster kit?” “What do I do if I have any damage?” Have all those and more questions answered. This program will be hosted by the Franklin County Emergency Management team.
- *September 30th- Poetry Workshop at 10:00 AM.* There will be a brief reading by Anthony Watkins followed by sharing and discussing the work of local poets as well as a general discussion about all things literary.

## **Other Reports**

### **15. Interim Airport Manager - Ted Mosteller**

Most of this report is FYI and up-date as I continue to busily perform the duties of Airport Manager--with some BCC consideration and discussion.

a) FYI: Obstruction Clearance Project (Tree/Vegetation eradication)—safety issue.

**Proceeding with an RFP for Obstruction clearance.**

b) FYI: Researching—with mo gas demands increasing--It would be prudent to include the mo gas equipment during the construction of the new fuel farm.

c) FYI: The roof repairs done to the FBO hanger/office appear to be holding—**do need to replace ceiling tiles (order box of tiles from ACE?).**

d) FYI: COVID delayed the electric for sewage and electric gate upgrade to Monday 8/30/21. Cates Electric completed this task—powering the electric gate and sewage pump from the EOC generator circuit. (powers the gate and sewage pump during a power outage)

e) FYI: Cates Electric preparing for EOC electric service repair/up-date.

f) FYI: Pam working on EOC equipment/electric building roofing issue.

g) Update Note: Clint informed me that three of the seven Ring Power technicians have Covet and that the vault generator repair will not be until next week—at best. As of Thursday-9/2/21—I have not heard back yet.

h) Discussion--Consider that county supply man power (—after work force back—from COVID?) and rent excavator from Ring Power (estimated to be between \$10K and \$15k/month) to clean out ditches/swales.(includes portions in the RPZ's)—the county last cleaned the ditches when the county' Kubota excavator was new.

Researching to determine if rental can be included in Drainage Grant?—probably not?

i) Discussion: Consider that Road Departments' mechanic perform much needed servicing/maintenance on airport equipment. (Most equipment in deplorable condition)

j) FYI: Since the GAO issue about paying yourself rent has recently come to light—as your Airport Manager who is charged with compliance with Federal, State and local regulations—I am researching the GAO (General Accounting Office) /FAA issue of requiring County paying itself rent for non-aviation use of the airport facilities.

The issue stems from the fact that the Federal Government deeded the airport to the county and has subsequently supplemented/supported the airport. The county has signed assurances to maintain the airport as such.

k) FYI Address the issue of FDOT policy of 'T' hanger rent collection process and non aviation hanger use endangering future grant funds for 'T' hanger and box hanger construction. I currently have three prospective tenants wanting box hangers and the FBO has some 14 on list awaiting 'T' hangers. The FDOT requires the county collect the rent funds and the FDOT funded hangers are used for aviation purposes (aircraft storage, etc.).

l) FYI: To reiterate: Some issues currently listed:

Airport Manager Duties, etc report. Update.

Flight Obstruction Clearance—safety issue.

Fuel Farm, Mogas, etc.

EOC

Prospective list in excess of 14 waiting for 'T' hangars.

3 ea. Prospective tenants for a box hangar.

Review of leases—(FDOT) including revenue flow and use of facilities.

Equipment inventory (including repair and maintenance)—much equipment in deplorable condition. Working on maintenance arrangements.

JD 5520

New 20' batwing mower on order

Shelter for airport equipment.

Building maintenance--Leaking roofs, etc.--Electric service for T hangars

Flight operations counter

NDB

Security Plan

Master Plan

Apron rehabilitation

FBO hangar ventilation ceiling fans

FBO hangar floor (original WWII)

Jingoli Power lease

m) Questions? /discussion?

## **16. SHIP Administrator - Lori Switzer-Mills**

### **Action Items**

#### a. SHIP Annual Reports

The first item in your packet is the SHIP Annual Report for close out FY 2018-2019. The total expended is \$462,870.11. Six applicants were served with Down Payment Assistance, 9 with Owner Occupied Rehabilitation, 2 with emergency repairs and 18 with Disaster Grants. On page 11 the report shows the data so far for interim year 1-2019/2020. We do not have data for interim year 2.-2020/2021 as we did not receive SHIP funds last year.

This year we are also required to submit an annual report for FY 2019-2020 Hurricane Housing Recovery Funds. As of June 30th, the total expended is \$855,166.80 and \$188,039.60 encumbered.

**Request: I am requesting Board action to approve the SHIP Annual Reports for closeout FY 2018-2019 and HHRP 2019-2020.**

#### b. Hurricane Housing Recovery Funds (HHRP)

At the July 6, 2021 meeting you approved a change in the cost of the manufactured home replacement for 552 Oyster Road, Apalachicola due to the home having to be an Exposure D home. The total approved \$85,452.21. Capital Area Community Action agreed to help with the needed Septic Replacement. Capital Area Community Action's estimate for the septic system is \$13,300.00, they only able to pay \$9,000 which leaves a balance of \$4,300.00.

**I am requesting a motion to change the total amount of the mobile home replacement for 552 Oyster Road, Apalachicola from \$85,452.21 to \$89,752.21.**

#### c. Down Payment Assistance Program



Currently, the Down Payment Assistance purchase price limit is \$175,000.

After speaking to several potential homebuyers and local realtors I am being told that there are not many homes on the market for under \$175,000. Houses are selling for at least \$250,000 right now. It will be very hard for applicants to use the Down Payment Assistance funds if there are no homes available under that limit. The USDA, Rural Development Area Loan Limit for Franklin County is \$285,000.

**Due to the increase in the cost of housing, new construction and also existing housing I am asking the Board to consider raising the purchase price limit from \$175,000 to \$250,000.**

## Public Hearings

### 17. Land Use Change 2.01 Acres 10:30 a.m. (ET)

AN ORDINANCE AMENDING THE FRANKLIN COUNTY COMPREHENSIVE PLAN TO CHANGE THE PERMITTED USE OF A 2.01 ACRE PARCEL OF LAND IN SECTION 12, TOWNSHIP 7 SOUTH, RANGE 4 WEST, FROM COMMERCIAL TO RESIDENTIAL.

### 18. Rezoning 2.01 Acres 10:35 a.m. (ET)

AN ORDINANCE REZONING 2.01 ACRES OF LAND IN SECTION 12, TOWNSHIP 7 SOUTH, RANGE 4 WEST, FROM C-4 MIXED USE RESIDENTIAL DISTRICT TO R-1A SINGLE FAMILY RESIDENTIAL SUBDIVISION DISTRICT.

### 19. Rezoning 1.23 Acres 10:40 a.m. (ET)

AN ORDINANCE REZONING 1.23 ACRES OF LAND IN SECTION 12, TOWNSHIP 7 SOUTH, RANGE 4 WEST, FROM C-2 COMMERCIAL BUSINESS DISTRICT TO C-4 MIXED USE RESIDENTIAL DISTRICT.

### 20. Rescinding Ordinance 81-3 11:00 a.m. (ET)

An Ordinance Rescinding Ordinance 81-3 which Regulates the Eastpoint Boat Ramp; Provides Hours of Operation; Prohibits Alcohol and Providing for Penalties; Providing for an Effective Date.

## County Staff & Attorney Reports

### 21. Fiscal Manager/Grants Coordinator - Erin Griffith

a. BOARD ACTION: Approval of FDOT SCOP Construction Widening and Resurfacing CR30A

Franklin County has received a grant from the Florida Department of Transportation to fund the construction portion of the widening and resurfacing of 5.261 miles of CR30A from Highway 98 to Thirteen-Mile Road. This project is fully funded by the state grant and is expected to cost \$3,671,550.

**Board action to approve the attached grant agreement and resolution granting authorization for the chairman to sign the agreement.**

b. BOARD ACTION: Approval of FDOT SCRAP Design and Construction Improvements

## Hwy 67

Franklin County has received a grant from the Florida Department of Transportation to fund the design and construction costs to widen and resurface approximately 2.00 miles of Highway 67 from Crooked River Bridge to State Forest Road 166. This project is fully funded by the state grant and is expected to cost \$1,970,050.

**Board action to approve the attached grant agreement and resolution granting authorization for the chairman to sign the agreement.**

c. BOARD ACTION: Approval of FDOT SCRAP Design Grant Hwy 67 SFR 166-172

Franklin County has received a grant from the Florida Department of Transportation to fund the design costs to widen and resurface approximately 1.8 miles of Highway 67 from State Forest Road 166 on to State Forest Road 172. This project is fully funded by the state grant and is expected to cost \$142,069.

**Board action to approve the attached grant agreement and resolution granting authorization for the chairman to sign the agreement.**

d. BOARD INFORMATION: Grant Application Window Opens FRDAP Program

The grant application window for the 2022/2023 Florida Department of Transportation FRDAP program opens on October 1st and closes on October 15th. The FRDAP program is a competitive award program for enhancements to parks and recreation facilities. A proposed FRDAP project must be for one of the three following categories: acquisition of land for public outdoor recreational purposes, development and/or renovation of land for public outdoor recreational purposes, or construction and/or renovation of a public recreational trail. Grant awards range from \$50,000 to \$200,000. There is no match required for awards of up to \$50,000, a 25% local match requirement from \$50,001 to \$150,000 and a 50% local match requirement for requests in excess of \$150,000. Are there any parks or projects that come to mind that the Board would like to consider for a FRDAP program application? Recently completed projects in Franklin County through FRDAP funding includes the \$50,000 for a new football/soccer field and basketball court at DW Wilson Park in 2017/2018 and \$50,000 for the relocation of the T-Ball fields, playground enhancements and field netting at Vrooman park in 2015/2016.

## 22. County Coordinator - Michael Morón

### Action Items

a. Armory Architect Selection: At your last meeting the Board opened and read out loud submissions received for the County's Request for Qualifications advertisement for Fort Coombs Armory architectural services. There were three packets submitted, and of the three, Gilchrist, Ross, Crowe Architects of Tallahassee was the highest ranked firm. If the Board accepts the committee recommendation, staff will setup a meeting as soon as possible to start contract and pricing negotiations and discuss a timeline for the installation of the fire sprinkler system, repainting of the interior and refinishing the floors.

**Board action to accept the committee recommendation and start negotiations with Gilchrist, Ross, Crowe Architects of Tallahassee to perform architectural services for the Fort Coombs Armory rehabilitation project.**

b. COVID-19 Leave Update: The Board, at your last meeting, extended indefinitely, access to the unused remainder of the Federal FFCRA emergency paid sick leave for employees that had not used all the provided 80 hours if an employee was unable to work, including able to telework, because the employee : 1. was subject to a Federal, State or local quarantine or isolation order related to COVID-19 or 2. had been advised by a health care provider to self-quarantine related to COVID-19 or 3. was experiencing COVID-19 symptoms and was seeking a medical diagnosis. Employees would still need to complete the Emergency Paid Sick Leave Request Form for eligible reasons 1-3 above to utilize this leave. During this discussion, the Board requested that I contact the County's Labor Attorney for a recommendation on new employees hired after the March 31, 2021, County's expiration date of this policy entitlement to this leave. Attorney Carson stated that this extension of the FFCRA emergency paid sick leave **does** apply to new hires with the same restrictions as employees hired before that date. In his recommendation, Attorney Carson also suggested putting a date specific end to the policy and if there are further extensions from that date, restricting it to current employees.

**Board discussion and direction.**

c. CACAA Unreimbursed Expenses: As Capital Area Community Action Agency (CACAA) is getting closer to closing out the donated funds account for the Eastpoint Fire survivors, there are three expenses that were paid by CACAA that were never reimbursed from the account. There was some hope from CACAA that the Department of Economic Opportunity (DEO) would provide some additional emergency funds that would cover these expenses therefore more of the donated funds would be spent directly on the survivors. Unfortunately, DEO did not provide those additional emergency funds and since there is only \$30,033.71 remaining in the account, CACAA is submitting the following three expenses for reimbursement, \$1,140.50 for trailer tag registration, \$494.64 for the purchase of Reese Towpower/accessories for the trailers, and \$11,673.00 for the transportation of the travel trailers for a total of \$13,308.14. With the approval of these expenses, there will be \$16,725.57 remaining in the account.

**Board action to approve reimbursement of \$13,308.14 of expenses, listed above, paid by Capital Area Community Action Agency for the Eastpoint Fire survivors from the donated funds account.**

d. GIS ARPC agreement: Apalachee Regional Planning Council (ARPC) recently informed County staff of their new GIS Specialist. As you know, in 2020 ARPC enhanced the County's GIS map with updated and added Future Land Use, Existing Land Use and other layers. With the Building Department's move to a more robust building permitting software, integration with the County's GIS map will be an important option, therefore updates to the current map is needed. Today I am asking the Board to authorize staff to negotiate an agreement with ARPC that will be presented to you at a future meeting for approval.

**Board action to authorize staff to negotiate an agreement with Apalachee Regional Planning Council for updates to the County's GIS map.**

e. New EOC Location: Recently, I forwarded the Board a map from the Florida

Department of Emergency Management (FDEM) that indicated locations surveyed by FDEM to determine CAT 5 Storm Surge above grade requirements for a new Emergency Operation Center. There were 3 locations surveyed, first is the original location on the airport that has a 5.10' above grade requirement, the second is the intersection of Brownsville Road and Airport Road with an 8.35' above grade requirement, and the third location with a "No Surge" indication, meaning the building can be built on grade, which is slightly north on Highway 65, from Highway 98, before the Landfill, Sheriff's Department, and Road Department. With this information, your staff would like some definite decision on where to design the new EOC so the engineer can start this process. Mr. Collins (AVCON) and I have not been able to meet with FDOT about the possibility of waiving the cost of a lease if the EOC is built on the airport, Hopefully that will happen later this week or early next week.

**Board action to determine a location for the new Emergency Operation Center.**

f. School Board Property: Last week, Chairman Jones and I met with School Superintendent Steve Lanier to discuss the possibility of the School District releasing the 26.93 acres of property adjacent and north of the Sheriff's Department back to the County. Years ago, this property was transferred to the School District from the County as part of an exchange for property in Carrabelle, which is now the Carrabelle Library branch. Mr. Lanier stated that the School District does not have any plans for the use of this property. The County, however, could use this property as a workforce housing project or some other project. The Superintendent is asking for a letter from this Board requesting this property. That letter would be presented to the School Board for consideration.

**Board action to authorize the Chairman's signature on a letter to the School Board requesting the transfer of the 26.93 acres of property adjacent to the Sheriff's Department to the County.**

g. Franklin School Homecoming Parade Route: As the school year has started, Homecoming events are right around the corner. This year the Homecoming parade will take place on Friday, October 1, 2021, from 1:30 p.m. to 2:15 p.m. The parade will begin at the intersection of CA Gillespie and Highway 98, then travel east on Highway 98 turning onto School Road, ending at the School Road and Highway 98 intersection. Beginning at 1:30 p.m. traffic traveling east will be detoured beginning at the intersection of Highway 98 and Bayshore Drive, turning left onto Bayshore Drive, right onto Old Ferry Dock Road, and continuing until turning left on Ave A and right onto 1st Street. Traffic travelling west will follow the same route turning right onto 1st Street, left onto Ave A, a right turn onto Old Ferry Dock Road, and left onto Bayshore until reaching Highway 98.

**Board action to approve the parade and detour routes for the Homecoming Parade.**

**Informational Items**

h. Legislative Budget Projects: Staff was contact by Senator Ausley's and Representative Shoaf's staff with the same message, the Legislative session will start in

January 2022 so our Legislative Budget projects funding request will be due sometime in October. The forms are not yet ready, but it is advisable that the County starts thinking of projects to submit to the Legislature for funding as soon as possible. It is possible that projects from both cities and the County would be prioritized and submitted for funding, so a future workshop with the cities might be needed. We can discuss possible projects at the September 21st meeting.

i. Update on Code Enforcement Workshops: The Code Enforcement Workshops, hosted by the Apalachee Regional Planning Council, will start on Thursday, October 14th, (location not yet selected), and continue throughout October, concluding in November. The final report will be submitted to the County on Friday, December 17th, and will be presented to the Board at the December 21st, regular meeting.

j. Update on FWC Bay/Oyster status: At the last meeting, I informed the Board of Commissioner Boldt's meeting with Billy Sermon and BJ Jamison of FWC. The Board discussed Commissioner Boldt's idea of FWC hosting a roundtable of other agencies and partners involved in the re-opening of the Bay for oyster harvesting, then presenting an update at a future BOCC meeting. Before moving forward with this idea, and based on the discussion at the last meeting, I think it would be beneficial if FWC representatives met with each Commissioner and have a similar discussion, then have another discussion at a future BOCC meeting. Let me know when you are available to meet with FWC and I will schedule those meetings.

### **23. County Attorney - Michael Shuler**

Report (agenda packet)

## **Commissioners' Comments & Adjournment**

### **24. Commissioners' Comments**

### **25. Adjournment**

*In accordance with Section 286.0105, Florida Statutes, any person who wishes to appeal a decision made by the Franklin County Board of County Commissioners, with respect to any matter considered at the meeting, must have a record of the proceedings. He or she may need to ensure that a verbatim record of the proceedings is made.*

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Contact: Michael Moron, County Coordinator (michael@franklincountyflorida.com (850) 653-9783 x 155) | Agenda published on 09/02/2021 at 3:58 PM

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING  
COURTHOUSE ANNEX, COMMISSION MEETING ROOM  
AUGUST 3, 2021  
9:00 AM  
MINUTES**

Commissioners Present: Ricky Jones-Chairman, Bert Boldt, II-Vice-Chairman, Noah Lockley, Joseph Parrish, Jessica V. Ward

Others Present: Michael Shuler-County Attorney, Michael Moron—County Coordinator, Jessica Gay-Deputy Clerk to the Board

**1. Call to Order**

**Chairman Jones called the order to meeting at 9:00 a.m.**

**2. Prayer and Pledge**

**Chairman Jones led the Board in prayer followed by the Pledge of Allegiance.**

**3. Approval of Minutes**

July 20, 2021, Regular Meeting

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, it was agreed to approve the minutes from the meeting held on July 20, 2021. Motion carried 5-0.**

**4. Payment of County Bills**

**On a motion by Commissioner Parrish, seconded by Commissioner Ward, and by a unanimous vote of the Board present, it was agreed to approve the payment of County Bills. Motion carried 5-0.**

**5. Health Department Administrator - Ms. Sarah Quaranta - COVID Update**

Ms. Sarah Quaranta and Mrs. Nicole Sandoval gave a brief update to the Board. Ms. Quaranta explained that the \$49k received from the County budget goes directly to a local public health nurse. She thanked the Board for acting early and sending the letter requesting more vaccinations for the county. She reported that 70% of adults 65 or older are fully vaccinated. She said that we have the counter measure to fight pandemic, can help to not get sick, if you still get the virus, it can reduce severe illness. Seeing it to be true in our own local surveillance. Science is continuing to evolve, delta is one highly transmittable variant, we are seeing those, mutation of virus. Some can spread faster than others, some can spread faster than others. Seeing a difference in those who are vaccinated and those who have not been. Majority of cases are still occurring in the unvaccinated population. Flu vaccine is anywhere from 40-60% effective, every year we see people who have the flu vaccine get the flu. Merdana and Pfizer 94 and 95 % effective during clinical state, now 90% effective. If you get the virus, stay at home, and recover. If you need medical care go get it, if not stay put If you are exposed and are not vaccinated, please quarantine during the duration. The virus can develop

during that 10-day quarantine period. Team wants the pandemic to end just like everyone else. We are going to continue to do everything we can to protect our residents. Need to make sure we can prioritize the pandemic and still be able to provide other services to public. Encourage you to talk to your medical provider. Mrs. Sandoval said that the Merdana and Pfizer vaccines are available at the health department. CVS offers Pfizer. They are currently out but have ordered more. Buy Rite carries the Johnson and Johnson. Weems East and West carry the Merdana vaccination. Johnson and Johnson are a one-shot dose. The shots are still no cost to the public. CVS in Port St. Joe has vaccinations available. Is it true that Florida has jumped up to number one? Mrs. Quaranta not sure of that looking at the data. Commissioner Lockley asked about masks. We will follow the decisions made at the state level to reduce spread. Commissioner Lockley said there are no steps for the people who come in as visitors. Chairman Jones asked if they had heard anything from the state as to what counter measures they are looking at. Ms. Quaranta said that the state is pretty set that the number way to protect yourself is the vaccine. Chairman Jones noted that he will be calling to schedule an appointment for his vaccination. Commissioner Boldt asked if there is any information to provide to the public regarding frequently asked questions. Ms. Quaranta said they are working on something and think they will have that available on Friday to provide to the public. She said that the public can Text Franklincv19 To 888777 to receive updates. Commissioner Lockley said he is begging the public to take the shot, had Covid and it is nothing to play with. Ms. Quaranta appreciates the shout out. Commissioner Boldt said he had spoken with Commissioner Ward regarding how she is dealing with the patients in the respiratory system. He encourages everyone to get the shot. Commissioner Ward said that is the whole reason why she got the vaccine was because she has seen young people die, and she encourages the public to get vaccinated. She said the ones who have been vaccinated are not as sick as those who have been vaccinated and extended appreciation to the health department staff for all their work. Commissioner Parrish encouraged everyone to get the vaccine and protect your people. School is fixing to start, and the new variant strand is proving to be devastating to Florida. Thanked staff for coming in this morning. Chairman Jones said they will look forward to the email/text blast on Friday, thanked them for giving answers and not just responses. Ms. Quaranta said the updates are to inform residents so that they can make decisions for their families. Commissioner Boldt asked if there is any way to do a mobile unit for vaccination. Ms. Quaranta said this is part of the public health innovative lens that we have been talking about. Ms. Quaranta said they have thought about bringing a vaccination van with an ice cream van. Mrs. Sandoval said that is some of things we are looking at if we get the funding. The state has come down in different locations throughout the community. We are medical and transportation under served. Ms. Quaranta said that EMS can go in homebound patients' homes to provide vaccinations; we get the call from patient and coordinate with EMS to go out and provide the vaccinations. Commissioner Boldt said that it seems like we got the transportation out there, is there any creative way to get your tools out to the community. Commissioner Lockley said to call the sheriff department he has an ice cream truck. Ms. Quaranta said that we must be innovative especially in rural communities. Commissioner Boldt said transportation for disadvantage has several vehicles, maybe they could be used for this. Chairman Jones said that with the Merdana and Pfizer you must get two shots, and that complicates things. Commissioner Lockley said with school starting do you think it will be a good idea to have vaccine on campus. Ms. Quaranta said yes, we will make sure vaccines are on site, Covid as well as other vaccinations. Commissioner Ward told Ms. Quaranta that their budget was tentatively approved at workshop. Mr. Moron asked about approval of age below 12, Ms. Quaranta said the only vaccine to administer between 12-15 is the Pfizer.

**6. Public Comments**

There were no public comments.

**Constitutional Officers**

**7. Clerk of Courts – Michele Maxwell – Report**

Clerk Maxwell was not present and had no report for the Board.

**Department Directors Reports**

**8. Superintendent of Roads and Bridges – Howard Nabors**

Informational Item:

- a. Detail of Work Performed and Material Hauled by District (agenda packet)

Commissioner Ward said that she had sent an email to Ms. Virginia requesting signage in her district to be replaced or repaired. If you have any questions, feel free to give me a call. Mr. Nabors said he will take care of it. Chairman Jones thanked him for replacing the signs that were faded on St. George Island, he knows there is more to be replaced but appreciates the work so far.

**9. Solid Waste Director – Fonda Davis**

Informational Item:

- a. Right-of-Way Debris Pickup / Recycle Material Hauled (agenda packet)

Mr. Davis asked if any decision had been made regarding the hours of use for all parks. Chairman Jones asked if there is a particular issue that needed to be addressed. Mr. Davis said the State attorney had contacted him asking if there were specific hours.

Attorney Shuler said the Board does not have an ordinance on file establishing hours of operation for parks. Attorney Shuler asked if the Board thought that there was a need to have an ordinance opening and closing the parks throughout the county. Mr. Davis said no that in his experience the only park was Regatta Park but overall, the other parks were great. Attorney Shuler said just like the boat ramps, we didn't have an ordinance until an issue arose. If the Board wants to be proactive and create an ordinance, we can schedule a public hearing. However, the Board typically waits until there is an issue.

Chairman Jones said his concern is that it is going to be difficult because like the ball parks during the season they may be there until 10 pm at night. He said that he was apprehensive in setting times and that it will be very difficult. He said that he is not saying we shouldn't consider it if we begin having problems.

Mr. Moron said he agrees it is difficult enough for Mr. Davis to get the lights on and off during the season, it is going to be tough to set a hard rule about the parks. The parks are there to provide different things for different people.

The Board has been a hands-on *laissez-faire* but it in the directors' hands if it's not broken don't change it.



Chairman Jones told Mr. Davis that if he started to see a real issue, please don't hesitate to bring it back to the Board.

Commissioner Lockley said that he received another call for someone needing a dumpster in Eastpoint. Mr. Davis said that he will take care of it.

**10. Emergency Management Director – Pam Brownell Informational Items:**

- a. EOC staff are attending the FEPA Mid-year Training and workshop in Crystal River from 08/01/2021-08/06/2021
- b. EOC staff continue to update plans and contracts for Franklin County.
- c. EOC submitted reimbursement request for EMPA, EMPG, and CERT.
- d. 07/28/2021 EOC Staff delivered 2nd Message Board Sign to Franklin County Courthouse advertising Leslie Street is 2 - way.
- e. 07/27/21 EOC Staff attended the Onboarding Webinar for EMPA, EMPG and EMPG- ARPA Grants for 2021-2022.
- f. 07/28/21 EOC Staff completed IPAWS Required monthly testing.
- g. 07/28/21 EOC received \$83,179.24 for the waiver we wrote for Hurricane Michael.
- h. 08/14/21-08/15/21 and 08/21/21-08/22/21 EOC will be offering a CERT (Community Emergency Response Team) Training her at the EOC. To register email [em3frank@fairpoint.net](mailto:em3frank@fairpoint.net).

**11. Extension Office Director – Erik Lovstrand**

Informational Items:

General Extension Activities:

- a. During this period, the Extension office assisted citizens on topics of palm tree identification, termite identification, large trees near home, control of invasive weeds, and more.
- b. Extension Director participated in a webinar training about identifying biting bugs and best practices for working with clientele.

Sea Grant Extension:

- c. Extension Director working with State Shellfish Specialist and other faculty to host an in-service training for county extension faculty on the topic of the off-bottom oyster aquaculture industry.

4-H Youth Development:

- d. Local 4-H shooting sports club was successful in receiving a grant from the NRA Foundation Teach Freedom grant program to purchase needed archery equipment and supplies. Supplies are currently arriving at the Extension office.

Family and Consumer Sciences:

- e. Family Nutrition Program assistant continues providing nutrition programming in local schools and is assisting with Gulf County FNP programming as they seek to fill a vacant position.

Agriculture/Home Horticulture:

f. Franklin County Master Gardeners have begun hosting weekly plant clinics at the Extension office on Wednesdays from 10-noon to answer questions for walk-in visitors on gardening and home horticulture issues. These will also be provided at local libraries.

Chairman Jones asked how the new archery program was going. Mr. Lovestrand said they recently received word from the NRA that the program was awarded a grant for \$8K. The grant will purchase most of the equipment. We are currently looking for a trailer to transport equipment to the range and to the events students participate in.

Commissioner Lockley asked if there were other programs available for children who do not like archery. Mr. Lovestrand said this is the only active 4H program at this time. He said they are working with one other volunteer who has been through background process, and she will be leading a group that will focus on leadership activities for youth. Commissioner Lockley said he would like to try to find the others something to do to occupy their time. Mr. Lovestrand noted that he found old records from previous years and interesting to see names of older folks in the community. He will get the information out regarding Camp Timpochee when it is available. They can participate in that without being a member.

Mr. Moron told Mr. Lovestrand that if he ever came across a grant for a county range that would serve the community this project was still in the minds of the commissioners and himself. Commissioner Boldt asked if Mr. Moron thought that the County would cross over with the sheriff for a range. Mr. Moron said that Sheriff Smith has the plan but doesn't have the money at this time.

## **12. Library Director – Whitney Roundtree**

### Informational Items:

- a. We interviewed two applicants for the vacant permanent PT Library Assistant position. n employment offer has been extended, pending pre-employment screening results.
- b. A big thank you to the Friends of the Franklin County Public Libraries for funding this year's Summer Reading Program: Tails & Tales.
- c. Both libraries will be closed August 23rd, for WILD Staff Development Day. Upcoming Events: Franklin County Public Library Eastpoint Branch
  - August 3rd– Diabetes Awareness at 10:00am-11:00am. This is a monthly program that you can come to and have all your questions answered about Diabetes from a trained professional. John is here to answer any questions you may have. No appointment is needed, and this is a free program.
  - August 3rd – Book Chat at 1:30pm. This is a monthly group that meets to discuss the current books they have been reading or maybe interested in reading. There is no set book for this group; the book of choice is up to the individual.
  - August 11th – Poetry Workshop at 10:00am. There will be a brief reading by Anthony Watkins followed by sharing and discussing the work of local poets as well as a general discussion about all things literary.
  - August 18th - Writers forum at 1:00pm. Interested in becoming a writer? This group meets once a month to discuss new ideas and learn useful tips from local author, Dawn Radford.

Franklin County Public Library Carrabelle Branch

- August 6th - Book Chat at 1:30pm. This is a monthly group that meets to discuss the current books they have been reading or maybe interested in reading. There is no set book for this group; the book of choice is up to the individual.
- August 26th- Poetry Workshop at 10:00am. There will be a brief reading by Anthony Watkins followed by sharing and discussing the work of local poets as well as a general discussion about all things literary.

Chairman Jones asked when their new employee would start, and Ms. Roundtree said that they would start next week.

### **Other Reports**

#### **13. TDC Administrator – John Solomon**

Informational Items:

- a. The May collections were \$276,458.66 which is an Increase of \$152,619.39 or a 123% increase over May 2020. This is the highest collections for the month of May by \$110,319.01. This is also the third highest collections for one month in the history of the Franklin County TDC. The top two months were both in the month of June in 2019 and 2020.
- b. The Franklin County TDC is very proud to announce that the Florida’s Forgotten Coast Mobile App that the Franklin County TDC developed and produced has won a 2021 Flagler Award from Visit Florida.

“The Flagler Awards is an annual statewide competition recognizing outstanding Florida tourism marketing. The program was created by VISIT FLORIDA to honor the countless individuals and organizations that help position Florida as the No. 1 travel destination in the world. Each year the Flagler Awards pay tribute to the determined efforts of those who use their skill, resourcefulness, creativity and innovative spirit to market Florida to the world.”

Commissioner Jones noted that the app is a resource for our residents and visitors to keep them aware of what is going on in our community. Commissioner Lockley noted that we still don’t have the infrastructure to accommodate the people coming. Mr. Solomon told the Board that they have tentatively approved the budget which includes infrastructure. We would not be able to build the infrastructure that we plan on building without the visitors who have come into the community. Commissioner Lockley said that we need to go up in the air with some parking lots. We need bathrooms and parking lots to help eliminate some of the other problems. Mr. Moron said he wanted to clarify that Mr. Solomon can’t take the money and go build a parking lot or bathroom. Unfortunately, the state doesn’t feel the same way everyone else does. Mr. Solomon said he will do whatever is within his power to do with the funds.

Commissioner Lockley said in September we need to talk to the legislature and let them know what is not working. Chairman Jones said if a tourist development council in a county receives over \$10 million, they can do anything with the funds, if it is less than \$10 million there is limitations. Mr. Moron said he believes that is what Commissioner Lockley is expressing his frustration with. Mr. Solomon said there is a lot that we can do and there are ways that we can get the infrastructure within the rules that the legislature has set. We are still able to do what we’ve done before but with more funds we can do it sooner and quicker.

Commissioner Lockley said the Board is going to have to let the legislature know that the way it is set up is not doing us any good.

Commissioner Boldt said that it seems to him that we as a board need to work closely with the Tourist Development Council to create a list of projects that we know is approved and money is available.

Attorney Shuler said when the infrastructure projects are brought to him, he approves based on what criteria the legislature has set, that is the lens that he must look through. Attorney Shuler said we will hear another strike against small government when Commissioner Ward brings up her discussion regarding infrastructure. Attorney Shuler said the good news is that they have clearly laid out a road map of what is allowable. The projects that the Board approves as infrastructure will have to match the statutory criteria.

Commissioner Boldt make a motion to create a list of what infrastructure we are going to create.

Mr. Moron would recommend Commissioner Boldt delay his motion until after the budget is completed. Then we can bring TDC together with the board to meet.

Mr. Solomon TDC board having them involved would be a good thing, agree until after the budget, since it is just tentatively approved. The \$600k does not include the money for restrooms, etc. that is already in budget. We do not know what is coming. We can't budget until we see what we are making. Starting next month, we will have an idea. The TDC is just as invigorated as Mr. Lockley to begin some infrastructure projects for our visitors as well as our residents.

Attorney Shuler asked if TDC had already been discussing potential projects to present to the Board. Mr. Solomon said no, and that they wanted to converse with the County Commission to see what their ideas were on the infrastructure first.

Commissioner Boldt suggested having a conversation in October with the Board and the TDC. Chairman Jones said we would probably need to make a motion to hold a public workshop. Mr. Moron said he will put on the next meeting to make a motion to hold a workshop. Chairman Jones said we are hindered in what we could do and what we need to do. Commissioner Lockley said we can start doing the things that we can do. The rules have been there and aren't going to change. We need to pick out something and start doing it.

The Board recessed at 10:03 a.m. and reconvened at 10:13 a.m.

#### **14. Interim Airport Manager – Ted Mosteller**

a. FYI: Our Airport Manager committee is still meeting and will have a report soon.

North Florida Construction Management LLC (Chuck Stensland, Crawfordville from roof repair – gave options to Board)

Mr. Chuck Stensland with North Florida Construction Management, LLC gave the following options to the Board.

Option #1: Repair to stop leak (immediate need—conferred with both Erin and Michael) Note: The repair option would stop the leaking and must be done—as there are actual rusted out holes in the areas where leaking. The affected panels would be replaced instead of just patched as before. This would extend those (three) areas to last if the rest of the roof—considering the advanced rust—will not be too many years. They are scheduled to do this repair on Friday July 30th. The cost is estimated to be less than \$1000. They will replace the rusted metal in three areas and treat and coat the areas with Gayco.

Option #2: Pressure clean - Replace all screws (they are most all rusting) Apply Gayco—a Rubberized coating. Note: This option is estimated at this time to be approximately \$40,000.

Note: Most all the screws are rusting—and the metal around them--some very serious. Chuck told me that this is because of the rubber washer is deteriorating away—thus option # 2—to replace all the screws and treat around them—then to clean and coat the entire roof with Gayco—a rubberized coating (very expensive product). Has a 15-to-20-year life expectancy.

Option #3: Replace entire metal roofing - replace current type insulation or spray foam entire under roof and pertinent walls

Note: This option is estimated at this time to be approximately \$152,000. Note: If the entire roof is replaced—this would finish off the insulation—which would then need to be replaced. The insulation is fiberglass matt and is in bad shape. An alternative is to install new metal and to spray foam underneath.

Note: There are extensive areas such as most seams that have been painted with some type of coating. We don't know what is under this. Some of these areas are suspicious— but are not currently obviously leaking.

Note: The overall roof metal except the conditions mentioned is mostly in good condition—considering it was built in 1992/1993—some 29 years old.

Note: I would welcome to take you on a tour—even take you onto the roof in the JLG High Lift—or at least raise you up to the edge to see it firsthand

Attorney Shuler said that the Board has a local bid policy with a \$10k threshold. Attorney Shuler asked if on the estimate for materials is more than \$10k. Mr. Mosteller replied to no. Is there anything structurally unsound because of the damage to the roof where there would be a factual basis to declare an emergency? Mr. Mosteller replied to no. Attorney Shuler said there doesn't seem to be any reason to waive the local bid policy. Mr. Mosteller said that it may be leaking next week, or it may be next year. However, he agrees that more than likely it must be bid out. Mr. Mosteller said that Mr. Stensland attended today to answer any questions the Board may have. Attorney Shuler recommended that AVCON would be the best option to write up the request for bids. Mr. Moron asked for clarification on what we are asking for bids for. Is it to replace the roof or for treatment that will provide many years of life? Chairman Jones asked what Commissioner Lockley's experience is with galvanized roofs. He said that you are only going to get so many years out of it. Commissioner Boldt asked what if they sealed each individual screw, his roof was done like a Hershey kiss. Mr. Stensland started answering Commissioner Boldt's questions. At that time Attorney Shuler advised the Board that if Mr. Stensland continued to discuss the project, he would disqualify himself. The contractor cannot write the specs and bid on the project.

Attorney Shuler said the Board should have the engineer look at it and let them make a recommendation to the Board.

Commissioner Lockley asked what type of material it was, Mr. Stensland said it was 26-gauge galvalume. Mr. Moron said it wasn't that the Board did not want the information, but they did not want him to disqualify himself.

Attorney Shuler said the Board would need to make a motion to direct the engineer to make a recommendation.

**Commissioner Ward made a motion, seconded by Commissioner Boldt, to task AVCON engineers to do the appropriate research and provide a recommendation to this board if we should have the roof repaired or replaced and possibly come up with bid specs so that we can put it out for bids.** Commissioner Lockley and Mr. Mosteller discussed the age and condition of the roof. Mr. Mosteller provided pictures to the Board showing the water damage due to the roof. Commissioner Lockley asked if they were going to repair the ceiling tiles. Mr. Mosteller said he can replace the tiles if the Board approves.  
**Motion carried 5-0.**

Mr. Moron asked Mr. Mosteller to provide him with a price to replace the tiles in need of repair.

PUMP Discussion:

Chairman Jones said with a lift station there is one in a vicinity and not several. If what you are referring to has multiple of then they are most likely grinder pumps. Mr. Mosteller explained that they have both. Commissioner Jones asked if this was for action or discussion. Mr. Mosteller said that it was for discussion, and they have tasked him to repair. So, unless the Board wants to replace the grinder there is no action needed. Chairman Jones said he believes there was some confusion on what we were needing to repair lift station vs. grinder pump. The grinder pump is our responsibility, and the lift station is the city's responsibility. Yes, but there might be ten or less lift stations in Eastpoint. Not trying to oversimplify it. If you can replace for \$1k that is not a lift station. Mr. Moron asked Mr. Mosteller to send him the quote and then we will go from there. Mr. Mosteller said every time someone flushes the toilet it bubbles up. Chairman Jones said this is a health issue and needs to be fixed. Commissioner Lockley indicated that the Board had authorized them to fix it at the last meeting. Mr. Mosteller said that he has been trying to get a plumber to come do the work but he is working on plumber number 5.

b. Note: A point of clarification—concerning me working on the diesel-powered generator: At the July 06 BCC meeting, I was asked if I am a Certified Diesel Mechanic— my answer was no but I am a Certified Aircraft Airframe and Power plant mechanic. My answer reflected that I don't consider myself a certified diesel mechanic, per se, however I am certified on diesel engines. As an example, we have a twin-engine Diamond aircraft based here at the airport. The engines are diesel of which my Certification qualifies me to work on them.

c. FYI and consideration/discussion: FBO roof leaking: (Note: The hangar/office was built in 1991/1992 at a cost of \$200,000 on the existing old hangar concrete slab.) Having received complaints and witnessing the FBO roof leaking into the FBO office and being informed that the roof has been patched numerous times by local contractors, I have taken action.

Being currently involved as a Trustee, and with the re-roofing of First UMC Apalachicola by North Florida Construction Management LLC (Chuck Stensland, Crawfordville); I asked if they were interested in taking a look at the FBO. I have met with them on the FBO roof twice; and they offer the following three options:

Option #1: Repair to stop leak (immediate need—conferred with both Erin and Michael) Note: The repair option would stop the leaking and must be done—as there are actual rusted out holes in the areas where leaking. The affected panels would be replaced instead of just patched as before. This would extend those (three) areas to last as long as the rest of the roof—considering the advanced rust—will not be too many years.

Note: They are scheduled to do this repair on Friday July 30th. The cost is estimated to be less than \$1000. They will replace the rusted metal in three areas and treat and coat the areas with Gayco.

Option #2: Pressure clean - Replace all screws (they are most all rusting) Apply Gayco—a Rubberized coating

Note: This option is estimated at this time to be approximately \$40,000.

Note: Most all the screws are rusting—and the metal around them--some very serious. Chuck told me that this is because of the rubber washer is deteriorating away—thus option # 2—to replace all the screws and treat around them—then to clean and coat the entire roof with Gayco—a rubberized coating (very expensive product). Has a 15-to-20-year life expectancy.

Option #3: Replace entire metal roofing - replace current type insulation or spray foam entire under roof and pertinent walls

Note: This option is estimated at this time to be approximately \$152,000. Note: If the entire roof is replaced—this would finish off the insulation—which would then need to be replaced. The insulation is fiberglass matt and is in bad shape. An alternative is to install new metal and to spray foam underneath.

Note: There are extensive areas such as most seams that have been painted with some type of coating. We don't know what is under this. Some of these areas are suspicious— but are not currently obviously leaking.

Note: The overall roof metal except the conditions mentioned is mostly in good condition—considering it was built in 1992/1993—some 29 years old.

Note: I would welcome to take you on a tour—even take you onto the roof in the JLG High Lift—or at least raise you up to the edge to see it firsthand

d. FYI: Sewer lift station: FYI: To reiterate: Pam informed me that there apparently is a water leak near the EOC--serving the 60 x 60 hangar and the EOC. The city was called who reported that the sewage lift station which is located near the water meter; was not working. Randall Terry confirmed that the breakers in the 60 x 60 are not tripped— which supplies electric to the lift station.

After conferring with Michael, I have called 5 different plumbers with neither calling back as of Saturday morning—will try again Monday.

Note: The pump (sewage system) was originally installed in 2004/2005.

After several calls, I was finally called back by plumber #1 who promised to be there Tuesday July 20th morning. After several more calls, he finally came Friday. He informed me that the electric was out—that the pump would work if electric restored—thus he and his crew left. I was unable to gain access to the hangar to get the breakers checked again.

Note: Plumber # 2 finally called just as #1 was on the way. I thanked him but informed him that #1 was on the way—that I would call him if needed.

Saturday, I checked it out myself—with test meter in hand and a temporary extension cord plugged into the EOC for troubleshooting purposes; I found the GFCI is defective, and the pump is shorted and needs replacement. I called plumber #1 and left a voice mail asking him to call me if he is interested in replacing the pump. As of Wednesday afternoon (28th) I have not heard from him.

Tuesday, after conferring with Michael--after plumber #3 & #4 proved not to be able to do the job for lack of equipment; and I tried to contact #2 again— so far failed after several calls and cell mailbox full.

Tuesday evening: If #2 doesn't call back, I plan to try to contact #5 again Wednesday morning. I understand that possibly #2 and #5 both have the equipment needed for the repair. (Suggested equipment needed is a portable pump and tanker).

I left a voice mail with #5 Wednesday morning As of Wednesday afternoon, #2 nor #5 have called me back.

e. FYI: "T" hangar electric checking into request for electric in the 'T' hangars.

f. FYI: Some other issues currently working on:

Airport Manager Duties, etc. report. Update. Flight Obstruction Clearance.

Fuel Farm, Mogas, etc. EOC

Prospective list in excess of 12 waiting for T hangars. Prospective tenant for a box hangar.

Review of leases—(FDOT) including revenue flow and use of facilities. Equipment inventory (including repair and maintenance)

Shelter for airport equipment.

Building maintenance--Leaking roofs, etc.--Electric service for T hangars Flight operations counter

NDB

Security Plan

Apron rehabilitation

FBO hangar ventilation ceiling fans FBO hangar floor (original WWII)

g. FYI: I was informed Saturday (17th) morning that the ASOS was inoperative. I called Noaa— was reported they would send a technician on Monday.

h. Note: I am finding as most of you know that building supplies/materials are currently costing at least three times of just a few months ago. This is reflected especially in the metal and electric quotes.

## **15. SHIP Administrator - Lori Switzer-Mills**

Action Item:

a. Hurricane Housing Recovery Funds (HHRP)

At the May 4th meeting you approved a mobile home replacement bid for 611 Ave D- 7th Street, Carrabelle for a total of \$85,869.80. Capital Area Community Action agreed to help with the engineered foundation if one was needed. It has been determined that this applicant will need the engineered foundation which will cost \$12,550.00. Capital Area Community Action is only able to help with \$9,400 which leaves \$3,150.00.

I am requesting a motion to change the amount of the mobile home replacement for 611 Ave D-7th Street, Carrabelle from \$85,869.80 to \$89,019.80.



Of the 4 homes in this last bid package:

123 Long Road, Apalachicola- Has been delivered

611 Ave D-7th Street, Carrabelle-Ready to be delivered (waiting on the Engineered Foundation)

151 Bear Creek Road, Eastpoint-Is expected to be delivered around August 28th 552 Oyster Road, Apalachicola-expected to be delivered sometime in January.

Commissioner Lockley requested a breakdown on what the costs included for an engineer foundation. The boring test \$950, FEMA foundation design \$600, FEMA foundation \$8500, the crane to place the home on foundation \$2,500 equal to \$12,550.

**On a motion by Commissioner Lockley, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, to approve changing the amount of the mobile home replacement for 611 Ave D-7th Street, Carrabelle from \$85,869.80 to \$89,019.80. Motion carried 5-0.**

Informational Item:

b. SHIP Funds

We have received the \$350,000 allocation of SHIP funds for this year. The ad for applications was in the Times in last Thursday's paper. We will be accepting applications from Sept 1st through Sept 30th for the Emergency Repair & Owner- Occupied Rehabilitation Programs. Applications for the Down Payment Assistance program will also begin on Sept 1st and will be ongoing until the funds are used.

Commissioner Lockley asked how many more mobile homes would be purchased with this program. Ms. Switzer said she believed only one more and that the rest will be repairs. There are no more funds to her knowledge. She did request additional funds initially and received them. Ms. Switzer said that we did receive the \$350k SHIP funds. It will have to advertise for 30 days, and they will accept applications from September 1<sup>st</sup> -30<sup>th</sup>. Applications for down payments will also be accepted beginning September 1<sup>st</sup>. Commissioner Lockley said there is still a great need even though funds have been cut off.

## **Planning and Zoning Reports**

### **16. Critical Shoreline Applications**

a. 1474 Alligator Drive

Consideration of a request to construct a Single-Family Residential Dock with a 353'x4' access walkway with an 8'x20' Terminus and Two (2) 12'x20' Boat lifts. Property is described as Lot 3 of Lot 9 Sub Penn Point, Block L, Unit 2, 1474 Alligator Drive, Alligator Point, Franklin County, Florida. State and Federal Permits have been received. Request submitted by Docks 4 Less, agent for John Adam Dowdy, III. (Application originally submitted and approved 5/14/2019)

P&Z Board Recommended Approval BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Boldt, seconded by Commissioner Parrish, and by a unanimous vote of the Board present, the Board approved the request to construct a Single-Family Residential Dock with a 353'x4' access walkway with an 8'x20' Terminus and Two (2) 12'x20' Boat lifts. Property is described as Lot 3 of Lot 9 Sub Penn Point, Block L, Unit 2, 1474 Alligator Drive, Alligator Point, Franklin County, Florida. Motion carried 5-0.**

b. 26 Mardi Gras Way

Consideration of a request to modify an existing dock by adding a 24'x6' access walkway, a 6'x3' step-down, and a 12'x24' uncovered boat lift. Property is described as Lot 20 Holiday Beach, Unit 1, 26 Mardi Gras Way, Alligator Point, Franklin County, Florida. Request submitted by Garlick Environmental Associates, agent for Debra Fadool, applicant. State and Federal Permits have been received. P&Z Board Recommended Approval

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Boldt, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved the request to modify an existing dock by adding a 24'x6' access walkway, a 6'x3' step-down, and a 12'x24' uncovered boat lift. Property is described as Lot 20 Holiday Beach, Unit 1, 26 Mardi Gras Way, Alligator Point, Franklin County, Florida. Motion carried 5-0.**

c. 147 Harbor Circle

Consideration of a request to construct a Single-Family Dock with a 231'x4' access walkway, a 26'x4.5' Terminus with a 26'x1.5' Step-down, and Two (2) 16'x26' Covered Boat Lifts. Property described as Tract 4 Alligator Harbor, 147 Harbor Circle, Alligator Point, Franklin County, Florida. Request submitted by Garlick Environmental Associates, agent for Steven Fling, applicant. P&Z Board Recommended approval contingent upon State and Federal Permits

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Boldt, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved the request to construct a Single-Family Dock with a 231'x4' access walkway, a 26'x4.5' Terminus with a 26'x1.5' Step-down, and Two (2) 16'x26' Covered Boat Lifts. Property described as Tract 4 Alligator Harbor, 147 Harbor Circle, Alligator Point, Franklin County, Florida, contingent upon State and Federal Permits. Motion carried 5-0.**

d. 333 River Road

Consideration of a request of a tear down and rebuild of a Single-Family Dock with a 51'x6' access walkway and a 13'x38' Covered Boat Lift. Property is described as Block 5, Carrabelle River Sub Lot 3 & North 35' of Lot 4, Carrabelle, Franklin County, Florida. Request submitted by Garlick Environmental Associates, agent for John Mooney, applicant. Applicant will be contingent upon State and Federal Permits. P&Z Board recommended approval contingent upon State and Federal Permits

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Lockley, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board approved the request of a tear down and rebuild of a Single-Family Dock with a 51'x6' access walkway and a 13'x38' Covered Boat Lift. Property is described as Block 5, Carrabelle River Sub Lot 3 & North 35' of Lot 4, Carrabelle, Franklin County, Florida, contingent upon State and Federal Permits. Motion carried 5-0.**

e. 1927 Indian Harbor Road

Consideration of a request to construct a new 4'x237' Single Family Dock with a 6'x26' Terminus and a 3' step-down. Property is described as Lot 7 Indian Bay Village, 1927 Indian Harbor Road, St. George Island, Franklin County, Florida. State and Federal Permits have been received. Request submitted by Better Built Docks, agent for Jared Orciani, applicant. P&Z Board Recommended approval

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Lockley, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved the request to construct a new 4'x237' Single Family Dock with a 6'x26' Terminus and a 3' step-down. Property is described as Lot 7 Indian Bay Village, 1927 Indian Harbor Road, St. George Island, Franklin County, Florida. Motion carried 5-0.**

f. 1968 Highway 98 West

Consideration of a request to construct a New Single-Family Dock with a 242'x4' access walkway with a 15'x15' midway access deck, a 10'x16' Terminus, and Two (2) 10'x20' Boat Lifts. Property is described as Lot 1 Crooked River Light House Reservation, 1968 Highway 98 West, Carrabelle Beach, Franklin County, Florida. Request submitted by Garlick Environmental Associates, agent for Jennifer Smith, applicant. Application will be contingent upon State and Federal Permits. P&Z Board recommended approval contingent upon State and Federal Permits

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Ward, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved the request to construct a New Single-Family Dock with a 242'x4' access walkway with a 15'x15' midway access deck, a 10'x16' Terminus, and Two (2) 10'x20' Boat Lifts. Property is described as Lot 1 Crooked River Light House Reservation, 1968 Highway 98 West, Carrabelle Beach, Franklin County, Florida, contingent upon State and Federal Permits. Motion carried 5-0.**

g. 2392 Highway 98 West

Consideration of a request to add fill to construct a driveway over a portion of a jurisdictional wetland on the front of the property. Property is described as Pinewood Shores Sub Lot 3 being 1.07 Acres, 2392 Highway 98 West, Carrabelle, Franklin County, Florida. Request submitted by Garlick Environmental Associates, agent for Rick Soria, applicant. The applicant will be contingent upon FDEP permit. P&Z Board recommended approval contingent upon DEP permit.

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved the request to add fill to construct a driveway over a portion of a jurisdictional wetland on the front of the property. Property is described as Pinewood Shores Sub Lot 3 being 1.07 Acres, 2392 Highway 98 West, Carrabelle, Franklin County, Florida, contingent upon DEP permit.**

Commissioner Lockley inquired as to what they were building. Mrs. Bankston said they are constructing a driveway. It is a jurisdictional wetland, and they are required to get a permit from FDEP. DEP has taken over jurisdictional wetlands, but they must get a permit from the County to put in the fill and construct the driveway. **Motion carried 5-0.**

h. 4530 St. Theresa Landings Road

Consideration of a request to modify an existing Community Dock by adding 12.6'x12.6' Boat lift. Property described as parcel # 28-06-02W-1000-0000-0COM, St Theresa Landings Road, St. Theresa, Franklin County, Florida. Request submitted by Hydra Engineering & Construction, agent for Matthew Fox, applicant. Applicant will be contingent upon State and Federal Permits or Exemption.

P&Z Board recommended approval contingent upon State and Federal permits or Exemption

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Boldt, seconded by Commissioner Parrish, and by a unanimous vote of the Board present, the Board approved the request to modify an existing Community Dock by adding 12.6'x12.6' Boat lift. Property described as parcel # 28-06-02W-1000-0000-0COM, St Theresa Landings Road, St. Theresa, Franklin County, Florida, contingent upon State and Federal Permits. Motion carried 5-0.**

#### 17. Commercial Site Plan Applications

a. St. James Bay

Consideration of a request for Site Plan review for an additional 12 Villa Unit at the Club House area of St. James Bay Golf Course. Property described as 160 Laughing Gull Lane, Carrabelle, Franklin County, Florida. Request submitted by Jim Waddell, agent for St. James Bay PUD. Applicant will be contingent upon State and Federal Permits. P&Z Board recommends approval contingent upon State and Federal Permits

BOARD ACTION: Approve, Table, or Deny

Commissioner Boldt stated that he would need to recuse himself since he lived at the property up for action. Attorney Shuler confirmed with Commissioner Boldt that he has a conflict of interest and that he will file a form recusing himself for the official record.

**On a motion by Commissioner Lockley, seconded by Commissioner Ward, the Board approved the request for Site Plan review for an additional 12 Villa Unit at the Club House area of St. James Bay Golf Course. Property described as 160 Laughing Gull Lane, Carrabelle, Franklin County, Florida, contingent upon State and Federal Permits. Motion carried 4-0, Commissioner Boldt recused.**

b. 116 Otter Slide Road

Consideration of a request for Commercial Site Plan review of a 37'x12' Storage Building on a 9.09-acre parcel on property described as a parcel containing 34.36 acres located at 116 Otter Slide Road, Eastpoint, Franklin County, Florida. Request submitted by LMB Properties Partnership, Ltd, applicant. P&Z Board recommended approval

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Parrish, seconded by Commissioner Lockley and Commissioner Ward, and by a unanimous vote of the Board present, the Board approved the request for Commercial Site Plan review of a 37'x12' Storage Building on a 9.09-acre parcel on property**

**described as a parcel containing 34.36 acres located at 116 Otter Slide Road, Eastpoint, Franklin County, Florida. Motion carried 5-0.**

**18. Re-Zoning & Land Use Change Applications**

a. Seacured Storage LLC

Consideration of a request for Public Hearing to re-zone a 5.9-acre parcel lying in Section 36, Township 8 South, Range 7 West, located in Eastpoint, Franklin County, Florida from C-2 Commercial Business to R-7 Multi-Family High Density. Request submitted by Garlick Environmental Associates, agent for Seacured Storage LLC, applicant. P&Z Board recommends approval for Public Hearing

BOARD ACTION: Approve, Table, or Deny

**On a motion by Commissioner Lockley, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board approved the request for Public Hearing to re-zone a 5.9-acre parcel lying in Section 36, Township 8 South, Range 7 West, located in Eastpoint, Franklin County, Florida from C-2 Commercial Business to R-7 Multi-Family High Density. Motion carried 5-0.**

Mr. Moron presented the following item from his report at this time.

d. Special Master/Magistrate for P&Z/BOA: Another item Commissioner Bold discussed at the July 20th meeting was the use of a Special Master/Magistrate to hear Planning & Zoning (P&Z) applications and Board of Adjustment (BOA) variance requests, due to attendance issues with the community member boards. If the Board agrees to pursue this idea, Mrs. Cortni Bankston would reach out to other counties and cities that uses master/magistrates and report back to this Board. As an option, until the Board decides on the use of a master/magistrate, would the Board consider merging the current P&Z and BOA members to serve as both P&Z and BOA to hear their applications and requests. By combining the active members on both boards, we could have a seven- member board with two alternates. The seven-member board make-up will be 5 district seats and two at-large seats. On the second Tuesday of every month, they would meet at 6:30 p.m. as the Board of Adjustment then at 7:00 p.m. as the Planning and Zoning Commission. If the Board favors this option, I will ask for two motions, one to combine the membership for a five-member board to hear the August Planning and Zoning and Board of Adjustment applications, most likely with an Emergency Ordinance. The other motion would authorize Attorney Shuler to schedule a public hearing to amend the Zoning Ordinance to allow for the seven-member board along with the other necessary changes.

**On a motion by Commissioner Boldt, seconded by Commissioner Ward, to authorize staff to reach out to other counties and cities that use masters/magistrates and report back to the Board.**

Commissioner Lockley asked if this would be for informational purposes at this time. Mr. Moron confirmed that this was strictly information, to collect information and bring back to the Board. Then the Board can decide on if and how they want to handle it. Commissioner Lockley said he would like information on both and asked if there has ever been a combined board. Attorney Shuler said to his knowledge there has always been two separate boards since the present ordinance was adopted in the 1980s. After we handle this component, we will move on to address the issue of potentially merging the two together. Commissioner Ward said she doesn't have a problem in collecting this data for informational only purposes. Commissioner Boldt look at the public input that has been afforded in a magistrate system. **Motion carried 5-0.**

Mr. Moron discussed the request for motion to combine the membership for a five-member board to hear the August Planning and Zoning and Board of Adjustment applications.

Mr. Moron said there is difficulty in getting a quorum, his office ran the ad for thirty days, on the website and radio, with no response. Volunteering is not like it used to be. Without this action you will not have a BOA in August and possibly not a P&Z. Chairman Jones said he is in favor of temporarily combining the meetings to make sure that the board will be as solid about meeting as the board of County Commissioners. In some instances, we are cutting off public access unintentionally. It is taxing to everyone from the public, the applicants, and the board members.

Mrs. Bankston said with combining the two boards we will have six dependable members so we will always have a quorum. Commissioner Ward said she spoke with one member and was in favor of combining the two boards. Mr. Moron said he or Mrs. Bankston had reached out to all the current members, and they were all in favor.

**Commissioner Ward made a motion to approve the emergency ordinance merging the P&Z and Board of Adjustment combine the membership for a five-member board to hear the August Planning and Zoning and Board of Adjustment applications.**

Attorney Shuler asked Commissioner Ward for the record and to comply with the statutorily formalities, if she agreed that she was making a motion that Franklin County has declared that an emergency exists, and that the immediate enactment of this Ordinance is necessary and waives the usual notice requirements of s. 125.66(2), Florida Statutes, is that your motion? Commissioner Ward said yes, that is her motion.

Chairman Jones clarified that we are moving to a seven-member board and not a five-member board. Mr. Moron said yes, seven members with two alternates. **Seconded by Commissioner Boldt.**

Attorney Shuler explained the ordinance in detail to the Board. Commissioner Lockley asked if this ordinance would be temporary. Attorney Shuler said the ordinance will be in place until the Board changes it.

#### EMERGENCY ORDINANCE 2021-13

AN EMERGENCY ORDINANCE OF FRANKLIN COUNTY, FLORIDA; AMENDING SECTIONS 305 AND 315 OF THE FRANKLIN COUNTY ZONING CODE FOR THE PURPOSE OF MERGING THE FUNCTIONS OF THE PLANNING AND ZONING ADVISORY BOARD AND THE ADVISORY BOARD OF ADJUSTMENT INTO A SINGLE BOARD WITH THE SAME POWERS IN SECTIONS 305 AND 315 OF THE FRANKLIN COUNTY ZONING CODE; CREATING A SEVEN MEMBER PLANNING AND ZONING ADJUSTMENT BOARD WITH TWO ALTERNATES; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCES OR PARTS OF OTHER ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 305 of the Franklin County Zoning Code established an advisory Planning and Zoning Board, and;

WHEREAS, Section 315 of the Franklin County Zoning Code created an advisory Board of Adjustment, and;

WHEREAS, too frequently, both boards have had substantial difficulty fulfilling their lawful duties due to the lack of a quorum, resulting in delays in processing development applications, variances and special exceptions; and

WHEREAS, Franklin County has previously decreased the number of seats on the Planning and Zoning Commission for the purpose of lowering the quorum threshold and has advertised in the local newspaper and on the radio seeking volunteers for both boards with small success, and;

WHEREAS, the lack of quorums adversely impacts development of private property and the tax base, and, generally, annoys both the public and the builders; and,

WHEREAS, the construction industry is a vital component of tourism, which is the county's last remaining economic base, and;

WHEREAS, Franklin County finds that combining the participating volunteers of the Planning and Zoning Board with the Board of Adjustment will be helpful in obtaining quorums, and;

WHEREAS, Franklin County has declared that an emergency exists and that the immediate enactment of this Ordinance is necessary and waives the usual notice requirements of s. 125.66(2), Florida Statutes,

NOW THEREFORE BE IT ORDAINED THAT:

1. The Planning and Zoning Adjustment Board is established by this ordinance as a seven member board, with two alternates, and it shall exercise all of the powers and duties enumerated in Sections 305 and 315 of the Franklin County Zoning Code.
2. It is the intent of this ordinance to amend Sections 305 and 315 of the Franklin County Zoning Code by combining the functions of the Planning and Zoning Board into the Planning and Zoning Adjustment Board empowered to exercise all of the powers and duties of said Sections 305 and 315.
3. Except for the merger of the Planning and Zoning Board and the Board of Adjustment into the Planning and Zoning Adjustment Board, it is the specific intent of the Board of County Commissioners that this ordinance shall not repeal any other part of Section 305, establishing the Planning and Zoning Board, or Section 315, establishing the Board of Adjustment.
4. To encourage attendance, it is the intent of the Board that alternates who appear at meetings shall be authorized to participate in the review of, and vote on, any item on the agenda, with the same authority as a regular member even if there is quorum of regular members present.
5. SEVERABILITY: If any part of this ordinance should be found to be unlawful and unenforceable, then the Court shall strike such unlawful portion and enforce the remainder of this ordinance.
6. REPEALER: All ordinances, or parts of such ordinances, in conflict with this ordinance are hereby repealed.
7. EFFECTIVE DATE: This ordinance shall take effect upon being filed with the Department of State.

On this the 3rd day of August 2021, this ordinance was adopted by unanimous vote of the Board of County Commissioners of Franklin County, Florida, during a duly declared local state of emergency.

**Motion carried 5-0.**

### **County Staff & Attorney Reports**

## 19. Fiscal Manager/Grants Coordinator – Erin Griffith

Action Items:

1. BOARD ACTION: Approval of Grant Resolution and Supplemental Agreement, Timber Island Road

On July 20th, the Board opened the bids for the resurfacing of Timber Island Road. Of the three bids received, Pigott Asphalt and Sitework, LLC was the lowest responsive bidder. However, their bid of \$761,977.65 was still greater than the available construction budget for the grant by \$74,855.56. Franklin County sent a request for increased funding and FDOT has prepared a supplemental agreement to provide the additional construction funds. The new total award for the Timber Island Road SCOP Grant will be \$894,596.00.

Board action to approve the attached resolution and supplemental agreement and authorization for the chairman to sign.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved the grant resolution and supplemental agreement for the resurfacing of Timber Island Road and authorized the Chairman to sign. Motion carried 5-0.**

2. BOARD ACTION: CEI Contract Award, Timber Island Road

On June 15th, the Board authorized staff to proceed with negotiations with the highest ranked firm Southeastern Consulting Engineering, Inc. for the construction, engineering, and inspection services for the Timber Island Road Project. Southeastern will provide the services referenced in the attached agreement for a total lump sum fee of \$67,039.00. Board action to approve and authorize the chairman to sign the agreement with Southeastern Consulting Engineering, Inc.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved the agreement with Southeastern Consulting Engineering, Inc. and authorized the Chairman to sign. Motion carried 5-0.**

3. BOARD ACTION: Construction Notice of award, Timber Island Road

As mentioned above, Pigott Asphalt and Sitework, LLC was the lowest, responsive bidder for the Timber Island Road Project. Grant funding is now in place to fund the construction contract in the amount of \$761,977.65.

Board action to approve and authorize chairman to sign the attached Notice of Award for Pigott Construction.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved and authorized the Chairman to sign the Notice of Award for Pigott Construction. Motion carried 5-0.**

4. BOARD ACTION: Change Order, CR67 Paving Project

The Florida Department of Transportation has approved a change order for the CR67 paving project for contractor C.W. Roberts to repair an area around a manhole at the intersection of Highway 98 and County Road 67. The change order will be for an additional \$14,018.21 which will increase the total grant funded



contract price to \$2,827,990.14. The county received the actual change order form this morning from the construction engineers on this project and we would like to seek approval from the Board for the Chairman to sign once the form is ready so the project can proceed on schedule.

Board action to approve and authorize the chairman to sign a change order for C.W. Roberts Contracting in the amount of \$14,018.21 once the form is received from the engineer.

**On a motion by Commissioner Boldt, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board approved and authorized the Chairman to sign the change order for C.W. Roberts Contracting in the amount of \$14,018.21 once the form is received from the engineer. Motion carried 5-0.**

5. As mentioned above, Pigott Asphalt and Sitework, LLC was the lowest, responsive bidder for the Timber Island Road Project. Grant funding is now in place to fund the construction contract in the amount of \$761,977.65.

Board action to approve and authorize chairman to sign the attached Notice of Award for Pigott Construction.

**This item was a duplication of Item #3.**

Informational Item:

6. BOARD INFORMATION:

Upon conclusion of the budget workshop this past week, the proposed 2021 COUNTY millage rate that will go out on the 'Truth in Millage' (TRIM) Notice will be 5.4707 mills. TRIM notices are mailed to property owners in mid to late August each year. The TRIM Notice is not a bill, but rather an estimate of your taxes based on the proposed tax rates by taxing authority, your property value, and exemptions. The notice outlines your property's market, assessed and taxable values and any exemptions you may have. The first public hearing is set for Tuesday, September 7th, 5:15 at the Franklin County Courthouse Annex.

**20. County Coordinator – Michael Morón**

Action Items:

a. Airport Generator Quote: At the June 20th meeting, the Board approved a \$5,903.00 RingPower quote to repair the airfield vault emergency generator. Mr. Mosteller forwarded me a separate \$3,940 quote from RingPower for the rebuilding of the injection pump for the same generator that was not part of the \$5,903 quote. The manufacture does not have a replacement injector pump, therefore if repairs are necessary, it would have to be rebuilt. Mr. Mosteller will keep me updated on the status of the generator repairs.

Board action to approve the \$3,940 quote for the airfield vault generator.

Mr. Mosteller said that in cleaning the tank, adding fuel and changing filters, this may have solved the problem. He said that he has started it several times and had no issues. He suggested after we purchased the new one, we could put this one on a trailer and use for a backup generator. Chairman Jones asked what the turnaround time would be for the rebuilding of the injection pump. Mr. Mosteller said he is very hopeful that we aren't going to have to cross that bridge. Mr. Mosteller said he will tell the mechanic to hold off on injector pump. Commissioner Parrish said the quote for \$3,940 is very expensive for a rebuild. This might

be a moot point, approving money for something that we aren't going to need. In an emergency, Mr. Moron could approve the repair and have it ratified at the next meeting. Attorney Shuler said there is no need to table, just take no action.

b. EOC Use of Warehouse: At your last meeting Mrs. Pam Brownell asked the Board to allow her the use of the warehouse located at the vacant Bay City Workcamp to store equipment and supplies for storms and emergencies. I verified with Mr. John Collins (AVCON) that the warehouse, and the entire workcamp, is located on County Airport owned property, therefore a lease for fair market value would be necessary if the County intends on using the warehouse for storage. I suggested to Mr. Collins that he contact both FDOT and FAA and ask their opinion on hiring an appraiser to seek an appraised square footage price on unimproved, improved, airport and non-airport related uses of County Airport owned property. Mr. Collins has contacted both agencies and is awaiting a response. If he receives a favorable response, would the Board like some quotes for this service?

Board discussion and direction.

Commissioner Ward asked why the Board would need to pay someone to get a contract or enter into a lease agreement for property that we own. Chairman Jones said he thought that the Board opened the door when we started talking about relocating the EOC. It's all county property, but it's designated as airport property. Commissioner Parrish said that's why the state paid rent when they had the correctional facility there, not.

Attorney Shuler said only to the FAA and federal government does it make sense to pay yourself to lease property, but our airport engineer has advised us to do this. I don't think there is a need to hire someone to appraise square footage price. Commissioner Lockley asked why we didn't we have to go through this before when we agreed to allow the sheriff's department to use as a drug rehab center. Attorney Shuler said we did not consult with the airport engineering firm at that time but would have most likely been told that then. Chairman Jones suggested discussing this item at the next meeting.

c. Alligator Point Public vs Private Beach Property: Also at your last meeting, Commissioner Boldt discussed the need for the County to determine if certain beach front properties on Alligator Point is public or private property. Attorney Shuler stated that he has a conflict on this issue, therefore the Board would have to appoint outside counsel to address this matter. How would the Board like to proceed?

Commissioner Boldt said he has been impressed with Mr. David Thoriac and his background. He recommends that he be brought in to consider this issue. Commissioner Lockley said he is high dollar. Chairman Jones inquired as to what is sparking this discussion, what are we being asked to do? Commissioner Boldt said he would like an official conclusion on what is private and public regarding beach accesses.

Attorney Shuler that he does not have a conflict on what is a public beach at Alligator Point. The board has already answered this question during the lawsuit 2001-2004 in favor of the county. The Board took that rationale and applied it to plats at Alligator Point. Unless the board wants to re-access that then Attorney Shuler said he believes you are bound by the decision in that case. If you are looking for advice on the specific deed, I have a conflict. Chairman Jones said if the Board is being asked to hire an attorney, then we need to know the exact question we are trying to answer. Chairman Jones most of that information should be in the public records.

Chairman Jones used as an example in Eastpoint on the bay two homeowners have two deeds that overlap themselves. That is not a matter that the county would address.

Commissioner Parrish said that has a lot to do with surveys. Why would the individual purchase a survey if we have that? They want the county to pay for them. I brought this up last time this situation came up. The emails I got showed beach access on \_\_\_ road owned by the county the individuals believe they own but they haven't had a survey to determine that they own it. Commissioner Lockley we have a map plan of what we have.

Attorney Shuler there are recorded subdivision plats for Alligator Point and St. George Island part of the litigation 2001. The litigation was only for St. George Island but around the time it concluded the board said those are public beaches at Alligator Point as well. Based on the county's successful of establishment of county beaches on St. George Island. Attorney Shuler doesn't feel like the board needs to go back and reestablish what was determined previously. Attorney Shuler said that he can't say more than what he has said.

Attorney Shuler said all plats are recorded as official records of Franklin County. Commissioner Lockley said he feels if property owners have an issue with who owns the property, they need to bring their survey and compare. If it is different, then the board would have to fund determining ownership. Commissioner Boldt thanked the Board for the discussion. Chairman Jones said the Board was not unconcerned but if the Board starts hiring legal counsel for things that can be handle in different ways, the Board is not being good stewards of the taxpayer's money.

d. Special Master/Magistrate for P&Z/BOA: Another item Commissioner Bold discussed at the July 20th meeting was the use of a Special Master/Magistrate to hear Planning & Zoning (P&Z) applications and Board of Adjustment (BOA) variance requests, due to attendance issues with the community member boards. If the Board agrees to pursue this idea, Mrs. Cortni Bankston would reach out to other counties and cities that uses master/magistrates and report back to this Board. As an option, until the Board decides on the use of a master/magistrate, would the Board consider merging the current P&Z and BOA members to serve as both P&Z and BOA to hear their applications and requests. By combining the active members on both boards, we could have a seven- member board with two alternates. The seven-member board make-up will be 5 district seats and two at-large seats. On the second Tuesday of every month, they would meet at 6:30 p.m. as the Board of Adjustment then at 7:00 p.m. as the Planning and Zoning Commission. If the Board favors this option, I will ask for two motions, one to combine the membership for a five-member board to hear the August Planning and Zoning and Board of Adjustment applications, most likely with an Emergency Ordinance. The other motion would authorize Attorney Shuler to schedule a public hearing to amend the Zoning Ordinance to allow for the seven-member board along with the other necessary changes.

i. Board action to authorize staff to research other counties and cities that use special masters/magistrates for Planning and Zoning and/or Board of Adjustment requests and present this information at an upcoming meeting. ii. Board action to merge the current members of both the Planning & Zoning and the Board of Adjustment boards to one board. This seven-member board will serve as the Planning and Zoning commission and hear applications and as the Board of Adjustment and hear variance requests. This action will also authorize Attorney Shuler to schedule a public hearing to expand the current membership of the Planning and Zoning and Board of Adjustment boards from five-members with two alternates to seven-members with two alternates. iii. Board action to temporarily authorize, as an Emergency Ordinance, the merging of the County's Planning and Zoning and Board of Adjustment

members to a five-member two alternate Board to hear August Planning and Zoning and Board of Adjustment applications.

**Item addressed earlier in the meeting.**

e. Ryan Drive Repairs: The paving contractor has reviewed the Ryan Drive engineered plans provided by the City of Carrabelle and submitted a revised proposal with a new total of \$116,770. This is approximately \$27,000 more than the original quote prior to the submittal of the engineered plans. The City of Carrabelle is aware of revised quote and will decide at their August 5th meeting whether to increase their payment to cover half of the project cost or put the project out to bid.

Board action to accept the revised Roberts and Roberts quote of \$116,770 to repair Ryan Drive and proceed with the project if the City of Carrabelle agrees to pay half of the project cost. If the City of Carrabelle Commission preference is to bid out the project, the city will be responsible for the bidding process, the selection process, inspections, and all other project responsibilities and costs, except for the county's portion. I recommend that the County stipulates to paying up to \$58,385 (1/2 of the \$116,770) or the bid amount, whichever is less.

Commissioner Parrish said he felt this was up to Commissioner Ward since it is in her district. Mr. Moron the problem is we pay half, and the city of Carrabelle pays half. Attorney Shuler said in an ordinary project that is true, we have an interlocal agreement with the City of Carrabelle for cost sharing how the final price of the project is determine. The board is not taking away her authority to spend her funds. Commissioner Ward said the issue is there is an increase of \$27k, the City of Carrabelle must put this back before their board, Commissioner Ward doesn't want to put it back out for bid prices are going up. The City of Carrabelle was concerned about the increase of costs.

Commissioner Jones said hasn't the county and city agreed upon the interlocal agreement. Attorney Shuler said that when he wrote the agreement, he added conditional provision a subsequent cost estimate City of Carrabelle wanted engineer to do bid specs. Attorney Shuler anticipated increase of cost. Reinforce talked to Mr. Hartman if the city approved the increase, they would not require bidding. If they want to bid it, then they need to be responsible to bid. Chairman Jones said there is already an interlocal agreement agreeing to the repairs cost by 50/50. At a loss to why we are doing this, seems like a delay.

Commissioner Ward said there was nothing that says what to do if the costs rise, no dollar amount. It just says that it can increase or decrease. She said that she thinks their concern is they could get a cheaper quote by putting it out for bids. Commissioner Ward said she does not want to do that. She believes they are trying to be good stewards of their money, but she is hoping we can move forward with the project.

Commissioner Parrish asked how much the cost of the engineer was. Mr. Moron said the Carrabelle said it was at no cost. Mr. Moron said he fears that if we go out for bid and the bids are higher. Attorney Shuler said he did not draft any thresholds. It was written that if the costs went up the board would have the option of parachuting out of the agreement. We can get out of the interlocal agreement just as the City of Carrabelle can. However, then the repairs don't get done. Commissioner Ward said this has been an issue for a long time. Roberts and Roberts are in the area now but if we wait, go out for bids then they win it. We will then have to pay for mobilization. Commissioner Lockley we went through this same thing with the animal control. It must be done before someone gets hurt or killed.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved accepting the revised Roberts and Roberts quote of \$116,770**

**to repair Ryan Drive and to proceed with the project if the City of Carrabelle agrees to pay half of the project cost. If the City of Carrabelle Commission preference is to bid out the project, the city will be responsible for the bidding process, the selection process, inspections, and all other project responsibilities and costs, except for the county's portion. The County stipulates to paying up to \$58,385 (1/2 of the \$116,770) or the bid amount, whichever is less. Motion carried 5-0.**

f. License Plate Camera @ Abercrombie: Previously, the Board approved installing a security camera system at the Abercrombie boat ramp to reduce vandalism to the cars and boats. What was not included in the approved proposal was a camera designed specifically to read the license plates of cars as they enter or leave the boat ramp. The contractor submitted a \$1,367 quote for the tag camera that includes parts, labor, and installation.

Board action to accept the \$1,367 quote from Premise Network Solutions for the installation of a tag camera at the entrance of Abercrombie boat ramp.

**On a motion by Commissioner Parrish, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved installing a security camera system at the Abercrombie boat ramp to reduce vandalism to the cars and boats. Motion carried 5-0.**

g. Courthouse Repairs: Recently, based on the Boards directive, I requested an inspection of the Courthouse structure from Southeastern Consulting Engineers. The Board was concerned that the issues that required the City of Apalachicola to close a portion of Leslie and Forbes Street did not affect the structural integrity of the Courthouse. Mr. Lance Watson of SCE completed an inspection and found no issues with the Courthouse's structure but did find other issues that are contributing to constant leaks throughout the building. Mr. Watson has submitted a \$19,950 proposal that will cover on-site inspections, repair scope of work, bid document preparations, and construction inspections throughout the project to address the issues that are causing the leaks.

Board action to accept the \$19,950 proposal from Southeastern Consulting Engineers to repair the cracks and other issues that are causing the leaks in the Courthouse. This professional services fee will be paid from the courthouse maintenance budget.

**On a motion by Commissioner Parrish, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved accepting the \$19,950 proposal from Southeastern Consulting Engineers to repair the cracks and other issues that are causing the leaks in the Courthouse. Motion carried 5-0.**

h. Federal Delegation Digital Divide Letter: Chris Doolin of the Small County Coalition (SCC) is asking the Board to consider sending a letter to our Federal Legislative Delegation on the "Urgent Request Regarding Inclusion of Key Digital Divide Items in the Congressional Negotiations on the Digital Divide elements of the Infrastructure Legislation." I've attached the SCC request along with a link to a draft letter for your consideration.

Board action to authorize the Chairman's signature on the letter to our Federal Legislative Delegation.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board authorized the Chairman's signature on the letter to our Federal Legislative Delegation. Motion carried 5-0.**

i. Franklin County as a Trafficking Free Zone: The U.S. Institute Against Human Trafficking has reached out to all Florida county attorneys with a request to designate each county as a Trafficking Free Zone (TFZ). There are already 10 zones in Florida that are declared TFZs. If the Board is interested, Attorney Shuler and staff could do some additional research and report at the next meeting.

Board discussion and direction. Informational Item:

Commissioner Parrish asked if there were any teeth to the designation. Mr. Moron said he doesn't know, but he would be researching the issue provided the Board is interested. Board directed Mr. Moron to research and report back to the Board.

j. CitizenServe Software: As stated at the Budget Workshop on Thursday, the Building Department is moving to a new building permitting software, CitizenServe. This software will allow the County to be compliance with the new legislative online permitting requirements. CitizenServe is in use in Wakulla and Gulf Counties, which should make it easier on contractors as they are familiar with the software and further reduce walk-in traffic and phone calls. Mr. Steve Paterson (Building Official) will host a training workshop for interested contractors and homeowners when the program is online.

Chairman Jones noted that the state mandated this requirement but unfunded. Chairman Jones said that he had received a series of text from Senator Ausley making sure that we are aware there are dollars available for emergency fund for schools and even funds to build out networks that do not exist. The deadline is August 13<sup>th</sup>. Mr. Moron is going to attend workshop this afternoon and see if there is something we can do.

Chairman Jones said we need a comprehensive plan for broadband in place. Commissioner Lockley asked where we are at on armory. Mr. Moron said next week we open bids for new architect of record. Asking for some direction for going out for bids for painting bids.

Mr. Moron said we will have a better answer on timeline once architect is on board. Only one architect showed up for the walk through and he was one that had worked with Mr. Emo. Commissioner Lockley has constituents that want to have weddings and there is nowhere to go. He is trying to find out if we can open. Mr. Moron said it was closed due to Covid and the fire sprinkler system. In discussions with the state, we agreed to not have any events there until we get sprinkler system install. We did temporarily do a fire watch for use, and we used the excuse they hadn't funded.

**Commissioner Lockley made a motion to allow the use of the armory with fire watch for this wedding. Commissioner Ward seconded the motion.**

Attorney Shuler said we can't allow one person to use it and exclude others from using it. Mr. Moron said he and Mrs. Bankston have turned a lot of people down wanting to use it. Chairman Jones asked Commissioner Lockley if he would amend his motion to open the armory for all events.

Mr. Moron asked what the Board wanted to do as far as liability. We are opening the armory against the direction of the state. Now that the state has given us the funds to install the system, how do we move forward with this. It is about safety and security of everyone. Mr. Moron asked should he ask the state if the watch is still good. Chairman Jones said maybe we could do multiple things. We continue to do the fire watch, we are about to open bids for new architect, know that we are moving forward with the fire suppression systems. If the state says so, provide this information back to the board. Mr. Moron what do I

need to do about anyone who wants to apply. Chairman Jones said shouldn't we have an answer back by the next meeting? If you do accept applications, ratify them at the next meeting. 3:14

Commissioner Parrish if we are going to open it then there needs to be a time that you don't make reservations so that the fire suppression can be installed. There needs to be a time that we block off and not take reservations. Mr. Moron what if you direct me today to contact the state and come back with a decision. If I call the state this afternoon and they say not, in between now and the next meeting, do I put the application acceptance on hold until the next meeting for your decision.

Commissioner Parrish said Covid is now coming back as cases are on the uptick. Mr. Moron said yes, we are not wanting to create any super spreaders. Chairman Jones are we wanting to do what county coordinator is asking to get an answer from the state to bring back before us at the next meeting.

**Commissioner Lockley said he would like the motion amended to open the armory until January 2022.**

Mr. Moron what happens if the state does not agree to open it up. Commissioner Lockley then we won't accept applications. Commissioner Lockley said he is asking for them to open and accept applications.

Commissioner Ward said that she feels like we need to contact the state and get their view on opening with fire watch.

**Commissioner Lockley amended his motion to open the armory until Jan 2022, accept applications and if the state tells us something different go from there. Commissioner Ward withdrew her second.**

Commissioner Ward said she would like for Mr. Moron to get direction from the state and provide information at the next meeting. Chairman Jones called for a second to Commissioner Lockley's motion.

**Motion died for lack of second.**

The Board recessed at 12:33 p.m. and resumed at 12:39 p.m.

## **21. County Attorney – Michael Shuler**

Action Items:

1. Speaker Cards for Public Comment for Participants Who are Present

**On a motion by Commissioner Parrish, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved requiring participants who are present to complete speaker cards and turn them in before the meeting. Motion carried 5-0.**

2. Lanark Village-St. James Fire District

The Board discussed the issue at length. Commissioner Boldt said he in no way was in favor of disbanding the volunteer fire department. Commissioner Parrish said he would like to have community input before dismantling the department. He suggested holding a public workshop to allow the public an opportunity to speak. Attorney Shuler there would have to be a public hearing to amend the ordinance. This has drug on for years and this is the only solution that he can come up with. Unlawful expenditures were found and reported to the sheriff's department.

Commissioner Parrish asked how would they divide the funds; would they be split? Attorney Shuler said he hopes that the other departments would give us guidance on what areas they can take, but that he has no idea what the fire chiefs will say. The first step would be to see if they are interested and able to take this on. If they say no, then it is a no starter.

Commissioner Boldt said he would like to contact the state fire marshal and ask for help. Mr. Moron said he believed that the fire marshal would look to the local government and what they are doing to address the issue.

Chairman Jones said there are two ways to have fire departments, you can have volunteer departments which are self-governing, or we could go to a paid fire department, but the citizens would have to pay for that. Commissioner Boldt said so we don't have any say so on how the funds can be spent. Chairman Jones restated those self-governing funds were not controlled by the BOCC.

Mr. Moron said that the board can't force someone to sit on board or serve on fire department.

Commissioner Ward said that she believed that Attorney Shuler was asking us to reach out to other districts to see if they would be willing to take on portions of the Lanark Village-St. James Fire District. Commissioner Boldt said that we have a crisis at Lanark Village. Commissioner Parrish said no one can demand that others volunteer.

**Commissioner Ward make a motion to contact the districts.**

Mr. Moron asked for clarification on what exactly Commissioner Boldt wanted to ask when contacting the fire marshal for help. Commissioner Boldt said that we have a safety dysfunction issue. Mr. Moron is going to ask what the local government is doing to address.

Chairman Jones restated the motion as requested by Attorney Shuler to address the immediate need of the district that is Lanark Village-St. James Fire District currently by reaching out to adjacent districts to see how they feel about permanently assuming the role going forward for what is now the Lanark Village-St. James Fire District. **Seconded by Boldt. 5-0**

**Motion by Commissioner Boldt to ask the state marshal to come in and give us guidance to restore the functionality of the fire department. Seconded by Lockley.**

Commissioner Parrish said it starts within the community. He suggested holding a town hall meeting within Lanark village where the volunteers will come from. Commissioner Lockley believes that it will work out if one person will get it started. He said that he seconded the motion but believes the state marshal will tell us to handle our own issues. Commissioner Boldt apologized for interrupting Commissioner Parrish in his passion for the subject. Chairman Jones said he is going to support the motion but believes he is going to tell us we need to start paying if we don't have volunteers. **Motion carried 5-0.**

**3. Eastpoint Boat Ramp located along Patton Drive, Eastpoint, Florida**

Does the Board want to authorize a public hearing to repeal Ordinance 81-3, which closes the boat ramp daily from 10 p.m. to 5 a.m.? No other county boat ramp has such a closure. Other ordinances provide regulations governing the use of boats, as well as closure. Other ordinances provide regulations governing the use of boats, as well as prohibiting the consumption of alcohol at county boat ramps.



Commissioner Parrish said he hates to see a boat ramp close because there is commercial fisherman who use the ramps at all hours, day, and night. We have laws on alcohol. Things change and time to move on from that. What little they are allowed to do in our bay right now.

Chairman Jones said it was hard to cut off public boat ramps for public use. He said what information he was receiving second hand from the sheriff's department is that they want signs up stating the rules. He said that he doesn't believe we should have to put a bunch of signs up for something we already have an ordinance in place to address.

**On a motion by Commissioner Parrish, seconded by Commissioner Boldt and Commissioner Lockley, and by a unanimous vote of the Board present, the Board authorized Attorney Shuler to schedule a public hearing to repeal ordinance 81-3. Motion carried 5-0.**

### **Commissioners' Comments & Adjournment**

#### **22. Commissioners' Comments**

Commissioner Ward said that she had thought of a way to make money for the county through a sales tax for infrastructure. This would have paid for vehicles, parks and recreations, provided money for landfill. However, we are not able to levy this tax because we are only allowed to levy 1% and we already do so. Maybe this is something that we can lobby with the legislature and what benefits smaller counties vs larger counties in terms of money and the way they can get money to help pay for things.

Chairman Jones so when the Board enacted the 1% general tax, they tied it to the hospital, and they had people vote on it to do so, hopefully there's coming a day that we have the hospital built. ½ cent that the state allows for health care, another ½ cent for indigent care. Then we would still have almost a full 1% going to the hospital. It would free up that 1% to use for road infrastructure, mandatory trash pickup, etc.

**Commissioner Lockley made a motion to build a hospital.** Chairman Jones called for a second. **The motion died for lack of second.**

Commissioner Boldt asked if the school board has tentatively approved giving the land just north of the sheriff's department to the county. Mr. Moron said there was a meeting to be held with the Board chair, Superintendent and Mr. Moron to determine if they are giving it with or without strings.

#### **23. Adjournment**

Chairman Jones adjourned the meeting.

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Ricky Jones – Chairman

Attest:

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Michele Maxwell – Clerk of Courts

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FCBCC Regular Meeting  
August 3, 2021

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET WORKSHOP  
COURTHOUSE ANNEX, COMMISSION MEETING ROOM  
JULY 29, 2021  
9:00 A.M.  
MINUTES**

Commissioners Present: Ricky Jones-Chairman, Bert Boldt, II-Vice-Chairman, Noah Lockley, Joseph Parrish, Jessica V. Ward

Others Present: Michele Maxwell-Clerk of Court, Linda Phillips-Finance Director, Danny Gay-Assistant Finance Director, Erin Griffin- Fiscal Manager/Grants Coordinator, Michael Moron—County Coordinator

**Call to Order**

A. Public Notice

Chairman Jones called the workshop to order at 9:00 a.m.

**Prayer and Pledge**

Chairman Jones said a prayer followed by the Pledge of Allegiance.

**Public Comments**

Mr. Mason Bean said he did not come before the Board to take away anyone's raises, he just asked the Board to keep in mind the RESTORE, Cares, and Triumph funds would run out in time. He said now is the time to tighten the belts and challenge the constitutional offices on how they can save money. Mr. Bean said he was in attendance to support the Board.

Mr. Moron stated there were no attendees via Zoom for public comments. Mr. Moron gave an overview of how the meeting would flow.

Mrs. Griffith gave an introduction for the workshop as follows:

**BUDGET WORKSHOP – JULY 29TH, 2021  
Preliminary Information**

The Property Appraiser is required to certify to the County Commission the taxable value of real property by July 1<sup>st</sup> of each year. The certified value is the basis for calculating a proposed millage rate. I am pleased to announce Franklin County has an increase in taxable value of 7.90%. At this increase in value, one mill

will generate \$2,334,119 in 2021. In the current budget, the millage rate of 5.7761 generated \$12,365,955. In the upcoming budget, the current millage rate of 5.7761 would generate \$13,482,104. The rolled-back millage rate is the rate that nets the same ad valorem proceeds that a taxing authority operated on in the prior budget year (this does take into account the effect of amounts transferred to tax increment districts and omits the added value of new construction from the calculation). The rolled-back rate is 5.3991 and would generate \$12,602,141 in ad valorem proceeds – the preliminary millage 5.4707 with \$12,769,331 in property tax proceeds is currently 1.33% over the rolled-back rate, which equates to \$167,190 over in ad valorem proceeds. The difference between tax revenues from one year to the next excluding the effects of the tax increment districts and value of new construction is \$403,376.

The sales tax revenue estimates which were released late by the State of Florida’s Office of Economic and Demographic Research forecast a recovering State economy for next fiscal year. Florida government is heavily reliant upon sales tax proceeds. Whereas county government does not rely as heavily upon sales tax proceeds as State government, we are intertwined with the state economy as far as state-shared revenues are concerned and approximately 17% of the revenues for the general fund come from sales taxes. The improving state economy has increased the State Shared Sales Tax Revenue Proceeds by \$315,657 for the general fund and \$123,718 for the Road and Bridge Fund.

The total budget in 20/21 is \$62,287,079 and the preliminary budget for 21/22 totals \$77,179,864. The change in total budget is \$14,892,785. The change in total budget can be attributed to the some of the special funds: the balance in the Health Care Trust Fund will grow by more than \$1,689,727, Weems Memorial Hospital fund budget is more than the prior year by \$2,920,315, the Tourist Development Fund Budget grew by almost \$700,000 due to the levy of the additional 1%, and there is also an additional \$8,590,661 in grant funded projects for road paving and drainage projects, FEMA restoration efforts and the Franklin County Airport.

In 2021, Homesteaded Properties with just values exceeding taxable values, saw an increase in assessed value of 1.4% based on CPI. A homeowner with a house valued at \$150,000 with a \$50,000 homestead exemption would have paid \$578 in county taxes in 2020. At the proposed 2021 rate and the CPI adjustment to value, that homeowner would pay \$555 in county taxes.

Items that increased the operational budget (\$1,372,499) less those with decreases (\$967,556) result in a net increase that is approximately the difference in budgeted ad valorem proceeds. The summarized increases and decreases that make up this difference from the 20/21 budget to the 21/22 budget are summarized in the table below.

REVENUE LOSSES / INCREASES TO THE BUDGET	AMOUNT
SHERIFF’S DEPARTMENT BUDGET INCREASE	\$277,405
SUPERVISOR OF ELECTIONS BUDGET INCREASE	\$11,137
SOLID WASTE BUDGET INCREASE	\$37,516
PARKS AND RECREATION BUDGET INCREASE	\$43,188
LIBRARY BUDGET INCREASE	\$6,991
BUILDING DEPARTMENT (Department fully funded by revenues)	\$149,539

FISCAL MANAGEMENT BUDGET INCREASE	\$91,676
MOSQUITO CONTROL BUDGET INCREASE	37,610
EMERGENCY MANAGEMENT BUDGET INCREASE	\$1,300
DOG ISLAND CONSERVATION DISTRICT BUDGET INCREASE	\$8,900
TAX INCREMENT DISTRICTS TRANSFER INCREASE	\$24,019
HEALTH INSURANCE 4% INCREASE	\$104,663
PRELIMINARY DRAFT PAY PLAN IMPLEMENTATION	\$450,000
PROPERTY INSURANCE PREMIUMS	\$40,178
FRS RETIRMENT CONTRIBUTION RATE INCREASE	\$88,377
<b>TOTAL COST INCREASES TO THE BUDGET</b>	<b>\$1,372,499</b>
<b>OFFSETS / REDUCTIONS TO THE BUDGET</b>	<b>AMOUNT</b>
INCREASE IN STATE SHARED REVENUES (General Fund)	\$315,657
INCREASES IN BUILDING DEPARTMENT FEES (Self-Sufficient Department)	\$196,986
INCREASE IN AD VALOREM OFFSET FUNDS	\$81,690
DECREASE TRANSFERS TO ROAD & BRIDGE FUND (Recovering Sales Tax Revenues)	\$245,732
DECREASE TRANSFER TO LIBRARY FUND	\$70,364
DECREASE ADMINISTRATIVE SERVICES BUDGET	\$37,127
DECREASE PROFESSIONAL SERVICES BUDGET (FEMA Assistance)	\$20,000
<b>TOTAL OFFSETS / REDUCTIONS TO THE BUDGET</b>	<b>\$967,556</b>
<b>TOTAL SUMMARIZED REVENUES LOSSES / INCREASES NET OFFSETS / REDUCTIONS TO THE BUDGET</b>	<b>\$404,943</b>

Chairman Jones confirmed that with the proposed budget a home that is valued at \$150,000 the taxes would be \$578 with the current budget, but with the proposed budget they would be \$555. Mrs. Griffith gave clarification on the capital summary what was included in the proposed budget and what was projected capital projects. Commission Parrish asked if all the capital outlay projects were included in the budget. Mrs. Griffith said they were included in the budget. Commission Boldt asked if the proposed salary increases from Evergreen were included in the proposed budget. Mrs. Griffith said they were included and noted they were higher than originally presented because they were not inclusive of FICA and retirement dollars. Commissioner Parrish asked if adding FICA and retirement increased it from \$320k to \$450k. Mrs. Griffith said it probably won't be that high, but a lot of the sheriff's department is in the high-risk class. Mrs. Griffith said the FICA rate is 7.65%, high risk retirement is 25% and regular class retirement rate is 10.82%. Mr. Moron said for today's purposes the Board is reviewing the budget and tentatively approving. Mrs. Griffith said that we may end up looking at a five-year implementation plan, it is all up in the air. They are in the process of confirming the correct data was used to create the worksheets. Chairman Jones noted the plan would not be final until the final year of implementation. It will be tweaked, and different things changed throughout the multiple year implementation.

## Meeting Items

## B. Workshop Schedule

### **Sheriff**

Sheriff AJ Smith addressed the Board in person and said that Mrs. Coulter was available by phone to answer any questions the Board may have.

Chairman Jones asked for clarification on the FDLE compliant emails. Sheriff Smith said that is why they purchased the new CAD system and other things to come up to speed with technology and security. Mrs. Coulter explained their IT team obtained some quotes for them to be compliant with FDLE and the extra layer of encryption that they require to bring the office into compliance. She explained that they must maintain the email accounts of employees even those who leave for public records we must keep active for two to three years. The license and software that follow FDLE compliance costs a lot. Any computer that is linked into the sheriff's office must be compliant with FDLE requirements. Mrs. Coulter said they were hacked in 2019 and it was a complete nightmare. She noted that it was very costly, and the hacker racked up a lot of money, over \$20-30k worth of charges. FDLE has tightened down on their protocols. Sheriff Smith everything is done in the vehicles. Mrs. Coulter said they won't to avoid being a backdoor for someone to hack into the FDLE.

Chairman Jones thanked them for the clarification. Sheriff Smith said they certainly don't want to be back in a situation where they are hacked again. Mrs. Coulter said she had to notify the State and every single person that was affected by the breach, and it was thousands of people. Commissioner Boldt asked if ransom was paid, and Sheriff Smith said it was not.

Chairman Jones noted that he was told the best way to deter hackers is to reboot your devices on a regular basis.

Commissioner Lockley tentatively approved the Sheriff's budget. However, he said that he would like a breakdown of the increases. Sheriff Smith said that he plans to meet with Mrs. Coulter and cut where they can cut. He said everything is going up on the cost of business and his office will try to negotiate as much as possible. If there's something we can fix, like the air conditioner that went out, we took funds from the jail rather than asking the county to pay for it. If it's something we can do ourselves we are going to do it. Sheriff Smith said he will come back to the Board next month with a presentation on what he is looking at regarding pay increases. He said that he just returned from conference and every sheriff in the State is in the same boat trying to retain employees or obtain new employees. He said the starting salary for Leon County is \$50k, Gulf County is \$41k and Franklin is \$32k. Sheriff Smith said that he has lost deputies to the City of Apalachicola as well due to their starting salary being \$37k. Commissioner Boldt said he wanted to reemphasize the importance of sharpening our pencils about our vendors. The county has been loyal to vendors for many years, and he believes we should negotiate with them to get the best price possible. He believes we should run the county business almost the same as a private business.

### **Property Appraiser**

Mrs. Casey Nash, Franklin County Property Appraiser's Office, appeared before the Board. Mrs. Nash stated their budget did not change from last year. Commissioner Parrish tentatively approved the Property Appraiser's budget.

### **Tax Collector**

Mr. Rick Watson, Franklin County Tax Collector, appeared before the Board. Mr. Watson stated their budget did not change from last year. Commissioner Lockley tentatively approved the Tax Collector's budget.

Mrs. Griffith noted that with some of the initial CARES money the Property Appraiser and Tax Collector both received a new software as a service cloud-based system that runs consecutively with the two offices. The Property Appraiser had some money set aside in the capital outlay fund to use as GSI mapping expenses. She agreed because while these two systems run consecutively as far as to not have any data lapses with in that first year, we pulled those expenses out of the capital outlay fund to run those software systems consecutively. Next year their budgets will be the same, there will just be one year overlap.

### **Clerk of Courts**

Clerk Maxwell, Franklin County Clerk of Court, appeared before the Board. Clerk Maxwell stated their budget did not change from last year. Commissioner Lockley tentatively approved the Clerk of Courts' budget.

### **Supervisor of Elections**

Mrs. Heather Riley, Supervisor of Elections, said her budget has a small increase due to a settlement agreement with Nelson vs Desantis where they are now required to provide Democracy Live. Democracy Live is a suite for ADA compliancy to allow ADA voters to vote online. The postage expense also increased due to the census mailings and mass mailings due to Senate Bill 90. Commissioner Lockley tentatively approved the Supervisor of Elections' budget.

### **Road Department**

Mr. Howard Nabors, Superintendent of Public Works, stated there is no change to their budget. Commissioner Lockley asked how the equipment was. Fairing. Mr. Nabors said they have been working with Mrs. Griffith to replace some of the trucks and lo-boy. The lo-boy has about a million miles on it. Mrs. Griffith explained how the capital outlay fund residual balance would be used for the large down payments on the equipment. Mr. Nabors said he hoped to purchase a new excavator next year after paying the lo-boy off. Mrs. Griffith said it would best to wait until the lo-boy is paid off to purchase the excavator. Chairman Jones said this is really the first time we have asked department heads to do this, to forecast what equipment will be needed in the future, and he feels this is proactive in our approach. Mr. Nabors noted the starting salary for the road department is

\$25k and they have lost employees to the City of Apalachicola because their starting salary is \$28k. Commissioner Lockley tentatively approved the Road Department's budget.

### **Solid Waste, Solid Waste Grant**

Mr. Fonda Davis, Solid Waste Director, stated there was a slight increase in their budget and some things they are asking for. Commissioner Lockley asked how their equipment was holding up. Mr. Davis said the heavy equipment is in good shape, but it is trucks that will need to be replaced. Mrs. Griffith said that two of their trucks are from the 1990s and have \$400k and \$250k miles on them. The purchases will be funded through the capital outlay funds. He does have funds in his budget and once he pays off one piece of equipment, he will be able to purchase another. Chairman Jones said it is important to keep the equipment up to date to serve the needs of the community. Commissioner Boldt asked about budgeting and plans for increasing landfill in the future. Mrs. Griffith noted that Hurricane Michael ate up about 10 years of our landfill space. The Board needs to look at land acquisition, do we have enough funds, where are we going to relocate or can we purchase adjacent property to landfill.

Commissioner Lockley tentatively approved the budget for Solid Waste.

### **Animal Control**

Mr. Fonda Davis stated there was no change in this budget. Commissioner Lockley tentatively approved the budget for Animal Control.

Mrs. Griffith noted they have funds available to pay the payments for the new vehicle requested to be purchased. The payments are coming out of the regular line item for animal control.

### **Parks and Recreation**

Mr. Davis said there was a slight increase in their budget due to the new employee. Chairman Jones inquired as to what duties the new employee would be fulfilling. Mr. Davis said the workload has picked up and they are having a hard time keeping up with the seven employees they currently have. Commissioner Lockley noted that things have been added to their workload. Mrs. Griffith said the SGI restroom facilities were added and the old facility is still being maintained. She said they can anticipate the Eastpoint fishing pier restroom duties as well as tourism increasing the burden on our parks and recs department. They are tasked with multiple things such as stocking the facilities, trash pickup, maintaining parks and keeping up with the beach flags.

Commissioner Lockley tentatively approved the budget for Parks and Recreation.

Mr. Davis said that he appreciates everything that the Board does for his department and noted that salary is important to his employees. He said our employees come to work every day and there has to be a way that we can let them know that we appreciate them.

### **Courthouse Maintenance**

Mr. Moron stated there was no increase in their budget. Mrs. Griffith said we do have projects in the works. We are currently waiting on an assessment by Southeastern Consulting to make some needed repairs to the flashing which is causing leaking issues. We will also be doing some painting repairs. Mrs. Griffith noted that the health department in Carrabelle will need a new roof. Since there are no funds assigned to pay for this, it will be taken from the courthouse maintenance budget. Mrs. Griffith anticipates the cost to be between \$25-30k. Mr. Moron said the Southeastern engineers have pretty much guaranteed there was no structural issue with the courthouse due to the issues on 4<sup>th</sup> Street and Leslie Street. The courthouse is in pretty good shape. Mr. Moron said he has reached out to the City of Apalachicola, and they are working to repair 4<sup>th</sup> Street as quickly as possible. They have contracted with Jason White. The piece of equipment to do the job is rather expensive to bring in. Mr. Moron said the city is looking for a funding source to complete the repairs to Leslie Street between Highway 98 and Commerce Street. Mr. Moron reported that the striping for Leslie Street, between Commerce Street and Water Street, has been completed. He thanked Mrs. Brownell for providing the electronic signage to inform traffic that it is now a two-way street. Chairman Jones asked if they had received quotes for the repairs on Leslie Street, and Mr. Moron said they had not. Chairman Jones noted that without quotes he thought they would have a hard time getting funds to repair because they would not know how much it would cost. Commissioner Lockley said that all of that is on the city, and we don't have to pay for that. Commissioner Lockley tentatively approved the Courthouse Maintenance budget.

## **Library**

Ms. Whitney Roundtree requested to transition Ms. Nancy Cuffman from a permanent part time employee to a permanent full-time employee. Ms. Roundtree said that Ms. Cuffman was a dedicated employee who had been with the library for three years. Ms. Roundtree said this transition would help alleviate any staffing issues they have at the Carrabelle office. After the transition, they would have two full time employees and one part time employee. Ms. Roundtree noted that Carrabelle is the busiest of the libraries and is open on the weekend. This transition would allow for the possibility of expanding their hours. The transition would increase the library's budget by \$5,000. Mrs. Griffith noted that two of the full-time library employees receive an insurance waiver, thereby saving the county money. Commissioner Ward tentatively approved the library budget.

## **Building Department/ Planning and Zoning**

Mrs. Griffith said she would like to interject that DR424 presented by the property appraiser for last year reported the value of new construction at \$14 million last year, and the upcoming year at \$31 million dollars. The value of construction in just one year is through the roof. Mr. Moron thanked Mr. Paterson for being an active and aggressive building official. In doing so, Mr. Patterson runs the office in the most efficient way while serving the customers. Commissioner Boldt pointed out Mr. Patterson's recent certification and the importance of that to the county.



Mr. Steve Paterson said there was a significant increase in their budget from last year. However, Mr. Paterson noted that their department is fully funded through building permit funds and does not receive funds from ad valorem taxes. He said that by statute all funds received by the building department must be spent within the building department. Mr. Paterson said that House Bill 1059 requires the county to have the capability to accept all applications, photos, attachments, and payments electronically by October 1<sup>st</sup>. Mr. Paterson said they are in the process of acquiring the software to facilitate this compliance. Mr. Paterson said there was some employee training that would need to be done in the coming year and they would like to hire an additional building inspector either part or full time. Commissioner Lockley asked Mr. Paterson if his budget had the money to fund this new hire, and Mr. Paterson said that it does. Commissioner Boldt asked if they had the potential to offer a better salary due to their budget being based on the permit fees. Mrs. Griffith said the salaries will be determined by the pay plan and they will be market based. Mrs. Griffith said that even with the increases Mr. Paterson has requested there is still a surplus of \$39,416. She said those funds cannot be spent on any other purpose except for the enforcement of the Florida building code or the building department activities. Mrs. Griffith said that we hope when the pay plan comes in that the \$39k will be enough to fund any adjustments that have to be made within the building department. Commissioner Lockley asked if the new employee would have to be a licensed building inspector and Mr. Paterson said they will have to be licensed or eligible to obtain their license. Mr. Paterson said he also plans to hold some workshops for the public and the contractors to educate the public on the changes to our flood plan, help them to learn to how to navigate and allow them to learn what they can do. Mrs. Griffith noted that Wakulla and Gulf County are currently using the program. Mr. Moron this will be training for the contractors to learn how to use Citizen Serve software. They will be able to apply and pay for permits online. Mr. Paterson noted that they were currently in process of digitalizing all the old files. Mr. Moron said they would be going all the way back to as far as they have paper documents. Commissioner Boldt asked if old floor plans would be accessible. Mr. Moron confirmed that they would be available. Commissioner Lockley commended Mr. Paterson for coming in with a money maker. Chairman Jones noted that this is the first year that the building department budget will not be partially funded by ad valorem taxes. Mr. Moron said he would like to give credit to Mrs. Amy Kelly because she pushed the new fee plan. Mr. Moron said we brought our county fees up to surrounding county fees. Commissioner Lockley tentatively approved the Building Department's budget.

### **Administrative Services/Fiscal Manager/Grants Coordinator**

Mrs. Griffith said the assistant grant administrator position went away and the \$37,127 funding was moved to the fiscal manager position funding. The professional services budget was reduced by \$20,000 due to Mr. Pierce's FEMA related services reducing. Mr. Moron's budget decreased by 25.65%. Mrs. Griffith's was a completely new request for \$91,676 included salary, benefits, and office supplies. There was an overall budget increase of around \$40,000. Commissioner Parrish tentatively approved the Administrative Services/Fiscal Manager/Grants Coordinator budget.

### **Emergency Management**

Mrs. Brownell said there was a slight increase of around \$1,200. The increase is due to an increase in maintenance cost on buildings, equipment, and data for kiosks. Commissioner Ward tentatively approved the Emergency Management. Mr. Moron thanked Mrs. Brownell for bringing out signs during the storm. Mrs. Brownell said that was part of the increase, they had to ensure new signage and equipment purchased through the CARES funds.

### **Mosquito Control**

Mr. Dewitt Polous said there was a slight increase because they wanted to hire a new employee to help with the spraying and additional duties. It is a lot of duties for two full time employees to keep up with. There are a lot of requests from people wanting them to spray. The state wants them to do a lot of things, but they can't keep up due to limited staff. Commissioner Parrish noted that with the increase in minimum wage the county would be looking at closer to about a \$40k increase over the next three years to add an additional employee. Chairman Jones noted that we are still down about ten employees compared to what we had at the height. Chairman Jones noted that the services being provided have increased. Mr. Polous said that they had a hard time getting the routine large ditches cleared because there was a reduction in inmate labor. Mr. Polous said he could use this employee to assist with the ditch clearing and require they have some equipment experience. Chairman Jones said in talking with Mr. Nabors about it, you can't get in there and do it manually because of time, but if you try to do with large equipment, it will mess yards up. Commissioner Parrish said that the mosquitos have been bad this year and they aren't getting any better. Mr. Polous said he would like to step up the larvicide. Commissioner Parrish asked which one was better for environment. Mr. Polous said he believed it would be the larvicide because you can target it. We must follow state guidelines to not kill beneficial insects. Commissioner Boldt said there is a drainpipe on route 30 off Hwy 98 elevated and it will not fully drain. There is always water in the wetland. These are subtle things that cause more manpower. Do you think the position should be half time for a year and see how it goes? Mr. Polous said the state requires a license and certification and it would be hard to find someone to do this on a part time basis. Commissioner Parrish asked what the \$1k increase for cost of living meant. Mrs. Griffith said that she meant to remove that from the report. Commissioner Lockley asked if he was having trouble retaining employees. Mr. Polous said that he lost an employee a few years ago due to a higher rate of pay through the city. Some of transferred from the mosquito control to the road department not so much for higher pay but because of the certification requirements. Commissioner Ward tentatively approved the Mosquito Control budget. Mr. Polous noted that he did put in for a new truck that was include din that. Mrs. Griffith noted that it was not put in the preliminary budget, there was not a funding source to do so. The trucks in service are starting to give him so issues and the sprayers will have to be repaired in the coming years. Commissioner Lockley asked if they were sharing a truck. Mr. Polous said yes, he shares a truck with Mr. Nabors. Mrs. Griffith noted that it was a capital outlay fund request but was not included in his budget. It may be something the board wants to stagger. Possibly hire a new employee this year and buy a new truck next year. Commissioner Parrish asked if Mr. Nabors could pass down a vehicle when he replaces with the two new ones. Mr. Nabors said he does not have a vehicle in good enough shape to pass down. Commissioner Parrish said Mrs. Griffith was trying to convey that we may need to stagger the hiring and purchase of new vehicle. Mr. Polous asked if he needed to choose. Mr. Polous said if he had to choose, he would purchase the new vehicle. He can't continue to use the vehicle he is

using. Commissioner Parrish said mosquito control is all about community safety. Mr. Polous asked the Board to just do the pickup truck and do away with the request for the new employee at this time. Commissioner Parrish said the Board had requested the department heads let them know what needed equipment was anticipated in the future. Mrs. Griffith said the Board would need to do the amendment to remove the new employee and purchase the vehicle. Commissioner Ward tentatively approved the Mosquito Control budget to reflect the change removing the new employee and adding the purchase of a new vehicle.

Commissioner Boldt asked if we had the ability for department heads can set aside funds for future year purchases. Mrs. Griffith said most of the departments do have funds set aside for payment funds, but Mr. Polous' budget did not. Commissioner Boldt said he thought the Board should set aside payment funds for future years. Commissioner Boldt asked if we could set aside funds for future salary costs for each department. Commissioner Parrish said he was not in favor of putting funds out for personnel. He agrees with the Mrs. Griffith to put funds in like an escrow for funds to be used for future purchases. Chairman Jones said that this was the spirit behind the Board asking for future capital improvements, for the public to know what purchases we are looking at into the future.

### **Veteran's Services**

Mr. Elliott absent. Commissioner Lockley tentatively approved the Veteran's Services budget.

### **Extension Office**

Mr. Lovstrand thanked the Board for their past budget increases and noted that they did not have a budget increase this year. Commissioner Boldt tentatively approved the Extension Office budget.

### **Health Department**

Mr. Griffith stated there was no change to the Health Department budget of \$49k. Commissioner Ward and Commissioner Lockley tentatively approved the Health Department budget.

### **Weems Hospital**

Mr. David Walker introduced Mr. Chris Joyner, the hospital's interim CFO and Mr. David Bowling CFO with Alliant. Mr. Walker said the hospitals current budget is \$15,985,000 of that \$5,798,000 comes from capital outlay funds, \$1,169,080 from the 50% sales tax and \$764,000 from EMS operations. Mr. Walker said he feels the return on investment from the sales tax is beneficial. Mr. Joyner shared that the hospitals net revenue is \$750K, with 168 days cash on hand, and that number came up from 127 as of last month. Mr. Joyner said collections were up from May to June. In May collections were \$700K and in June they were \$1.9 million. This included a Medicaid settlement for \$500k but was still a substantial increase. Mr. Joyner said that in reviewing the hospitals records he has not found any significant errors, one error where funds were placed in the wrong general ledger account. He said that Mr. Nick Gesham was reviewing and negotiating the payor contracts and the projected results from the negotiations would yield an additional \$300-

400k in revenue for the next three years straight. Mr. Joyner said the plan was to roll those funds back to the staff in the way of a retirement fund and salary parity. Mr. Walker told the Board that the hospital had been recognized as one of three hospitals in the nation for their telehealth efforts. They were recommended by the Florida Rural Health Office for the award. Telehealth is a major opportunity for our community. The EMS was utilized amidst the pandemic to bring telemedicine to patients in their homes. Mr. Walker said the US Army of Telemedicine Advanced Research Center had contacted them and may want to do a project with them. Our connection with TMH we will be able to integrate more into our hospital. Mr. Walker said we are not where we want to be as a hospital, but we are better than we were. He said that he feels good about the financial situation of the hospital with the people that we have on board. Commissioner Boldt praised the positive report. Mrs. Griffith said that at the end of 2022 there should be \$7.48 million available in the healthcare trust fund for the construction of a new facility or remodeling. Mr. Walker said that Mr. Louie, the EMS director, may come back and make a request for another EMS vehicle 272K we will want to take that out of the capital outlay fund because we are trying to do salary parity and retirement benefits for staff. Six to nine months return for the vehicle to be here. Chairman Jones said if we are looking at parity for the hospital are we also looking at the clinics. Mr. Walker said the salary parity will go for the clinics, hospitals, and EMS. Mr. Walker said they should be able to implement phase 2 & 3.

Chairman Jones asked if they are going to look at leave time for employees as he understood some must use vacation time for sick days. Mr. Walker said what they have now is an accrual system. Mr. Walker said how it works is if there's a holiday the employee must use their time to take off. However, if you work on a holiday, they receive compensation when accruing leave time. Commissioner Lockley asked how far out we were about a new facility. Mr. Walker said he feels that we need one but noted that we must figure out how to fund it. Mr. Walker believes that we can get it done with the financial team that we have on board. We are running out of space, and a new facility for the residents of Franklin County. Commissioner Parrish asked about Calhoun and Liberty County getting a legislative appropriation. Mr. Walker said he spoke with Mr. Shoaf and he did put in in contact with someone.

Commissioner Parrish suggested using the funds we have saved as a match to build a new hospital. He said there is other pots of money available and believes this puts us in the position to access some of these funds that are available. Mr. Walker said that he will make the push and let them know they have the commissioners' support. Commissioner Parrish asked what we are doing about the uptick in the delta variant. Mr. Walker said they will have a testing/vaccination clinic next week. Mr. Walker said he will reach out to Ms. Sarah Hinds and coordinate a county wide clinic. Commissioner Parrish asked Mr. Walker to keep the commissioners updated on the activities. Mr. Walker said they will put in the newspaper and get the information out to the public. Mr. Moron explained that most of the health department staff is out due to COVID. Ms. Hinds is out of town at a state meeting. Mr. Moron said on the construction of the hospital, Mr. Coleman asked the board to give him a year to level out the operation and financial situation of the hospital. Mr. Moron reminded the board that Mr. Coleman said he would be willing to meet with the Chairman, Mr. Moron and Mrs. Griffith and go before Triumph to encourage and explain the claw back on the Triumph funds and make sure we can use the money to start construction of the hospital. Mr. Moron noted that Ms. Jessica Holly, Representative Shoaf's employee, was listening via Zoom. Mr. Walker said he felt the hospital could make a good case on how they can create and

sustain jobs. Commissioner Lockley said he believes we shouldn't wait a year. The hospital is doing good, and the need is there. Commissioner Lockley said he thinks it is time to make a move. Commissioner Boldt said he would like to encourage making this pitch to Triumph. He said the other thought is that we are old pros at opening up COVID clinics and feels we are ready to take the lead again. Commissioner Lockley said let's go ahead and get our name on the list with Triumph and that way we will be ahead of the game. Commissioner Lockley said he is ready to see some bricks and mortar. Commissioner Parrish tentatively approved the Weems Hospital budget.

### **Circuit & County Judge**

Ms. Elizabeth Garber said their budget is the same as last year. There are additional funds that will be requested for two licenses for Zoom. They have requested these fees be paid by the State. Commissioner Lockley tentatively approved the Circuit and County Judge budget. Commissioner Boldt commended their team for the social distancing setup and solution. Ms. Garber also commended their IT team.

### **Tourist Development Council**

Mr. John Solomon said their annual budget was for \$2,407,850. Commissioner Lockley asked if this is the amount they anticipate. Mr. Solomon said most of their budget is for the infrastructure. Commissioner Ward tentatively approved the Tourist Development Council budget.

### **State Attorney**

Ms. Mary Barwick said the State Attorney's office relies on the Franklin County budget for building facilities as well as technology which includes telephones, computer supplies, internet, and a small IT department. Ms. Barwick thanked the Clerk's office for working with them for purchases. Ms. Barwick said that Mr. Moron has played a huge role in security for their office. They are requesting a continuation of last year's budget in the amount of \$24,150. Commissioner Lockley tentatively approved the State Attorney budget.

### **Public Defender**

Mr. Michael MacNamara said the Public Defender's office had an increase in their budget in the amount of \$1,135 for supplies. Commissioner Lockley tentatively approved Public Defender budget. Commissioner Boldt inquired as to how the judges liked the new technology. Mr. MacNamara said the judge's information all comes through the same as before, it is just different on the public defender's end.

### **Guardian Ad Litem**

Ms. Deborah Moore updated the Board on their annual program and encouraged the Board to volunteer to serve. They are currently serving 32 children; all the counties have slowed down during the summer. Case load has increased over the past few years. All the staff continued to support children remotely, but they just started going back into the homes. Ms. Moore noted that

they have received some resignations but were able to fill those positions. Ms. Moore said they have made an error on the numbers that they reported. The number used to get the percentage and dollar amount is not correct. They have made multiple calls to the state to get those corrected. The amount is close to where it was last year. Chairman Jones asked Mrs. Griffith how the Board should proceed if the numbers presented were not accurate. Mrs. Griffith asked Ms. Moore if the \$7,219 was the highest number it would be and then it would come down. Ms. Moore said it would be higher because the numbers did not include the children who were discharged. Mr. Moron is it possible to get a corrected budget to the Board by Tuesday for the next Board meeting. Ms. Moore said it would come from Tallahassee. Mr. Moron asked her to get the revised budget from Tallahassee and provide to the Board at their next meeting for tentative approval. Ms. Moore said there was 22 additional children who received services. Commissioner Parrish asked them to calculate the estimate based on the numbers provided with the previous children. The estimate was \$12k. Ms. Moore will provide a final number before the final budget hearing. Commissioner Parrish tentatively approved the Guardian Ad Litem budget for the revised amount of \$12k.

### **Franklin Soil & Water Conservation**

Mrs. Erin Griffith said there was a small increase for a shared employee and \$798.50 for office supplies. The budget is relatively the same. Chairman Jones asked if the amount included the entire \$1k raise. Mrs. Griffith said it was a \$4k annual raise for the shared employee split between the four counties. Commissioner Ward tentatively approved the Franklin Soil and Water Conservation budget.

### **Dog Island Conservation District**

Mr. David Brady said that there was an increase in their budget from \$11k to \$19,900. Mr. Brady said the reason for the increase was an anticipated purchase of a new tractor. Their current tractor which is 23 years old required repairs in the past year in the amount of \$9k. The plan is to lease a tractor for 8 years at the price of \$14k annually. Mr. Brady said the taxable value of property on Dog Island is \$26 million with around \$103k coming back to the district. Commissioner Parrish said that he is not in favor of unrestricted budget allocation. Mr. Brady explained that their allocation has always been unrestricted. Commissioner Parrish asked if this would be a recurring expense and Mr. Brady said that it would be as the lease is for 8 years. Mrs. Griffith noted that the county is unable to provide the services to Dog Island that they do for the other communities. Commissioner Boldt noted that their community is volunteer driven. Chairman Jones asked for clarification on the amount being requested. Mrs. Griffith confirmed the amount to be approved was \$19,900. Mrs. Griffith explained that with the landfill credit it totaled the \$25k figure. Commissioner Lockley asked how often the ferry ran. Mr. Brady said the ferry runs on Friday, Saturday, Sunday, and Monday and that it is available to residents for private charter seven days a week. Mr. Brady said that the ferry helps with medical assistance also. Mr. Brady said there were 133 homes on Dog Island. Commissioner Boldt tentatively approved the Dog Island Conservation District budget.

### **Apalachee Center**

Mr. Dean Hilton said there was no change to their budget. Commissioner Parrish asked how many people they serve. Mr. Hilton said that he did not have that information but would imagine it was up due to Covid. Commissioner Parrish requested Mr. Hilton provide the Board with numbers so that when questioned by constituents they would have information to relay to them. Mr. Hilton noted that the funding is based on statute and population. Commissioner Parrish tentatively approved the Apalachee Center budget.

Chairman Jones asked Mrs. Griffith if she was prepared to present her items from the 3:30 p.m. agenda. Mr. Moron asked the Board if there was any intention of reducing the non-governmental budgets listed on the agenda for Friday. If not, would they like to address those items today instead of meeting again tomorrow? Chairman Jones recommended handling the business in front of them and go from there.

### **Auditor Fees**

Mrs. Griffith said there was an increase of 3.5% increasing the budget from \$76,325 to \$78,925. Commissioner Lockley tentatively approved the Auditor Fees budget.

### **Insurance**

Mrs. Griffith said there was no increase in the Standard dental and life insurance, and there was a 4% increase in the health insurance. The cost of the health insurance increase is \$104,663 this includes the five new full-time hires. Mrs. Griffith noted that we are pulling out the new hire for the mosquito control. Chairman Jones asked Mrs. Griffith confirmed who all this includes. Mrs. Griffith said this total includes all County employees, inclusive of the sheriff's department. Commissioner Parrish said on the one page 174 employees with health coverage, 20 with waivers and 38 retirees. Mrs. Griffith noted that the retirees (38) the Board pays 50% of their coverage. Mrs. Griffith explained that once an employee is eligible for Medicare the insurance coverage subsidy ends. Commissioner Ward tentatively approved the Insurance budget.

### **Carrabelle Redevelopment Trust**

Mrs. Griffin said each year they transfer to the increment districts and City of Carrabelle's area is along the waterfront. She reported all the supporting documentation is behind the estimate sheet. She said in 1996 the City of Carrabelle established the Carrabelle Redevelopment Authority (CRA) and the 1996 base year taxable value was \$7,423,025. Mrs. Griffith reported the taxable value in 2021 is \$23,658,241. She explained in the tax increment districts the difference between the base year and the current year and for any of the growth the money is multiplied by the county's millage rate and the entity receives the funds. She stated for the City of Carrabelle the distribution this year is \$89,087. Commissioner Lockley tentatively approved the Carrabelle Redevelopment Trust budget. Commissioner Lockley inquired as to who oversees the expenditures. Mrs. Griffith pointed out the cities determine what they do with the funds and any questions about the expenditures would be directed to the cities.

### **Apalachicola Redevelopment Trust**

Mrs. Griffin reported the City of Apalachicola passed their tax increment district in 2014 and the base year value was \$31,376,822. She said their 2021 current taxable value is \$44,671,006. She stated the anticipated payment to the City of Apalachicola for this year is \$72,949. Commissioner Lockley tentatively approved the Apalachicola Redevelopment Trust budget.

## Grants

Mrs. Griffith read the following grants for the Board:

FEMA – Alligator Drive Road Repairs

Federal funds: \$3,897,103

State funds: \$649,517

County match with DEO Hurricane Michael Recovery Grant: \$649,517

Total Project: \$5,196,137

SCOP Timber Island Road Resurfacing Project

State funds: \$754,161

SCOP Widen & Resurface CR67 Construction

Description: The project is for the construction and CEI for CR67 Widening and Resurfacing Project. Project will widen, resurface, stabilize the shoulders, culvert extensions and widen lane with 5' shoulders. The project will begin at SR30 and run 6.044 miles to Cricket Creek Bridge.

Budgeted: \$2,829,414

SCRAP C30A Construction Resurfacing Project

Description: Construction and CEI of roadway resurfacing and widening along CR301 from Franklin County line mile post 0 to Thirteen Mile Road mile post 1.553.

Total Project: \$563,668

FEMA C30A East & West Washouts

Estimated Total: \$830,968.34

FEMA federal \$623,225

DEMA state \$103,872

County match from DEO Hurricane Michael Recovery Grant: \$103,872

Total Project: \$830,969

Airport Design and Construct Lighting Rehab for Runway 6-24 and Taxiways B & D

Grant Total: \$800,000

Triumph Airport Fuel Farm Project

Triumph Grant Award: \$1,059,000

Total Project: \$1,084,000

County match obligation: \$25,000 from airport funds

Trip Airport Pavements Apron



Description: The objective of this project is to rehabilitate the pavements associated with Runways 14-32, 6-24, Taxiways B and D, and the West and East Aprons.  
Total Award: \$779,711

Chairman Jones asked about the DOT project Hwy 98 to Carrabelle bridge, is that something outside of the county's budget? Mrs. Griffith confirmed that is being done by DOT. Commissioner Boldt gave an update on the construction of road at Alligator Point. Temporary standby due to the price of sheet piling has increased. Anderson Columbia continues to smooth out and maintain the road during storms. Chairman Jones asked how this affects their timeline. Mrs. Griffith said this will be at their risk. Commissioner Boldt said they have a large amount of manpower, and they can possibly knock it out. He said that they are always leaving one lane open, and they are not working on the weekends or holidays.

## **Other Funds**

### **FUND 122, Law Enforcement Educational Fund**

\$2.00 Fee Collected on County Criminal, County Traffic and Circuit Criminal Cases – see FS 318, which outlines the assessment of these fees – and FS 938.15, which specifies how the fees are to be spent. Eligible expenditures include criminal justice education degree programs, training courses, and basic recruit training for law enforcement personnel. There is approximately \$82,211 available in this fund.

### **FUND 123, Law Enforcement Trust Fund**

A small balance of \$3,193 remains in the fund to be used for investigation expenses by the Sheriff's Department – this balance is from years ago when the County Commission received the proceeds from forfeitures.

### **FUND 125, Healthcare Trust Fund**

As passed by voters, the Franklin County Discretionary Sales Surtax of 1% took effect on January 1, 2008. The estimated proceeds this year will be \$2,338,160. 50% of the sales tax proceeds each year acts to defray the operating costs of Weems Memorial Hospital, \$120,000 goes to support clinical operations and the balance of the sales tax proceeds as well as 100% of the interest earnings is held for capital outlay projects. At the end of 2022, barring any additional capital expenditures from the fund, there will be approximately \$7.48 million available in the fund.

### **FUND 139, Bald Point Trust Fund**

This fund has been existence since 1999 when the state purchased a large tract of land on Alligator Point. The county received approximately \$500,000. Per the Agreement dated the 20<sup>th</sup> of October 1998 - \$50,000 was to be used to asphalt the realigned main road along the new right-of-way. The \$450,000 balance was then placed into a county trust fund whereas principal and interest may only be used for expenditures in the Bald Point/Alligator Point area. This fund has been utilized over the years as grant match for FEMA funds and there is approximately \$338,835 available.

### **FUND 141, Local Option Gas Tax Road Paving Fund**

In the early nineties the Local Option Gas Tax was voted in for Franklin County. This was a five-cent sales tax on every gallon of motor fuel and diesel fuel sold in Franklin County. In August of 2016, the Board voted to increase the local option gas tax rate to six cents per gallon. Franklin County was the only county in Florida that had not adopted the sixth cent and due to that reason, the county was not eligible to apply for SCRAP program grants with the Florida Department of Transportation. The state revenue estimate of sales tax collections for the next fiscal year is \$326,967 – this is a decrease from the prior year, but the State of Florida is anticipating a negative impact on the local option gas tax proceeds due to the reduction in tourism related travel. The expenditures provided for by these sales tax proceeds is governed by FS 336.025 – for authorized “transportation expenditures”. At the end of this next budget year, there will be approximately \$1,376,167 accumulated in the fund to go towards a future paving project. These funds are split between the (5) districts and the balances by commissioners do vary.

#### FUND 143, Boating Improvement Fund

Boating Improvement Fees are deposited monthly from fees collected by the Franklin County Tax Collector – the county anticipates \$13,703 in annual fees will be deposited to the fund this next year. This fund provides the local grant match for projects funded by the Florida Fish and Wildlife Commissions’ Boating Improvement Grant Program. Boating Improvement Grants are awarded on a competitive score on a grant application. The ability to provide a local match increases the County’s appeal for program grants. In the upcoming budget there is approximately \$54,413 that can be used as grant match towards future applications.

#### FUND 144, SGI Fishing Pier Maintenance Fund

In 1999 Franklin County entered into a Joint Participation Agreement with the Florida Department of Transportation to take ownership of the ½ mile remnants on both sides of the bay of the Old Bryant Patton Bridge to St. George Island. The agreement transferred the \$1.52 million dollars that the state would have incurred to tear down the old bridge over to Franklin County. The county received the \$1.52 million on February 22, 2006, and now has fishing piers on St. George Island and Eastpoint. In June of 2012, during Tropical Storm Debby, a barge broke loose from a Progress Energy construction project and drifted into the St. George Island Fishing Pier – approximately 165 feet near the causeway was demolished by the barge. To provide access to the severed fishing pier, the county paid \$654,367 to bridge the 165-foot gap. There was a lengthy legal battle with the Progress Energy subcontractor Orion Construction (the owner of the barge) to seek reimbursement for the damage. In January of 2016, a mediated settlement agreement was reached and in February of 2016 the county received a check for \$575,000 as payment for the damages. The Joint Participation Agreement with the state specified that with the county’s receipt of the funds “the COUNTY agrees that it will assume full responsibility for maintenance of those portions of the bridge transferred and shall assume sole liability for said portions immediately upon said transfer”. The funds received from this JPA with the state came with the condition that Franklin County is now responsible for these portions of the old St. George Island Bridge. In the event the fishing piers are damaged in a storm, the repair or demolition of the remnants of the old bridge would be the responsibility of the county. The responsibility of the repair and maintenance indemnify the SGI Fishing Piers should discourage any expenditure not relative to the direct and

necessary repairs of the fishing piers or access roads. Hurricane Hermine and Hurricane Michael damaged the access road to the St. George Island Pier. The repairs are estimated to cost \$109,922 and have not yet been completed. Hurricane Michael caused damage to the newly constructed bathrooms facility and parking area at the Eastpoint pier. The FEMA repairs are underway and estimated to cost \$325,714.

#### FUND 151, Revolving Loan

In 1996 there was disastrous flooding and through the Department of Community Affairs the county was awarded an Emergency Assistance Community Development Block Grant. Apalachee Regional Planning Council handled the administration of the grant and in 1997 the CDBG grant provided emergency loans for businesses and individuals involved in the Seafood Industry. The idea behind the grant was for the county to setup a 'revolving loan' fund to use in future emergency situations. Many loans have been repaid, however, ARPC turned the administration of the loan program over to the county and the county has been unable to re-coup some of the loans due to insufficient collateral. DCA inquires on the delinquencies of these loans when they conduct their annual monitoring visits. Right now, the loan fund has a balance of approximately \$302,434.

Commissioner Parrish asked what the SGI Fishing Pier Maintenance fund balance is. Mrs. Griffith said the current balance is \$1,545,736.

Commissioner Parrish said that we needed to be cautious taking funds from the SGI Pier Maintenance Fund because eventually the county will have to do something with the pier. He said in the long term the county will be responsible to do something with it.

Chairman Jones said that he met with the Regional Planning Counsel, and they discussed the Board giving the revolving loan fund residual balance to use for match to use for money with DEO. They could turn that \$300k in to \$1million. The total amount we have in the region is close to \$2million that they have out in revolving funds. I've seen a lot of businesses be able to get assistance that normally would not be able to get loans. We have been good about securing sufficient collateral. Commissioner Parrish said with the stipulation that the money would be used to generate additional funds to be used in Franklin County.

#### FUND 170, Airport Fund

The Airport Fund is self-sufficient in the upcoming year. Revenues for this fund include: the annual lease with TP Auto Transport will generate \$12,000 in the next year, annual lease with CAAZ and Casper for airport land will generate \$3,140, annual lease with Smiling Skies will generate \$6,000, annual lease with Forgotten Coast Flyers, LLC will generate \$30,000 and FBO Rent with Centric Aviation will generate \$30,000 and site rent with Jingoli Power will generate \$180,000. The \$.25/gallon fuel commission paid to Franklin County by Centric Aviation is anticipated to generate about \$31,210. These revenues all defray the costs of operating expenses for the Apalachicola Airport including the insurance expense for the hangar facilities and storage tank liability policies. The airport manager position can be funded at \$30,000. Mrs. Griffith said she is working with Mr. Mosteller and Centric Aviation to create a job description. The new

revenue from Jingoli Power will fund needed repairs for FBO hangar roof and the mowing equipment.

#### FUND 301, Capital Outlay Reserve Fund

In the capital outlay fund, there will be \$84,378 available in the fund for mandated future GIS mapping updates for the Property Appraiser's Office, \$100,000 in annual debt service payments for the Franklin Boulevard property, \$294,067 for equipment purchases for the Road Department, \$30,570 for a new truck for the Parks and Recreation, \$28,881 for a new truck for Animal Control, \$241,249 for new equipment for the Landfill, and \$65,632 available for infrastructure or other capital improvements.

Fund 302, Landfill Management Escrow - Per FS 403.7125 – Franklin County must maintain an escrow fund for future closure and long-term care requirements of the Franklin County Landfill. At this time, there are adequate funds in the escrow account to meet the minimum funding requirement of Rule 62-701.630(5) Florida Administrative Code. Every (5) years, the county is required to have an engineer evaluate the remaining capacity of the landfill, estimate closure costs based on current construction pricing and estimate the remaining useful life of the landfill. This is called a re-cost. In the past months after Hurricane Michael, landfill revenues are four times greater than and thus four times the normal volume of waste has been processed by the landfill. Not including the volume of amnesty/curb-side debris pickup which was continued for months after the Hurricane without revenue. The 2018 closure cost estimates were \$2,564,449 for closure and \$3,171,016 for long-term care post closure. Based on trend and volume, at the next re-cost cycle to be completed in 2021, Franklin County estimates the minimum balance requirement in the landfill management escrow to be approximately \$1.8 million. The excess non-reoccurring proceeds estimated to remain in the tipping fee fund at 09/30, the county will be able to make a one-time transfer into the Landfill Management escrow of \$200,000 to hedge against future escrow requirements and landfill expansion. This transfer will bring the balance in the escrow fund to \$3,316,890.

We should be planning to acquire land in the next ten years to expand the landfill. Commissioner Ward said that she will be presenting something at the next meeting that may help with this expansion. Chairman Jones said that worst-case scenario if you are moving to another site you must pay to move. Mrs. Griffith said it would be best to expand the existing landfill site. Commissioner Boldt said this may be an opportunity to contact the State to see if they may exchange some property.

Mr. Moron said that Ms. Jessica Holly is listening and though we won't call on her now. We will be in contact with her to discuss.

Chairman Jones asked the Board if they wanted to go ahead with the NGOs today. There are no callers online and no one in the audience to comment. Commissioner Ward said she believes if there is no increase the Board can tentatively approve and allow finance the day off tomorrow. Mrs. Griffith believes we will be able to stick to the same millage rate even with the guardian ad litem adjustment.

Commissioner Boldt said there had been some talk about two new positions in the future, an Economic Development Position, and a Co-Compliance position. He asked if it was necessary to address these within this budget. Chairman Jeons said that he felt we should wait until we have the information from the ARPC and the public hearings. The process has been delayed due to remote work and aligning all the partners. This will be a better approach for the public as they won't feel that we've sprung something on them. Mrs. Griffith said that by having those public hearings, we will be able to create a code enforcement board and have community input on enforcement. It may be a while before we need someone to fill an actual position.

Mrs. Griffith presented the NGOs as follows:

Franklin's Promise – \$9,765 Commissioner Ward tentatively approved.  
Carrabelle Food Pantry- \$4,883 Commissioner Ward tentatively approved.  
Franklin County Humane Society- \$36,278 Commissioner Boldt tentatively approved.  
Refuge House- \$4,466 Commissioner Lockley tentatively approved.  
Gulf County ARC Transportation Disadvantage- \$10,079 Commissioner Boldt tentatively approved.  
Area Agency on Aging- \$51,581 Commissioner Ward tentatively approved.

Chairman Jones asked if the Board could get an update from the Area Agency on Aging. Mr. Moron said that he will contact them and ask for them to attend a meeting to update the Board.

Chairman Jones said that he spoke to Franklin Foods, and they did not put a budget request in. He said that we did give them money from CARES at one point and he is not sure if they were aware that they could get funds from the regular budget. Chairman Jones said he thought their request would be less than \$10k. Mrs. Griffith noted that from this point forward we could not increase the budget.

### **Commissioners' Comments**

There were no Commissioners' comments.

### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned.

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Ricky Jones - Chairman

Attest:



September 7, 2021  
Franklin County Road Department  
Detail of Work Performed and Material Hauled by District  
Detail from 8/12/2021 - 9/1/2021

**District 1**

**Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Cut Trees down and removed	8/17/2021	W Bay Shore Drive
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	W 10th Street
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	W 7th Street
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	E Pine Avenue
Cut Trees down and removed	8/17/2021	W 7th Street
Checked county roads for safety of traveling for public	8/17/2021	County Roads Eastpoint, Ricky Jones
Cut Trees down and removed	8/17/2021	N Bay Shore Drive
Litter Pickup	8/18/2021	Begonia Street
Trim Trees	8/18/2021	Dunlap Road
Trim Trees	8/18/2021	Old Ferry Dock Road
Trim Trees	8/18/2021	N Bay Shore Drive
Litter Pickup	8/18/2021	Twin Lakes Road
Trim Trees	8/18/2021	N Bay Shore Drive
Trim Trees	8/18/2021	Dunlap Road
Trim Trees	8/18/2021	Old Ferry Dock Road
Cut grass in ditches	8/24/2021	Twin Lakes Road
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off), Sidewalk Maintenance (Build, Take Out, etc)	8/25/2021	N Bay Shore Drive
Cut bushes back, Trim Trees	8/25/2021	Gilbert Street
Cut bushes back, Trim Trees	8/25/2021	Old Ferry Dock Road
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off), Sidewalk Maintenance (Build, Take Out, etc)	8/25/2021	South Bay Shore Drive
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/26/2021	Bike Path (St. George Island)
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/26/2021	Bike Path (St. George Island)
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/26/2021	Bike Path (St. George Island)
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/26/2021	Bike Path (St. George Island)
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/26/2021	Bike Path (St. George Island)
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E Bay Shore Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W Pine Avenue
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/30/2021	Bike Path (St. George Island)
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E Pine Avenue
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 4th Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 2nd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W Bay Shore Drive

**District 1****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 3rd Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 3rd Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E Pine Avenue
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W Pine Avenue
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W 4th Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W 3rd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W 1st Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W 2nd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	W Bay Shore Drive
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/30/2021	Bike Path (St. George Island)
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E Gulf Beach Drive
Sign Maintenance	8/30/2021	E Gulf Beach Drive
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W 4th Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 1st Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 2nd Street
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/30/2021	E 4th Street
Cut grass along shoulders of road on county right of way	8/30/2021	Ridgecrest Parkway
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W 1st Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W 2nd Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/30/2021	W 3rd Street
Sign Maintenance	8/30/2021	E 3rd Street
Cut grass along shoulders of road on county right of way	8/30/2021	Daisey Drive
Cut grass along shoulders of road on county right of way	8/30/2021	Lily Circle
Cut grass along shoulders of road on county right of way	8/30/2021	Gladiola Way
Cut grass along shoulders of road on county right of way	8/30/2021	Magnolia Court
Cut grass along shoulders of road on county right of way	8/30/2021	Blue Heron Drive
Litter Pickup, Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way	8/30/2021	South Bay Shore Drive
Cut grass along shoulders of road on county right of way	8/31/2021	Shadow Bay Drive
Cut grass along shoulders of road on county right of way	8/31/2021	Palm Street
Cut grass along shoulders of road on county right of way	8/31/2021	N Bay Shore Drive
Cut grass along shoulders of road on county right of way	8/31/2021	Ridgecrest Parkway
Cut grass along shoulders of road on county right of way	8/31/2021	Sago Drive
Cut grass along shoulders of road on county right of way	8/31/2021	Pond Away Court
Cut grass along shoulders of road on county right of way	8/31/2021	Ridgecrest Parkway
Cut grass along shoulders of road on county right of way	8/31/2021	South Bay Shore Drive
Cut grass in ditches, Weed Eat & Cut Grass around signs & Culverts	8/31/2021	South Bay Shore Drive



**District 1****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/31/2021	South Bay Shore Drive
Cut grass along shoulders of road on county right of way	8/31/2021	Live Oak Street
Cut grass along shoulders of road on county right of way	9/1/2021	Tallahassee Street
Cut grass along shoulders of road on county right of way	9/1/2021	Old Ferry Dock Road
Cut grass along shoulders of road on county right of way	9/1/2021	Rose Drive
Cut grass along shoulders of road on county right of way	9/1/2021	Apple Way Street
Cut grass along shoulders of road on county right of way	9/1/2021	Smith Street
Cut grass along shoulders of road on county right of way	9/1/2021	Carroll Street
Cut grass along shoulders of road on county right of way	9/1/2021	Dunlap Road
Cut grass along shoulders of road on county right of way	9/1/2021	Cedar Street
Cut grass along shoulders of road on county right of way	9/1/2021	N Bay Shore Drive
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way	9/1/2021	South Bay Shore Drive
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Jones)
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Jones)
Cut grass along shoulders of road on county right of way	9/1/2021	Norvell Street
Cut grass along shoulders of road on county right of way	9/1/2021	Barber Drive
Cut grass along shoulders of road on county right of way	9/1/2021	N Franklin Street
Cut grass along shoulders of road on county right of way	9/1/2021	Washington Street
Cut grass along shoulders of road on county right of way	9/1/2021	Hickory Dip Road
Cut grass along shoulders of road on county right of way	9/1/2021	Bull Street
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Jones)
Cut grass along shoulders of road on county right of way	9/1/2021	Jefferson Street
Cut grass along shoulders of road on county right of way	9/1/2021	Power Drive
Cut grass along shoulders of road on county right of way	9/1/2021	Adams Street
Cut grass along shoulders of road on county right of way	9/1/2021	C. A. Gillespie
Cut grass along shoulders of road on county right of way	9/1/2021	Gilbert Street
Cut grass along shoulders of road on county right of way	9/1/2021	Daisey Street

0

**Material HAUL From:**

<b><u>Material HAUL From:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>	<b><u>Cubic Yards</u></b>	<b><u>Tons</u></b>
Litter	8/18/2021	Twin Lakes Road	1	0
Litter	8/18/2021	Begonia Street	1	0
Litter	8/26/2021	Bike Path (St. George Island)	3	0
Litter	8/26/2021	Bike Path (St. George Island)	2	0
Litter	8/30/2021	E 1st Street	0.5	0
Litter	8/30/2021	E 2nd Street	0.5	0
Litter	8/30/2021	E 3rd Street	0.5	0
Litter	8/30/2021	E 4th Street	0.5	0
Litter	8/30/2021	E Gulf Beach Drive	0.5	0
Litter	8/30/2021	E Pine Avenue	1	0
Litter	8/30/2021	South Bay Shore Drive	1	0
Litter	8/30/2021	E Pine Avenue	0.5	0
Litter	9/1/2021	US HWY 98 (Eastpoint, Jones)	5	0
<b>Litter</b>		<b>TOTAL</b>	<b>17</b>	<b>0</b>
Trees	8/17/2021	N Bay Shore Drive	1	0

**District 1****Material HAUL From:**

<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
	<b>Trees</b>	<b>TOTAL</b>	<b>1 0</b>

**District 2****Work Performed:**

<u>Date</u>	<u>Road</u>
8/12/2021	McIntyre Road
8/16/2021	Alligator Drive
8/17/2021	St Teresa Ave
8/17/2021	Alligator Drive
8/17/2021	Rio Vista Drive
8/17/2021	Duvall Road
8/17/2021	McIntyre Road
8/17/2021	Rio Vista Drive
8/17/2021	Jeff Sanders Road
8/19/2021	Spring Drive
8/19/2021	Jeff Sanders Road
8/19/2021	Kansas Street
8/19/2021	Jubilee Street
8/19/2021	Connecticut Street
8/19/2021	Iowa Street
8/24/2021	Enabob Street
8/24/2021	US HWY 98 (Lanark)
8/24/2021	Indiana Street
8/24/2021	Apalachee Street
8/24/2021	Indiana Street
8/24/2021	US HWY 98 (Lanark)
8/24/2021	Enabob Street
8/24/2021	Idaho Street
8/24/2021	US HWY 98 (Lanark)
8/24/2021	Enabob Street
8/24/2021	Lake Morality Road
8/24/2021	US HWY 98 (Lanark)
8/24/2021	Indiana Street
8/24/2021	Indiana Street
8/24/2021	Idaho Street
8/24/2021	Indiana Street
8/24/2021	US HWY 98 (Lanark)
8/24/2021	Idaho Street
8/24/2021	Idaho Street
8/24/2021	Enabob Street
8/25/2021	Heffernan Drive
8/25/2021	Lake Morality Road
8/25/2021	Heffernan Drive
8/25/2021	Heffernan Drive

**District 2****Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Weed Eat & Cut Grass around signs & Culverts, Cut grass in ditches, Litter Pickup	8/25/2021	Lake Morality Road
Weed Eat & Cut Grass around signs & Culverts, Cut grass in ditches, Litter Pickup	8/25/2021	Lake Morality Road
Checked county roads for safety of traveling for public	8/30/2021	Jeff Sanders Road
Checked county roads for safety of traveling for public	8/30/2021	CR67
Checked county roads for safety of traveling for public	8/30/2021	Jeff Sanders Road

0

**Material HAUL From:**

<u>Material HAUL From:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Litter	8/24/2021	Lake Morality Road	1.5	0
Litter	8/25/2021	Lake Morality Road	4	0

<u>Litter</u>	<u>TOTAL</u>	<u>Cubic Yards</u>	<u>Tons</u>
		5.5	0

**Material HAUL To:**

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
Dirty 89 Lime Rock	8/12/2021	McIntyre Road	18	0
Dirty 89 Lime Rock	8/19/2021	Jeff Sanders Road	90	0
Dirty 89 Lime Rock	8/19/2021	Iowa Street	18	0

<u>Dirty 89 Lime Rock</u>	<u>TOTAL</u>	<u>Cubic Yards</u>	<u>Tons</u>
		126	0

Milled Asphalt	8/31/2021	Carrabelle City Hall (City of Carrabelle)	18	0
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<u>Milled Asphalt</u>	<u>TOTAL</u>	<u>Cubic Yards</u>	<u>Tons</u>
		18	0

**District 3****Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Driveway repair	8/12/2021	12th Street (City of Apalachicola)
Driveway repair	8/12/2021	12th Street (City of Apalachicola)

0

**Material HAUL To:**

<u>Material HAUL To:</u>	<u>Date</u>	<u>Road</u>	<u>Cubic Yards</u>	<u>Tons</u>
89# Shell	8/26/2021	Weems Memorial Hospital	9	0

<u>89# Shell</u>	<u>TOTAL</u>	<u>Cubic Yards</u>	<u>Tons</u>
		9	0

Milled Asphalt	8/12/2021	12th Street (City of Apalachicola)	3	0
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<u>Milled Asphalt</u>	<u>TOTAL</u>	<u>Cubic Yards</u>	<u>Tons</u>
		3	0

**District 4****Work Performed:**

<u>Work Performed:</u>	<u>Date</u>	<u>Road</u>
Litter Pickup	8/12/2021	Bluff Road
Cleaned out culverts	8/12/2021	Peachtree Road
Sign Maintenance	8/17/2021	13 Mile
Sign Maintenance	8/17/2021	CR30A
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Teat Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Tilton Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	CR30A
Removed Storm Debris	8/17/2021	Pine Log Boat Ramp
Removed Storm Debris	8/17/2021	Courthouse (Apalachicola)
Removed Storm Debris	8/17/2021	Pine Log Boat Ramp
Removed Storm Debris	8/17/2021	Brownsville Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Moses Road
Removed Storm Debris	8/17/2021	Linden Road

**District 4****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Removed Storm Debris	8/17/2021	Pine Log Boat Ramp
Removed Storm Debris	8/17/2021	Courthouse (Apalachicola)
Removed Storm Debris	8/17/2021	Courthouse (Apalachicola)
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	13 Mile
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/18/2021	Oyster Road
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way	8/18/2021	Oyster Road
Litter Pickup, Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/19/2021	Pine Drive
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way, Litter Pickup	8/19/2021	Pine Drive
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way, Cut grass in ditches	8/19/2021	Pine Drive
Remove Trees	8/24/2021	Apalachee Street
Hauled Fuel to Equipment	8/24/2021	Emergency Management (Apalachicola)
Weed Eat & Cut Grass around signs & Culverts, Sign Maintenance	8/24/2021	CR30A
Cut Trees down and removed	8/24/2021	Apalachee Street
Cut Trees down and removed	8/24/2021	Apalachee Street
Bike Path (Edged, cut grass off of concrete, Picked up trash, Blowed Off)	8/25/2021	Bike Path (Bluff Road, Apalachicola)
Litter Pickup	8/25/2021	Pal Rivers Road
Sign Maintenance	8/31/2021	County Roads, Apalachicola Smokey Parrish
Cleaned around fence, Cut grass along shoulders of road on county right of way	8/31/2021	Pal Rivers Road
Cut Trees down and removed	8/31/2021	Brownsville Road
Cut grass in ditches, Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way	9/1/2021	Squire Road
Cut grass in ditches, Weed Eat & Cut Grass around signs & Culverts	9/1/2021	Bluff Road
Weed Eat & Cut Grass around signs & Culverts, Cut grass along shoulders of road on county right of way, Litter Pickup	9/1/2021	Squire Road
Weed Eat & Cut Grass around signs & Culverts	9/1/2021	Bluff Road

0

**Material HAUL From:**

<b><u>Material HAUL From:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>	<b><u>Cubic Yards</u></b>	<b><u>Tons</u></b>
Litter	8/12/2021	Bluff Road	2	0
Litter	8/18/2021	Oyster Road	2	0
Litter	8/19/2021	Pine Drive	1.5	0
<b>Litter</b>		<b>TOTAL</b>	<b>5.5</b>	<b>0</b>
Storm Debris	8/17/2021	Pine Log Boat Ramp	1	0
Storm Debris	8/17/2021	Courthouse (Apalachicola)	1	0
<b>Storm Debris</b>		<b>TOTAL</b>	<b>2</b>	<b>0</b>

**District 5****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Graded Road(s)	8/12/2021	Mill Road
Beaver Dam - Take Out	8/12/2021	Lighthouse Road (Paved Portion)
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Bloody Bluff Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Hickory Landing Road (Forestry Road #101-B)
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage)	8/17/2021	Wright Lake Road (Forestry Road #101)

**District 5****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Brick Yard Road (Forestry Road #129)
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Fort Gadsden Road (Forestry Road)
Checked county roads for safety of traveling for public	8/17/2021	County Roads, Eastpoint Jessica Ward
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Sand Beach Road
Litter Pickup	8/17/2021	Otterslide Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Timber Island Road (City of Carrabelle)
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Herndon Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Gardners Landing Road
Storm Work, Checking for safety of traveling for public (Put out Barricades, rode roads looking for and taking care of any damage	8/17/2021	Quail Run Drive
Sign Maintenance	8/18/2021	Mill Road
Sign Maintenance	8/18/2021	Tricia's Way
Sign Maintenance	8/18/2021	Whispering Pines Drive
Sign Maintenance	8/18/2021	Timber Ridge Court
Sign Maintenance	8/18/2021	6th Street
Sign Maintenance	8/18/2021	Mill Road
Sign Maintenance	8/18/2021	River Road
Sign Maintenance	8/18/2021	Brian Street
Sign Maintenance	8/18/2021	6th Street
Sign Maintenance	8/18/2021	Timber Ridge Court
Sign Maintenance	8/18/2021	Whispering Pines Drive
Sign Maintenance	8/18/2021	Tricia's Way
Sign Maintenance	8/18/2021	River Road
Sign Maintenance	8/18/2021	Brian Street
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/19/2021	10th Street
Sign Maintenance	8/19/2021	Brian Street
Sign Maintenance	8/19/2021	Timber Ridge Court
Sign Maintenance	8/19/2021	CC Land
Sign Maintenance	8/19/2021	Lighthouse Road (Paved Portion)
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/19/2021	8th Street
Sign Maintenance	8/19/2021	Tricia's Way
Cut grass in ditches	8/19/2021	10th Street
Sign Maintenance	8/19/2021	Whispering Pines Drive
Cut grass in ditches	8/19/2021	8th Street
Sign Maintenance	8/19/2021	River Road
Weed Eat & Cut Grass around signs & Culverts	8/23/2021	Ridge Road
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery
Litter Pickup, Weed Eat & Cut Grass around signs & Culverts	8/23/2021	Ridge Road
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery
Weed Eat & Cut Grass around signs & Culverts	8/23/2021	Ridge Road
Cemetery, Cut, Raked & Cleaned	8/23/2021	Eastpoint Cemetery

**District 5****Work Performed:**

<b><u>Work Performed:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>
Weed Eat & Cut Grass around signs & Culverts, Litter Pickup	8/23/2021	Ridge Road
Cut grass along shoulders of road on county right of way, Weed Eat & Cut Grass around signs & Culverts	8/23/2021	Wilderness Road
Weed Eat & Cut Grass around signs & Culverts, Sign Maintenance	8/24/2021	Graham Drive (City of Carrabelle)
Checked county roads for safety of traveling for public	8/30/2021	Wright Lake Road (Forestry Road #101)
Checked county roads for safety of traveling for public	8/30/2021	Chason Road
Checked county roads for safety of traveling for public	8/30/2021	65 State Road
Checked county roads for safety of traveling for public	8/30/2021	Mill Road
Checked county roads for safety of traveling for public	8/30/2021	Hickory Landing Road (Forestry Road #101-B)
Checked county roads for safety of traveling for public	8/30/2021	Bloody Bluff Road
Checked county roads for safety of traveling for public	8/30/2021	Gardners Landing Road
Checked county roads for safety of traveling for public	8/30/2021	Brick Yard Road (Forestry Road #129)
Checked county roads for safety of traveling for public	8/30/2021	Sand Beach Road
Checked county roads for safety of traveling for public	8/30/2021	North Road
Checked county roads for safety of traveling for public	8/30/2021	Jeffie Tucker Road
Cut grass along shoulders of road on county right of way	8/31/2021	Hibiscus Lane
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Ward)
Cut grass along shoulders of road on county right of way	9/1/2021	Plum Street
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Ward)
VMS Work, Cut Grass, Blowed Sidewalks, Cleaned ditches, Litter pickup	9/1/2021	US HWY 98 (Eastpoint, Ward)

**0****Material HAUL From:**

<b><u>Material HAUL From:</u></b>	<b><u>Date</u></b>	<b><u>Road</u></b>	<b><u>Cubic Yards</u></b>	<b><u>Tons</u></b>
Litter	8/17/2021	Otterslide Road	2	0
Litter	8/23/2021	Eastpoint Cemetery	1	0
Litter	8/23/2021	Ridge Road	1	0
Litter	9/1/2021	US HWY 98 (Eastpoint, Ward)	4	0
<b>Litter</b>		<b>TOTAL</b>	<b>8</b>	<b>0</b>

**August 10<sup>th</sup> – August 31<sup>st</sup>**  
**RIGHT-OF-WAY DEBRIS PICKUP**

Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point
201.02 TONS	29.32 TONS	47.92 TONS	11.82 TONS	1.52 TONS	1.96 TONS

**RECYCLE MATERIAL HAULED**

	Apalachicola	Eastpoint	St George Island	Carrabelle	Lanark	Alligator Point	St James
Cardboard	9.30 TONS	9.52 TONS	8.25 TONS	.35 TONS	-0- TONS	-0- TONS	.75 TONS
Plastic, Paper, Glass, Aluminum	-0-TONS	1.10 TONS	-0-TONS	-0-TONS	-0-TONS	-0-TONS	-0-TONS

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

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

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

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

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

## 1. BASIC SERVICES

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

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



1.7. **Transportation or Disposal of Hazardous Materials.** The COUNTY further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, Disaster Program & Operations, Inc is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around COUNTY's premises. In this regard, the COUNTY and Disaster Program & Operations, Inc agree as follows:

1.7.1. Disaster Program & Operations, Inc may assist the COUNTY in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials, or substances. Disaster Program & Operations, Inc shall not contract directly for these services.

1.7.2. It is understood by both the COUNTY and Disaster Program & Operations, Inc that the COUNTY will provide all required hazardous or toxic wastes, materials, or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

## 2. ADDITIONAL SERVICES

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

## 3. THE COUNTY'S RESPONSIBILITIES

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

3.1. **The COUNTY's Representative.** Designate a representative having authority to give instructions, receive information, define the COUNTY's policies, and make decisions with respect to individual Task Orders.

3.2. **Project Criteria.** Provide criteria and information as to the COUNTY's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the COUNTY.

3.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the COUNTY relevant to a Task order.

3.4. **Access.** Arrange for Disaster Program & Operations, Inc to enter upon public property as necessary.

3.5. **Review.** Respond to Disaster Program & Operations, Inc' request for decisions or determinations.

3.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.

3.7. **Project Developments.** Give prompt written notice to Disaster Program & Operations, Inc whenever the COUNTY observes or otherwise becomes aware of any development that affects the scope or timing of Disaster Program & Operations, Inc' services.

## 4. PERIODS OF SERVICE

4.1. **Time of Performance.** Sections 4 and 5 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.

4.2. **Start of Performance.** Disaster Program & Operations, Inc will start the Services described in each Task Order upon authorization by the COUNTY. If the COUNTY gives authorization before signing a Task Order, Disaster Program & Operations, Inc shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the COUNTY's authorized representative.

4.3. **Force Majeure.** If a force, event, or circumstance beyond Disaster Program & Operations, Inc's control interrupts or delays Disaster Program & Operations, Inc's performance, the time of performance shall be equitably adjusted.

4.4. **Term.** This Agreement shall be in effect for two (2) years from date of execution, with an option for a one (1) year renewal.

## 5. COMPENSATION

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

## 6. OPINIONS OF CONSTRUCTION COST

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

## 7. GENERAL CONSIDERATIONS

7.1. **Changes.** By written and/or electronic notice at any time, the COUNTY may change Services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to Disaster Program & Operations, Inc performing the changed services. Such changes can only be required by the COUNTY's authorized representative.

7.2. **Confidentiality and Proprietary Information.** Disaster Program & Operations, Inc will hold secret and confidential all information designated by the COUNTY as confidential [**Confidential Information**]. Disaster Program & Operations, Inc will not reveal Confidential Information to a third party unless:

7.2.1. the COUNTY consents in writing.

7.2.2 the information is or becomes part of the public domain.

7.2.3 applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or

7.2.4 failure to disclose the information would pose an imminent and substantial threat to human health or the environment.

7.2.5 All drawings, specifications, technical information, and other information furnished to COUNTY by Disaster Program & Operations, Inc or developed by Disaster Program & Operations, Inc in connection with the Work are, and will remain, the property the COUNTY. In addition, regarding the Automated Debris Management System, Disaster Program & Operations, Inc shall retain sole rights of, and COUNTY shall have no rights with respect to the Automated Debris Management System. All rights are reserved by Disaster Program & Operations, Inc with respect to the Automated System under the patent, copyright, trade secret and other applicable laws of the United States.

7.3 **CADD.** The COUNTY may provide information related to computer-assisted design and drafting format [**CADD**] to Disaster Program & Operations, Inc. CADD is derived in part from computer software for which the COUNTY is licensed. These licenses are not transferable. Any unlicensed reuse of CADD may subject the user to liabilities to the software licensor. Any reuse without written verification or adaptation by the COUNTY for the specific purpose intended is at Disaster Program & Operations, Inc' sole risk, without liability to the COUNTY.

7.4 **Disputes.** If a dispute or complaint [**Dispute**] arises concerning this Agreement, the COUNTY and Disaster Program & Operations, Inc will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.

7.4.1 **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.

7.4.2 **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be

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

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

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

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

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

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

7.6 **Indemnification.**

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

7.7 **Reserved.**

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

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

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

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

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

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

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

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

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

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

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

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

## 8 SPECIAL PROVISIONS, EXHIBITS and SCHEDULES

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

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

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

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

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

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

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

8.2.4 **Schedule D** *Fee Schedule*

8.2.5 Disaster Program & Operations, Inc shall comply with the Davis-Bacon Act (40 USC 276a-1 to 276a-7) as supplemented by Department of Labor Regulations (29 CFR part 5), as applicable.

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

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

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

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

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

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

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

**FRANKLIN COUNTY, FL**

By \_\_\_\_\_

By \_\_\_\_\_

Title: Chairman \_\_\_\_\_

Title \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Schedule A

SAMPLE

PROFESSIONAL SERVICES TASK ORDER

SAMPLE

Project Number--Task Order Number: \_\_\_\_--\_\_\_\_
Task Order Date: \_\_\_\_\_

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

1. Basic Project Information.

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

The COUNTY Representative: \_\_\_\_\_

Disaster Program & Operations, Inc Representative: \_\_\_\_\_

2. Project Description: A description of Project for which this Task Order is issued is provided in Task Order Attachment 1, Project Description, incorporated into this Task Order.

3. Scope of Services: Disaster Program & Operations, Inc shall perform its Basic and Optional Services as described in Attachment 2, Scope of Services, attached and incorporated into this Task Order.

4. Period of Services: The period of service shall be: \_\_\_\_\_.

5. Compensation: Disaster Program & Operations, Inc' compensation under this Task Order, which shall not be exceeded without prior written authorization of the COUNTY, is: \$ \_\_\_\_\_

6. This Task Order's Pricing Schedule is incorporated and attached as Attachment 3.

7. Special Conditions: This Task Order is subject to the special terms and conditions as described in Attachment 4, attached and incorporated into this Task Order.

8. Amendment: [\_\_\_\_\_] This Task Order amends a previously executed Task Order No. \_\_\_\_\_, Date \_\_\_\_\_

9. (Reserved)

ISSUED AND AUTHORIZED BY: FRANKLIN COUNTY, FL

ACCEPTED AND AGREED TO BY: \_\_\_\_\_

By: SAMPLE

By: SAMPLE

Title: \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE

SAMPLE

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 1**

**Description of Project**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 2**

**Scope of Services**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 3**

**Fee Schedule**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 4**

**Special Conditions**

## Schedule B: Scope of Work

### 1. GENERAL

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

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

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

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

CONSULTANT will provide pre-event assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems.

CONSULTANT will, at no cost to the County:

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



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

## **2. DEBRIS MONITORING AND ADMINISTRATION**

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

established by the COUNTY.

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

### 3. COLLECTION MONITORING

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

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

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

#### **4. AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS).**

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

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

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

## 5. DEBRIS MANAGEMENT SITE MONITORING

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

## 6. DEBRIS VEHICLE & EQUIPMENT CERTIFICATION

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

## 7. PUBLIC INFORMATION ASSISTANCE

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

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

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

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

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

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

## 8. DATABASE REPORTING

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

## 9. PAYMENT MONITORING AND RECONCILIATION PROCESS

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

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

**10. OTHER RELATED SERVICES**

**A. Event Closure**

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

**B. Federal Funding**

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

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

**C. Compliance**

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

**D. Meetings with COUNTY Personnel**

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

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

**Schedule C: \_\_\_'s Proposal**



## **TAB E: PROPOSAL MATRIX**

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

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

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

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

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

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

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

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

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

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

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

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

DP&O has an excellent understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, FDOT or other State and Federal Agencies, and other State relief programs regulations regarding eligibility.

## **SCOPE OF WORK / STATEMENT OF WORK UNDERSTANDING:**

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

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

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

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

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

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

## **TRACKING DOCUMENTATION AND REIMBURSEMENT**

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

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

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

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

### **Each load ticket shall contain the following information:**

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

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

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

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

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

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

**DP&O Debris site monitors services and responsibilities include:**

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

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

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

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

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

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

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

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

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

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

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

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

**Vehicle Certification Form will have the following information:**

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

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

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



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

2)

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

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

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

**Below is an example of DP&O's TRKR <sup>TM</sup>ADMS truck certification.'**

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

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

**Debris Estimate and Methodology:**

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

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

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

- H** (Households) = Population / 3 (3 persons per household)
- C** (Category of Storm) Factor = (See Below)
- V** (Vegetative Multiplier) Factor = (See Below)

**B** (Commercial Density Multiplier) = (See Below)

**S** (Precipitation Multiplier) = (See Below)

<u>Hurricane Category</u>	<u>Value of “C” Factor</u>
1	2 CY
2	8 CY
3	26 CY
4	50 CY
5	80 CY

<u>Vegetative Cover</u>	<u>Value of “V” Multiplier</u>
Light	1.1
Medium	1.3
Heavy	1.5

<u>Commercial Density</u>	<u>Value of “B” Multiplier</u>
Light	1.0
Medium	1.2
Heavy	1.3

<u>Precipitation</u>	<u>Value of “S” Multiplier</u>
None to Light	1.0
Medium to Heavy	1.3

### Residential Buildings

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

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

Where:

- L** = Length of building in feet
- W** = Width of building in feet
- S** = Height of building expressed in stories
- 0.20** = Constant to account for the “air space” in the building
- 27** = Conversion factor from cubic feet to cubic yards
- VCM** = Vegetative Cover Multiplier

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

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

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

### Outbuildings

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

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

Where:

- L** = length of building in feet
- W** = width of building in feet
- H** = height of building expressed in feet
- 0.33** and **27** are constants as noted in 2 above

### 2.3.4 Vegetation

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

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

### Volume – Weight Conversion Factors

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

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

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

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

**Load Ticket / Vehicle Certification Completeness:**

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

**Additional Monitoring Duties and Responsibilities:**

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

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

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

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

**DMS/Disposal Sites**

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

**Debris Site Management Monitoring tasks include but not limited to:**

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

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

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

### **G. Residential Debris Drop Off Site Monitoring.**

In the event the County decides to implement such a program, DP&O will set up, manage and monitor debris drop-off sites where local residents may bring storm debris themselves. We will work with the Parks or Public Works Departments to identify suitable sites, set up segregated disposal areas for different types of debris and provide staff to perform the following:

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

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

a. Contractor Name

b. Contract Number

c. Reports and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed and hauled. This reporting is due no later than 10:00 a.m. the following business day or as requested.

d. GIS mapping data updates and digitized reports

e. All GIS layers required will be provided to the Contractor by the County Public Works Department, prior to an event or as soon as possible to ensure up to date files and consistency in field structure. All GIS Data must be in an ESRI ArcGIS Desktop ArcMap 10.3 format or higher version.

f. Data exports should be at least monthly and utilize Microsoft© Excel® or other formats acceptable to County.

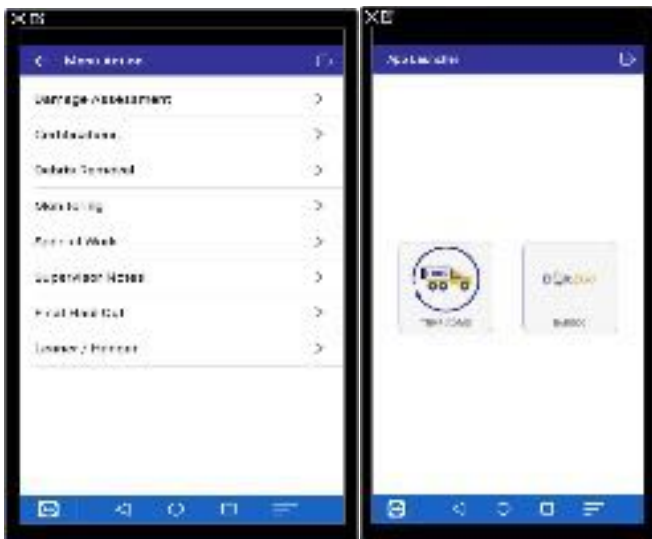
g. Scanned documents should be at a minimum 300 dpi and in jpg, tiff, or Adobe© PDF® file format.

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

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

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

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



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

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

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

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

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



## **Project Mapping**

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



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

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

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

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

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

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

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

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

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

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

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

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

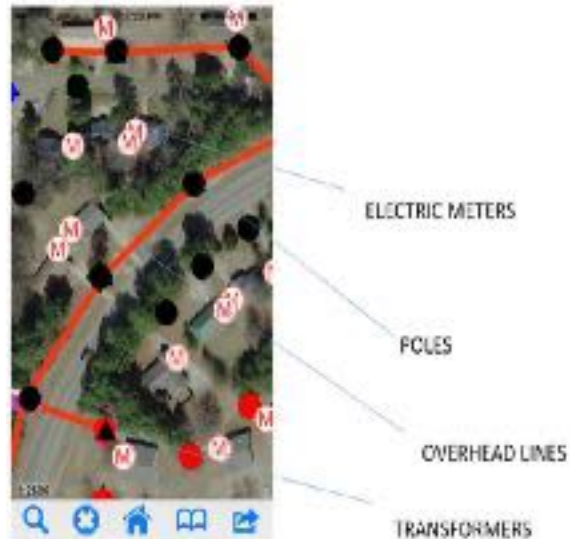
**Xact Recovery is Scalable, Versatile and Adaptive to client’s needs Providing cross utilization and efficient strategic planning for:**

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

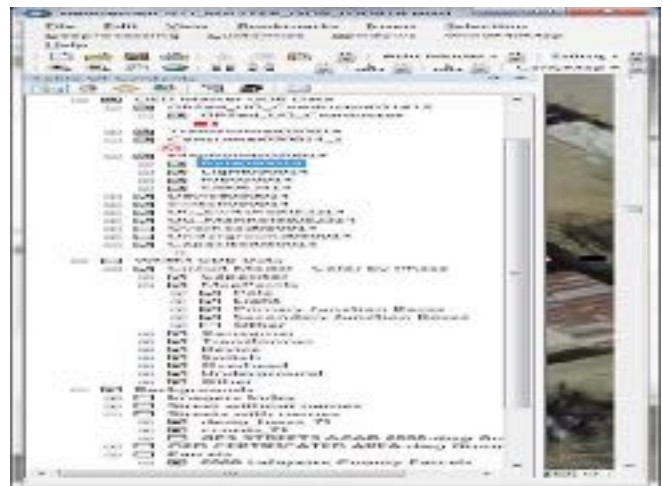
- Mutual Aid Contractors and other Resources
- Gap Analysis – to identify resource weaknesses

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

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



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



## Monitoring Mobilization & Operational Plan

### Staff Mobilization

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

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

**Schedule D: Fee Schedule**

**HOURLY RATE SCHEDULE**

NAME OF BUSINESS: Disaster Program & Operations, Inc.

CONTACT PERSON: Gabrielle Benigni

EMAIL ADDRESS: gbenigni@dpando.com

AUTHORIZED SIGNATURE: *Gabrielle Benigni*

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

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

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

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

*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP



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

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

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

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

In consideration of the mutual promises herein, Tetra-Tech, Inc, LLC, and the COUNTY agree that the terms and conditions of this Agreement are the following:

## 1. BASIC SERVICES

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

- 1.1. **Standard of Care.** Tetra-Tech, Inc shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided [**Standard of Care**]. These services will be provided by debris management consultants and other professionals and individuals skilled in other technical disciplines, as appropriate.
- 1.2. **Instruments of Service.** Tetra-Tech, Inc is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.3. **End-Users Software License.** RESERVED
- 1.4. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.5. **Subcontractors.** Any subcontractors and outside associates or consultants to be engaged by Tetra-Tech, Inc under this Agreement are limited to those identified in executed Task Orders or as the COUNTY specifically approves during the performance of a Task Order.
- 1.6. **Title to Hazardous Materials.** The COUNTY and Tetra-Tech, Inc agree that title to all types of hazardous or **Page 110** wastes, materials, or substances originating at or removed from the Site will remain in and with the COUNTY.

1.7. **Transportation or Disposal of Hazardous Materials.** The COUNTY further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, Tetra-Tech, Inc is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around COUNTY's premises. In this regard, the COUNTY and Tetra-Tech, Inc agree as follows:

1.7.1. Tetra-Tech, Inc may assist the COUNTY in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials, or substances. Tetra-Tech, Inc shall not contract directly for these services.

1.7.2. It is understood by both the COUNTY and Tetra-Tech, Inc that the COUNTY will provide all required hazardous or toxic wastes, materials, or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

## 2. ADDITIONAL SERVICES

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

## 3. THE COUNTY'S RESPONSIBILITIES

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

3.1. **The COUNTY's Representative.** Designate a representative having authority to give instructions, receive information, define the COUNTY's policies, and make decisions with respect to individual Task Orders.

3.2. **Project Criteria.** Provide criteria and information as to the COUNTY's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the COUNTY.

3.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the COUNTY relevant to a Task order.

3.4. **Access.** Arrange for Tetra-Tech, Inc to enter upon public property as necessary.

3.5. **Review.** Respond to Tetra-Tech, Inc' request for decisions or determinations.

3.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.

3.7. **Project Developments.** Give prompt written notice to Tetra-Tech, Inc whenever the COUNTY observes or otherwise becomes aware of any development that affects the scope or timing of Tetra-Tech, Inc' services.

## 4. PERIODS OF SERVICE

4.1. **Time of Performance.** Sections 4 and 5 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.

4.2. **Start of Performance.** Tetra-Tech, Inc will start the Services described in each Task Order upon authorization by the COUNTY. If the COUNTY gives authorization before signing a Task Order, Tetra-Tech, Inc shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the COUNTY's authorized representative.

4.3. **Force Majeure.** If a force, event, or circumstance beyond Tetra-Tech, Inc's control interrupts or delays Tetra-Tech, Inc's performance, the time of performance shall be equitably adjusted.

4.4. **Term.** This Agreement shall be in effect for two (2) years from date of execution, with an option for a one (1) year renewal.

## 5. COMPENSATION

5.1. **Tetra-Tech, Inc's Services.** Based upon the Scope of Services provided for in Schedule B and for each Task Order issued pursuant to the Agreement and Fee Schedule (Schedule D), the COUNTY shall pay Tetra-Tech, Inc the Amount stated in invoices issued for and in accordance with Schedule B: Scope of Work and each Task Order for actual work

performed and reimbursable expenses incurred during the period covered by the invoice. Invoices are payable by the COUNTY within 90 days after receipt of invoice.

## 6. OPINIONS OF CONSTRUCTION COST

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

## 7. GENERAL CONSIDERATIONS

7.1. **Changes.** By written and/or electronic notice at any time, the COUNTY may change Services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to Tetra-Tech, Inc performing the changed services. Such changes can only be required by the COUNTY's authorized representative.

7.2. **Confidentiality and Proprietary Information.** Tetra-Tech, Inc will hold secret and confidential all information designated by the COUNTY as confidential [**Confidential Information**]. Tetra-Tech, Inc will not reveal Confidential Information to a third party unless:

7.2.1. the COUNTY consents in writing.

7.2.2 the information is or becomes part of the public domain.

7.2.3 applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or

7.2.4 failure to disclose the information would pose an imminent and substantial threat to human health or the environment.

7.2.5 All drawings, specifications, technical information, and other information furnished to COUNTY by Tetra-Tech, Inc or developed by Tetra-Tech, Inc in connection with the Work are, and will remain, the property the COUNTY. In addition, regarding the Automated Debris Management System, Tetra-Tech, Inc shall retain sole rights of, and COUNTY shall have no rights with respect to the Automated Debris Management System. All rights are reserved by Tetra-Tech, Inc with respect to the Automated System under the patent, copyright, trade secret and other applicable laws of the United States.

7.3 **CADD.** The COUNTY may provide information related to computer-assisted design and drafting format [**CADD**] to Tetra-Tech, Inc. CADD is derived in part from computer software for which the COUNTY is licensed. These licenses are not transferable. Any unlicensed reuse of CADD may subject the user to liabilities to the software licensor. Any reuse without written verification or adaptation by the COUNTY for the specific purpose intended is at Tetra-Tech, Inc' sole risk, without liability to the COUNTY.

7.4 **Disputes.** If a dispute or complaint [**Dispute**] arises concerning this Agreement, the COUNTY and Tetra-Tech, Inc will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.

7.4.1 **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.

7.4.2 **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement.



- 7.4.3 Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.
- 7.5 **Insurance.** Tetra-Tech, Inc will maintain **insurance** against the following risks during the term of the Agreement:
- 7.5.1 workers compensation in statutory amounts and employer's liability for Tetra-Tech, Inc' employees' Project-related injuries or disease.
- 7.5.2 general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from Tetra-Tech, Inc' performance under this Agreement; and
- 7.5.3 Professional liability in the amount of \$1,000,000 for legal obligations arising out of Tetra-Tech, Inc' failure to meet the Standard of Care.
- 7.6 **Indemnification.**
- 7.6.1 Tetra-Tech, Inc hereby agrees to indemnify and hold the COUNTY harmless from and against any and all losses, damages, settlements, costs, charges, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character arising out of the negligent acts, errors, or omissions of Tetra-Tech, Inc or others for whose acts Tetra-Tech, Inc is responsible under this Agreement.
- 7.7 **Reserved.**
- 7.8 **Interpretation.** This Agreement shall be interpreted in accordance with the laws of Florida and the exclusive venue for any disputes between the parties shall be within Franklin County, Florida.
- 7.9 **Successors.** This Agreement is binding on the successors and assigns of the COUNTY and Tetra-Tech, Inc. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the COUNTY.
- 7.10 **Independent Contractor.** Tetra-Tech, Inc represents that it is an independent contractor and is not an employee of the COUNTY.
- 7.11 **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.
- 7.12 **Applicable Law.** If applicable to this Agreement, Tetra-Tech, Inc will comply with the requirements of:
- 7.12.1 the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended,
- 7.12.2 Utilization of Small and Disadvantaged Business Concerns (Public Law 95-507), and
- 7.12.3 all other federal, state, and local laws and regulations or orders issued under such laws.
- 7.13 **Entire Agreement.** This Agreement, including Tetra-Tech, Inc Proposal, Schedules, Attachments, Task Orders executed pursuant to this Agreement, and referenced documents, is the entire agreement between the COUNTY and the Tetra-Tech, Inc. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any changes to this Agreement shall be in writing and signed by the COUNTY and Tetra-Tech, Inc.
- 7.14 **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition, or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.
- 7.15 **Termination.** This Agreement may be terminated by either Party at will and without cause, at any time upon three (3) days prior written notice to the other Party and shall remain in force until so terminated. All information, data, materials, software, and any other materials provided to the Party must be returned to the other Party upon termination of the Agreement.
- 7.16 **Effective Date.** This Agreement is effective on the date shown on the cover page.

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

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

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

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

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

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

8.2.3 **Schedule C** *Tetra-Tech, Inc Proposal*

8.2.4 **Schedule D** *Fee Schedule*

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

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

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

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

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

8.2.10 Tetra-Tech, Inc shall retain all required records of this contract for three years after Franklin County makes final payment and all other pending matters are closed.

**Execution Authority.** This Agreement is a valid and authorized undertaking of the COUNTY and Tetra-Tech, Inc. The representatives of the COUNTY and Tetra-Tech, Inc who have signed below have been authorized to do so.

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

**FRANKLIN COUNTY, FL**

By \_\_\_\_\_

By \_\_\_\_\_

Title: Chairman \_\_\_\_\_

Title \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_



Schedule A

SAMPLE

PROFESSIONAL SERVICES TASK ORDER

SAMPLE

Project Number--Task Order Number: \_\_\_\_\_ -- \_\_\_\_\_

Task Order Date: \_\_\_\_\_

Subject to the Agreement between the COUNTY [the COUNTY] and Tetra-Tech, Inc, LLC [Tetra-Tech, Inc, LLC], effective September , 7, 2021 the COUNTY hereby authorizes Tetra-Tech, Inc to perform services as specified in this Task Order and in accordance with the above mentioned Agreement.

1. Basic Project Information.

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

The COUNTY Representative: \_\_\_\_\_

Tetra-Tech, Inc Representative: \_\_\_\_\_

2. Project Description: A description of Project for which this Task Order is issued is provided in Task Order Attachment 1, Project Description, incorporated into this Task Order.

3. Scope of Services: Tetra-Tech, Inc shall perform its Basic and Optional Services as described in Attachment 2, Scope of Services, attached and incorporated into this Task Order.

4. Period of Services: The period of service shall be: \_\_\_\_\_.

5. Compensation: Tetra-Tech, Inc' compensation under this Task Order, which shall not be exceeded without prior written authorization of the COUNTY, is: \$ \_\_\_\_\_

6. This Task Order's Pricing Schedule is incorporated and attached as Attachment 3.

7. Special Conditions: This Task Order is subject to the special terms and conditions as described in Attachment 4, attached and incorporated into this Task Order.

8. Amendment: [ \_\_\_\_\_ ] This Task Order amends a previously executed Task Order No. \_\_\_\_\_, Date \_\_\_\_\_

9. (Reserved)

ISSUED AND AUTHORIZED BY: FRANKLIN COUNTY, FL

ACCEPTED AND AGREED TO BY: \_\_\_\_\_

By: \_\_\_\_\_ SAMPLE \_\_\_\_\_

By: \_\_\_\_\_ SAMPLE \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE

SAMPLE

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 1**

**Description of Project**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 2**

**Scope of Services**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 3**

**Fee Schedule**

**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: \_\_\_\_\_

**Attachment 4**

**Special Conditions**

## Schedule B: Scope of Work

### 1. GENERAL

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

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

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

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

CONSULTANT will provide pre-event assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems.

CONSULTANT will, at no cost to the County:

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

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

## 2. DEBRIS MONITORING AND ADMINISTRATION

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

established by the COUNTY.

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

### **3. COLLECTION MONITORING**

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



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

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

#### **4. AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS).**

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

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

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

## **5. DEBRIS MANAGEMENT SITE MONITORING**

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

**6. DEBRIS VEHICLE & EQUIPMENT CERTIFICATION**

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

**7. PUBLIC INFORMATION ASSISTANCE**

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

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

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

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

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

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

## **8. DATABASE REPORTING**

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

## **9. PAYMENT MONITORING AND RECONCILIATION PROCESS**

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

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

**10. OTHER RELATED SERVICES**

A. Event Closure

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

B. Federal Funding

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

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

C. Compliance

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

D. Meetings with COUNTY Personnel

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

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

**Schedule C: Tetra-Tech, INC's Proposal**

# E. Proposal Matrix

## Ability to Provide the Proposed Scope of Services

Franklin County is a Florida coastal community with a population of roughly 11,700. The County is located on the Gulf of Mexico and covers a total of 1,026 square miles of land and water, making it vulnerable to natural disasters such as hurricanes and flooding, as seen with the impact of Hurricane Michael in 2018. As such, the County is seeking a contractor with the ability to efficiently oversee the removal of large volumes of debris, while remaining cost-effective. The services requested by the County may include:

### Pre-event Services

- Debris Management Plan and Standard Operating Procedure updates
- Interagency cooperative exercises and training
- Policy guidance
- Review of Temporary Debris Storage and Reduction Sites (TDMS)
- Debris management contractor bid preparation and review

### Post-event Services

- Contract administration
- Debris estimates
- Oversight of road clearance and debris loading by debris management contractors
- TDMS monitoring
- Environmental assessments of TDMS
- Truck Certification
- Quality Assurance/Quality Control
- Health & Safety procedures
- Technical Assistance
- Project closeout

Tetra Tech fully understands the County's operational needs and expectations as it pertains to the proposed scope of work. **Our team responded to Franklin County following Hurricane Michael, where we monitored the removal of more than 126,000 CYs of debris, including removal of debris from County parks.** We understand the special services the County may require and need to coordinate with municipalities throughout the County. Furthermore, Tetra Tech is a Florida-based firm with more disaster debris monitoring experience across the state than any other firm. Our project approach focuses on the following principles:

- **Continuous Coordination and Communication with County Officials and Stakeholders:** A dedicated project management team will be appointed to coordinate with County officials throughout the year, not just during times of activation.
- **Immediate Response Capabilities:** Tetra Tech has disaster recovery personnel and 24 offices throughout the state, including our disaster recovery hub near Orlando and two offices in Tallahassee. Additionally, we utilize an immediate response staffing and logistics plan that will allow the County to return to the business of running day-to-day operations.
- **Focus on Hiring Locally:** Tetra Tech focuses on hiring and training local residents, thereby benefiting the local economy and reducing mobilization and transportation costs.
- **Project Transparency and Real-time Reporting:** Our proprietary automated debris management system (ADMS) technology, RecoveryTrac™, provides detailed reporting systems and mapping capabilities that are available in real-time to the County and are tailored to the County's data needs. RecoveryTrac™ was utilized by the County following Hurricane Michael.
- **Maximum Reimbursement for the County:** Tetra Tech's knowledge of Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other applicable regulations, guidelines, and operating policies paired with our stringent quality assurance program and documentation procedures will help the County to receive and keep the maximum reimbursement allowed following a disaster.



**Franklin County is a coastal community, which may require special services, including beach remediation, vessel removal, and waterway debris removal.**

## Value Added Benefits (Pro Bono Publico)

Tetra Tech’s commitment to our clients begins with value-added pre-disaster training and coordination to ensure that we provide the best available end-to-end response and recovery program management services should we be called upon in the event of a future disaster. After contract award, Tetra Tech will provide the following services at no cost to the County:

- Review of open Project Worksheets (PWs) from previous open disasters
- Annual coordination meeting with County stakeholders and debris removal contractors
- 1-day FEMA Public Assistance (PA) orientation and training or tabletop exercise for County staff
- Review and comment on the County’s Disaster Debris Management Plan
- Review of existing TDMS and selection criteria
- Review/update of the County’s Geographic Information Systems (GIS) Center line data
- Annual updates regarding FEMA and other agency policy changes
- Review of local ordinances and code(s) related to County debris removal operations

## Project Approach

Tetra Tech’s project approach has been refined over the course of more than 300 activations, including Franklin County’s disaster debris project following Hurricane Michael. The following project approach describes Tetra Tech’s proposed plan to deliver the services requested by the County, and addresses the following:

- The instructions for Tab E described on page 22 of the RFP;
- Project Approach requirements listed in the evaluation criteria on page 24 of the RFP; and
- The Scope of Services described in Section 7.

## Activation

Tetra Tech has never failed to respond to our client’s needs. Tetra Tech will be prepared for activation, in the even that a future disaster or disaster threat occurs. As identified in the County’s request for proposals, Tetra Tech will be prepared to respond immediately after tropical sustained winds are below 40 mph.

## Selection and Mobilization

Should Tetra Tech be selected by the County to provide disaster debris monitoring services, we ensure the County that our team will respond to the County at any point before, during, and after a possible debris-generating event. Prior to an event with warning (such as a hurricane), our team will begin monitoring the landfall of any tropical system at H-96 and will coordinate via conference call with the County. Following an event without warning (such as tornadoes or flooding), Tetra Tech will begin response at H-0.

**Exhibit E-1: Disaster Debris-Generating Event Operational Plan**

Time	Task	Deliverables/Milestones
<b>Preparedness</b>		
<b>Pre-event (normal conditions)</b>	<b>Meet with the County to review plans and documents</b>	<ul style="list-style-type: none"> <li>• Conduct annual pre-event meeting with the County and debris contractor</li> <li>• Review the County’s disaster recovery contracts for FEMA compliance</li> <li>• Update critical documents and files, including any GIS files</li> </ul>
<b>H-96</b>	<b>Review capabilities and resources</b>	<ul style="list-style-type: none"> <li>• Contact the County and initiate daily conference call</li> <li>• Determine resource requirements from debris model</li> <li>• Review the County’s emergency policies and contracts</li> </ul>



Time	Task	Deliverables/Milestones
		<ul style="list-style-type: none"> <li>Establish contact with the County's debris hauler and ensure Tetra Tech has the most up-to-date copy of the debris hauler contract</li> </ul>
H-72	<b>Execute responsibilities and activate contracts</b>	<ul style="list-style-type: none"> <li>Review possible critical areas of concern, hospitals, major transit systems, historic districts, environmental issues, and critical infrastructure</li> <li>Review protocols for private property, gated communities, and public drop-off sites</li> <li>Review TDMS locations and follow up with the Florida Department of Environmental Protection (FDEP) on permitting procedures</li> <li>Estimate equipment requirements and TDMS capacity to haul and stage debris</li> <li>Prepare ADMS technology for mobilization</li> </ul>
H-48	<b>Monitor storm track and continue preparations</b>	<ul style="list-style-type: none"> <li>Conduct regular meetings with County staff as requested</li> <li>Confirm staging location and begin mobilization of resources</li> <li>Mobilize project assets and begin base camp coordination and logistics (food, water, housing, etc.) with the County and Tetra Tech headquarters (if necessary)</li> <li>Review list of priority roads and the operational plan</li> <li>Obtain GIS files for municipalities that the County will assist with debris removal</li> <li>Continue to update and gather updates from the County's debris hauler</li> </ul>
H-24	<b>Prepare final reports</b>	<ul style="list-style-type: none"> <li>Save all critical documents and files to the network drive, USB drive, and laptop hard drive</li> <li>Certify emergency road clearance equipment (in coordination with the County's debris hauler)</li> <li>Determine emergency road clearance priorities</li> </ul>
<b>H-0</b>	<b>ARRIVAL OF NOTICE EVENT/INITIATE RESPONSE TO NO-NOTICE EVENT</b>	
<b>Response</b>		
H +24	<b>Emergency push</b>	<ul style="list-style-type: none"> <li>Receive notice to proceed with not to exceed</li> <li>Begin emergency push</li> <li>Maintain time and materials (T&amp;M) logs for push equipment</li> <li>Coordinate with the County to conduct preliminary damage assessments and road closures (if requested)</li> <li>Supervisors report to pre-designated locations and prep staff on project</li> <li>Begin establishing ADMS infrastructure</li> <li>Begin recruiting and training monitors, project coordinators, and data staff</li> <li>Initiate opening of TDMS locations</li> <li>Follow up with FDEP on debris permits (if required)</li> <li>Work with the County to establish public information protocols to respond to concerns and comments</li> </ul>
H +48	<b>Emergency push/ damage assessment</b>	<ul style="list-style-type: none"> <li>Continue emergency push</li> <li>Continue preliminary damage assessment</li> <li>Develop debris cost estimate required for presidential disaster declaration</li> <li>Develop operational plan for disaster-specific issues</li> <li>Refine health and safety plan for disaster-specific issues</li> </ul>
H +72	<b>Disaster debris vehicle certification/ site preparation</b>	<ul style="list-style-type: none"> <li>Begin hauling truck certification</li> <li>Install ADMS tower monitor infrastructure</li> <li>Train monitors on policies, ADMS, and safety</li> </ul>

Time	Task	Deliverables/Milestones
		<ul style="list-style-type: none"> <li>Open public drop-off sites as requested</li> </ul>
H +96	<b>Begin debris collection monitoring</b>	<ul style="list-style-type: none"> <li>Assign monitors to trucks</li> <li>Assign supervisors to monitors</li> <li>Hold morning and afternoon meeting with County staff and debris hauler</li> <li>Implement QA/QC procedures</li> </ul>
<b>Recovery</b>		
Week 1+	<b>ROW debris collection monitoring</b>	<ul style="list-style-type: none"> <li>Continue ROW collection</li> <li>Address household hazardous waste (HHW) issues (if critical)</li> <li>Issue daily reports/GIS maps</li> <li>Hold daily meetings with the County, hauler, and/or State/FEMA as required</li> <li>Staff citizens debris management hotline (if requested)</li> <li>Define supplemental programs required (private roads, HHW) and prepare eligibility request</li> </ul>
Week 1+	<b>Data management and invoice reconciliation</b>	<ul style="list-style-type: none"> <li>Provide ADMS reports and real-time monitoring access</li> <li>Establish client GeoPortal to provide insight into project progress</li> <li>Review truck metrics provided by RecoveryTracTM</li> <li>Initiate weekly reconciliation</li> <li>Initial payment recommendations with retainage</li> </ul>
Week 1+	<b>Reimbursement support/grant administration (FEMA, NRCS)</b>	<ul style="list-style-type: none"> <li>Prepare damage/cost estimates</li> <li>Compile supporting documentation (debris permits, debris contracts, etc.)</li> <li>Liaise with FEMA Region 4, Florida Division of Emergency Management (FDEM), U.S. Army Corps of Engineers (USACE), etc.</li> </ul>
Week 2+	<b>Special projects (if required)</b>	<ul style="list-style-type: none"> <li>Waterway debris removal</li> <li>Private property debris removal (PPDR)</li> <li>Public drop-off sites</li> <li>HHW</li> <li>Mud/silt/sand removal (from storm drains, ditches, etc.)</li> <li>Identify areas of operational concern and make disaster-specific recommendations to FEMA to improve efficiency</li> </ul>
Week 3+	<b>Financial recovery assistance staff engaged (if requested)</b>	<ul style="list-style-type: none"> <li>Facilitate kickoff meetings with primary stakeholders</li> <li>Draft a PA work plan</li> <li>Conclude/review preliminary damage assessments</li> <li>Gather documentation for PW development</li> <li>Identify opportunities for mitigation</li> <li>Conduct site visits</li> </ul>
Project completion	<b>Document turnover/closeout</b>	<ul style="list-style-type: none"> <li>Final reconciliation</li> <li>Retainage release</li> <li>Release hard copy files</li> <li>Provide electronic database</li> <li>Assist with PW development</li> <li>Assist the County with long-term reimbursement</li> <li>Audit assistance</li> <li>Appeal support if necessary</li> </ul>

## Pre-event Assistance

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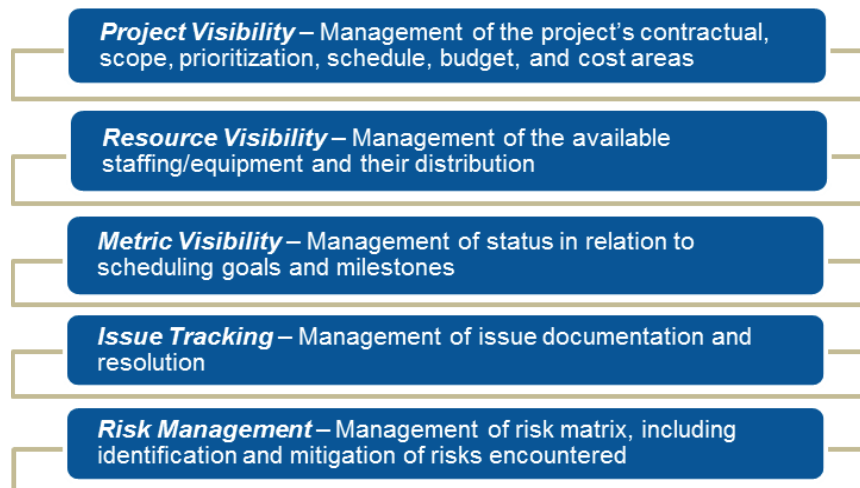
Tetra Tech has proposed a dedicated project management team who will be available to the County before, during, and after a future event occurs. Although some disasters take place without warning, having a plan in place before a disaster occurs is crucial to conducting efficient recovery operations. This means working with County officials to review plans, provide training, and communicate expectations. Pre-event assistance may include, but is not limited to:

- **Annual coordination** – Conduct annual trainings and meetings to plan and test execution protocols and identify potential risks/mitigation opportunities. Trainings will include a half-day debris management session for personnel.
- **Key Personnel** – Tetra Tech will provide a list of key personnel that may be involved in the disaster debris monitoring activities, including contact information.
- **Contract review** – Review contracts for understanding of contractual requirements and possible cost savings.
- **Communication systems checks** – Verify that communication systems function as designed and reporting needs are understood.

## Debris Monitoring and Administration

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Our methodology of project management governs both the planning and execution of all project work. The strategy, structure, and staffing requirements for the project organization are based on client expectations and the desired outcome. Tetra Tech’s project management methodology enables our team to achieve success despite the unpredictable nature of disasters. Our methodology addresses the project management areas shown below.



These management areas are administered using the established project management procedures and protocols we have developed and refined over the years and numerous disaster activations. Our interactions with our clients are based on best practices that balance the need for direction of operational priority, issue resolution, and relevant information with considerations for the time availability of the client.

Each phase of Tetra Tech project management has documented procedures that govern the execution to provide **scalable, consistent, high-quality results**. We use a systematic approach with frequent in-process quality checks to execute our project processes. Our general project approach includes tasks in each of the following phases:

- **Mobilization (Immediately Prior to and Following Event)**
  - **Scope, tasking, and budget** – Determine services required, performance metrics, schedule, and budget constraints.
  - **Deployment and resource requirements** – Develop work plan and safety plans. Update risk matrix for work plan specifics.

- **Staging of equipment and resources** – Coordinate movement of required support equipment/supplies and setup of communication and information systems.
- **Execution (Post-Event)**
  - **On-boarding and training staff** – Conduct suitability for work checks and provide targeted training program based on work and safety plans.
  - **Monitoring** – Supervise field operations, quality assurance/quality control (QA/QC) in-process checks, prioritization of resource management, and project reporting.
  - **Communication** – Conduct status meetings and communicate project metrics and other pertinent information.
  - **Issue tracking/resolution** – Conduct issue identification, staff communication, and resolution tracking.
- **Closeout (Post-Event)**
  - **Documentation deliverable** – Produce and deliver required documentation to support auditing.
  - **Demobilization** – Manage reduction in staff, post-use maintenance, and movement of equipment and supplies.
  - **Audit support** – Provide continued availability of information systems to support closeout information requests.

### Communication with the County

Coordinated project communications coupled with accurate information enables effective decision-making. Our implementation of this provides our clients with the benefits:

- **Common Operating Picture**
  - Tetra Tech’s real-time data sharing information portal allows the client, the debris removal contractors, and the monitoring firm to access the same accurate information, which markedly improves their ability to execute efficiently. The result is a much more efficient completion of project objectives.
- **Interoperability**
  - The information portability across disparate systems is the true power of Tetra Tech’s client interaction and communication system. It allows integration with existing systems to provide better understanding and coordination among organizations.
- **Reliability, Scalability, and Portability**
  - Documented procedures and protocols *enable scalability without loss in fidelity* and quality of work product. When in-process quality controls and team cross-training are added, the ability to tolerate faults without affecting outcome is substantially increased.
- **Resiliency and Redundancy**
  - Experience operating in disasters enables Tetra Tech to design systems and processes to be *able to withstand loss of infrastructure and key personnel* yet maintain client expectations for information. This is accomplished not only in technology design, but in effective procedural protocols and our risk mitigation component.

### Emergency Push Period

The emergency push period begins immediately following an event. Debris removal contractors coordinate with County crews to clear blocked roadways for emergency vehicle passage. Tetra Tech is prepared to assist during the push period by providing the following services:

- Documenting blocked roads that require immediate clearance
- Administering the sign-in and sign-out of labor and equipment to track T&M charges
- Helping staff maintain maps or databases to track road clearance progress and other essential tasks, as requested
- Maintaining documentation for reimbursement of emergency push work

### Debris Estimate Methodology

It is critical to understand estimated quantities of debris to adequately plan for project operations and mobilization. Tetra Tech has found that rather than relying on a single approach, a combination of debris-estimating methodologies generally produces a more accurate estimate. Tetra Tech uses the following debris-estimating methodologies:

**Data-driven debris-estimating model.** Tetra Tech has developed a data-driven debris-estimating model that takes into consideration factors such as hurricane strength category, estimated storm surge, coastal households, amount of vegetative cover, dockage, and other unique factors to develop debris estimates for a community.

**Field survey.** “Boots on the ground” Tetra Tech staff will also work to estimate the expected volume of debris. Tetra Tech’s experienced field staff complete windshield surveys and the information collected is aggregated by an experienced project manager to generate field survey-based debris estimates.

**Aerial surveys.** Finally, Tetra Tech can develop debris estimates using Unmanned Aircraft Systems (UAS, or more commonly, drones) to estimate debris quantities from inaccessible areas. Tetra Tech drones can capture topographic survey data, including orthophoto, contour, digital terrain, and dense point cloud data to develop estimated volumes of debris within an impacted community. See page 4-18 for additional information.

### Monitor Hiring and Training Program

Should the need arise, Tetra Tech may establish human resources (HR) hiring centers in the field throughout the region in the affected areas. The hiring center provides efficient hiring and training processes that meet the stringent Tetra Tech field operation requirements and any specific requirements of our clients. The hiring center is designed to be quickly mobilized, transported, and set up to allow near-immediate response for field staffing needs. The hiring center is typically staffed by three trained HR representatives and can process hiring of hundreds of staff per day. The hiring center can be quickly scaled to meet the most demanding needs for staff. The hiring center advertises locally and reaches out to local workforce centers to utilize persons seeking employment in the community.

To properly instruct newly hired employees, Tetra Tech has developed a training program that includes modules specific to the County. These modules are complete with the information required to facilitate accurate field monitoring and ADMS implementation. Qualifying tools included in the training modules assist with the retention of the material and assist Tetra Tech in screening and selecting the most qualified personnel for the monitoring task. Training module topics include truck certification, load site monitor responsibilities, disposal monitor responsibilities, hazardous trees monitor responsibilities, and field supervisor responsibilities. Project managers, data managers, and operations managers follow standard operating procedures and protocols established in our concept of operations plan.

### Health and Safety

Tetra Tech’s employees are the foundation of our business, and protecting them at all work sites is our highest priority. The company subscribes to the philosophy that all occupational incidents can be prevented and that no incident is treated as an acceptable event when we execute our work. To achieve this, the company’s health and safety processes are a vital and integral part of our work.



Health and safety addressed in our operations and management systems is supported by strong leadership. Tetra Tech’s leaders understand their responsibility and accountability to plan for safety and to implement safety measures. Preventing incidents also relies on a management system that regularly evaluates performance and identifies necessary adjustments to target continual improvement. The principal objectives of our program are codified in our written health and safety policy, which is endorsed and regularly monitored by the highest levels of our management team. Industry metrics for our 2020 health and safety performance are provided below:

- FY 2021 US Experience Modification Rate (EMR) of 0.86
- 2020 Enterprise-Wide Total Recordable Injury Rate (TRIR) 0.45
- 2020 Enterprise-Wide Lost Workday Incident Rate (LWDIR) 0.19

Tetra Tech is committed to workplace safety. As such, a project-specific health and safety plan will be developed for the scope of work. Field staff assigned to the project will be trained on the health and safety plan. Additionally, Tetra Tech project managers have completed the Occupational Safety and Health Administration (OSHA) Disaster Site Worker course and have their 10-hour Construction Safety Certification. During a debris recovery operation, Tetra Tech project managers and supervisors routinely examine the safety of field and debris staging site operations and have the authority to shut down unsafe operations. Debris staging site monitors are equipped with the appropriate personal protective equipment, which may include hard hats, appropriate footwear, reflective vests, hearing protection, and eye protection. Additionally, Tetra Tech

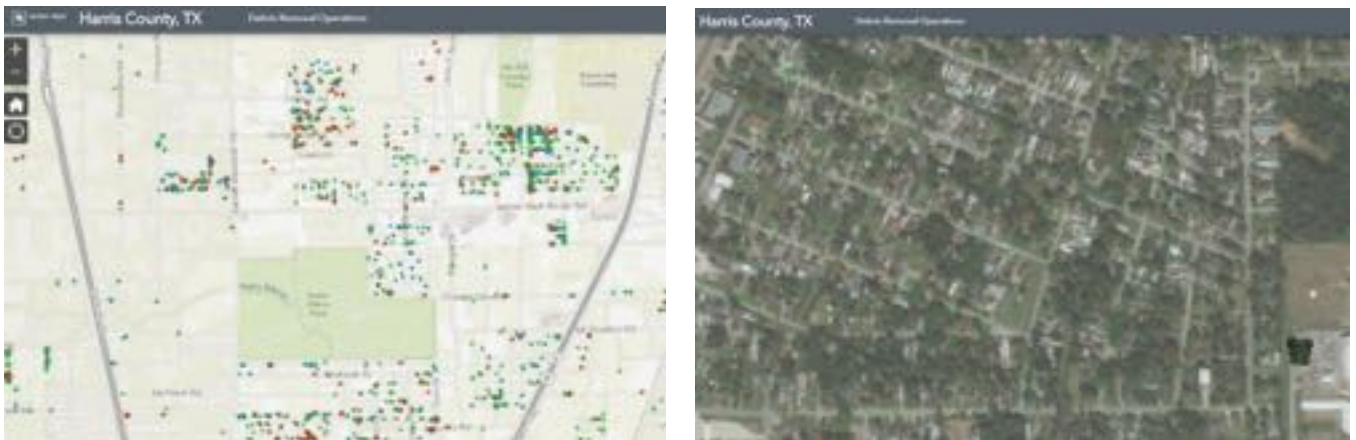
project managers conduct regular tailgate safety sessions with their field employees to alert them of potential work hazards and review safe work practices.

### Right-of-Way Collection Reporting

Our ADMS technology allows the County to view debris collection points, truck locations, monitor locations, damage, incidents, and daily metrics at any given time. The additional geospatial reporting capabilities are made possible through the Tetra Tech approach to field monitoring.

At each debris collection point, the field collection monitor marks the waypoint or location of the debris pile to collect GPS coordinates. The map below displays the waypoints associated with each collection ticket issued in the field. The waypoint collection report is updated in real time and can be filtered by date.

**Exhibit E-2: Waypoint Collection/Hazardous Tree Maps**



An additional feature of our ADMS technology is that each handheld device reports back the location of the device regularly. By leveraging this location information, Tetra Tech can view monitor locations and truck locations in real time, as demonstrated in exhibits below.

**Exhibit E-3: Monitoring Locations**



**Exhibit E-4: Truck Locations**



## Field Collection Monitoring

The Tetra Tech debris monitoring program includes the following:

- **Operations.** Field collection monitors report to a staging location prior to the commencement of daily operations for a briefing to be given by the project manager or field supervisors and the distribution of safety gear (for example, caution lights or safety vests), map books, and ADMS handheld devices and debris tickets.
- **Deployment.** A field monitor is assigned to one loading unit or to a leaner and hanger removal crew. In instances where leaner and hanger crews have multiple saw operators, the cut crew can request the addition of a monitor (this typically happens when a cut crew can complete over 60 hazard removals per day).
- **Field Supervision.** Responsibilities of the field supervisor monitor include training, QA/QC of work being performed, verifying load ticket accuracy, and responding to field monitor and debris contractor issues in the field.
- **Responsibilities.** Field monitors will verify the proper loading of debris into the debris removal contractor's certified loading container. Monitors will document that contractors and their subcontractors adhere to local, state, and federal regulations and that they are working safely and efficiently. Field monitors often notice inconsistencies with debris removal procedures and submit them to their supervisors. If a field monitor feels there is justifiable need to stop operations, the monitor is instructed to refrain from issuing a ticket until the debris hauler supervisor and a Tetra Tech supervisor can be called in to determine the appropriate action.
- **Work Scheduling.** Tetra Tech will coordinate with the debris removal contractor's project manager to estimate the number of field monitors that will be required for the following day. To be responsive and mitigate overstaffing, Tetra Tech requests that the debris hauler release the next day's schedule by 5 p.m. This will verify the appropriate number of field monitors is dispatched.
- **Daily Closeout.** At the close of operations each day, all collection and disposal monitors will report to the staging area to clock out and turn in their ADMS handheld devices.
- **Contractor Completion.** Tetra Tech will assist the County in completing the project efficiently and within the timelines set forth in the RFP. There are many aspects of debris removal that are outside of the monitoring firm's control but will still need to be managed. Tetra Tech will assist the County with managing these goals, including the following:
  - The ability of a debris contractor to respond with sufficient equipment will affect the proposed schedule. Tetra Tech will provide burn rate analysis to verify the proper equipment is being provided. This will be adjusted as more accurate debris estimates are available.
  - Leapfrogging by the contractor (cherry-picking work being performed) is detrimental to the efficiency of operations and will be reported.
  - Invoices by the contractor need to be produced in a timely manner so that Tetra Tech can reconcile in a timely manner. Tetra Tech will work to make the contractors aware of an appropriate time frame for invoicing and will communicate with the County if deadlines are not being met.
  - Deadlines for collecting debris are set to correspond with the work schedule that is based on estimated work to be completed. As damage estimates become more accurate (as is typical throughout the process), Tetra Tech will work with County officials to adjust the timeline to appropriately reflect the changing estimates.

In addition, there are circumstances out of the control of all parties that could negatively impact a debris removal operation (for example, inclement weather). In the event any of these circumstances occur, Tetra Tech will work closely with the County to refine timelines and support an expeditious recovery for the County.

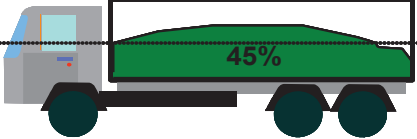
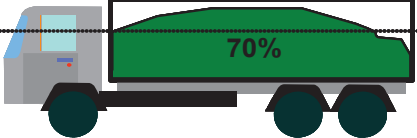
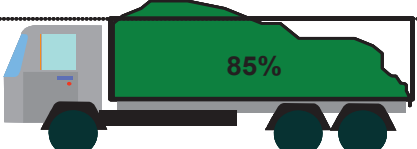
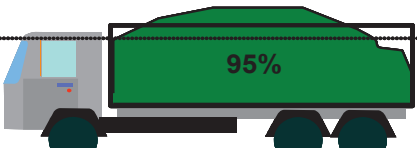
## Temporary Debris Management Site

Response to debris-generating events requires locating TDMS, emergency permitting of TDMS (including debris burning and state regulatory permits), baseline soil testing before the TDSR are opened and as part of remediation process, and recycling and diversion initiatives once the reduced vegetative debris is collected and processed. Tetra Tech has had significant experience assisting local governments in Florida with pre-permitting TDSR before a disaster event as well as post-disaster permitting.

As TDMS are activated, Tetra Tech will provide a minimum of two disposal monitors per site. Staffing numbers may also increase or decrease, depending on site layout. Tetra Tech verifies hauler passes through the TDMS and documentation remains accurate and complete with several daily audits by project operations managers and supervisors to verify load call accuracy and consistency. Specific documentation kept by Tetra Tech TDMS disposal monitors includes the following:

- **Load Ticket.** The load ticket is used to document that debris removal complies with all FEMA requirements.
- **Disposal Monitor Log.** The disposal monitor log is used as backup documentation as required by FEMA.
- **Scale Manifest Tickets.** If the debris hauling contract is weight-based, Tetra Tech will digitize and catalog tickets generated by the existing scales at the County's TDMS.
- **Incident Report.** Tetra Tech will document property damage, arguments, unsafe practices, and injuries.
- **Photographic Documentation.** Tetra Tech disposal supervisors will photograph a TDMS frequently to create a visual timeline of the site.
- **QA/QC of Field Tickets.** Disposal monitors review and verify collection monitors' work in the field.

### Exhibit E-5: Load Call Estimate Examples

A		<p><b>Example A.</b> The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 45 percent.</p>
B		<p><b>Example B.</b> The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 70 percent.</p>
C		<p><b>Example C.</b> The mounded portion at the front of the load offsets the area in the back where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 85 percent.</p>
D		<p><b>Example D.</b> The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 95 percent.</p>

### Residential Drop-Off Sites

To provide documentation to FEMA that supports reimbursement of debris brought by the County's residents to residential drop-off sites and proves the debris is not commercial, the County must monitor each site and screen citizens who enter. Tetra Tech is prepared to support the County by assisting with this task if needed.

### Public Information

Tetra Tech is prepared to assist with developing a means for the County to manage inquiries from residents regarding the debris removal process. Tetra Tech has staffed debris hotlines for some of the largest disasters that have impacted the United States and is prepared to help the County establish and staff a debris hotline (including supplying equipment, phone lines, etc.) to respond to public inquiries and concerns.

**Public information for debris operations should focus on two components: safety for handling debris and proper set-out procedures.** Many hurricane-related injuries and deaths occur after the incident because citizens do not safely address disaster damage and debris. Some of these deaths and injuries could be avoided if residents were provided timely information on how to safely address disaster-related damage to their homes. Public information for residents should include



safety precautions for assessing their damaged homes and operating dangerous equipment to remove debris. In addition to safety instructions, proper set-out procedures are critical to ensure that the County can maximize recycling opportunities, reduce impacts to landfill capacity, and maintain efficient debris removal operations. Public information should include instructions for residents to properly separate their debris streams such as HHW, electric waste, construction and demolition debris, vegetative debris, and white goods. Public information should provide residents with specific instructions for separating and bundling their debris and include any information for citizen drop-off locations.



Public messages must meet the needs of the community to ensure all populations receive and understand critical information in a culturally appropriate and effective manner. Tetra Tech will coordinate with the County's public information officer to ensure the correct information regarding debris operations is provided to the public in a format that is accessible to the County's diverse population, in a language all can understand.

### Hazardous Tree Removal

Guidance established by FEMA requires supporting photo documentation for each ticket issued for hazardous tree or hanger removal services. The previous standard for monitoring firms was to take supporting photographs with a digital camera and manually associate the photos to each tree ticket. Tetra Tech can utilize ADMS technology to automatically associate photographs for all hazardous tree and hanger removal operations, which eliminates the potentially extensive labor associated with this task. Additionally, our ADMS technology and software is designed to manage photo documentation by compressing and securely storing photos for field validations and audits in real time. The ability to associate photo documentation to unit rate tickets is critical for FEMA reimbursement, QA/QC, and fraud deterrence.

As work in the field is completed, the information and supporting photos are uploaded directly to our database for QA/QC checks. A QA/QC manager verifies that the photographs comply with FEMA regulations and that all measurements meet the County's contractual agreement with the contractor.

Exhibit E-6: Real-Time Ticket



## Unit Rate Ticket Geoportal Report

As monitors complete unit rate tickets for hazardous trees or hangers, their locations are logged and collected. The map below displays locations where hazardous tree or hanger removals were documented in the field. Clicking on the marker allows the user to review the data and photos collected by the field monitor (see example below). The unit rate ticket report is updated in real-time.

Exhibit E-7: Unit Rate Ticket Map



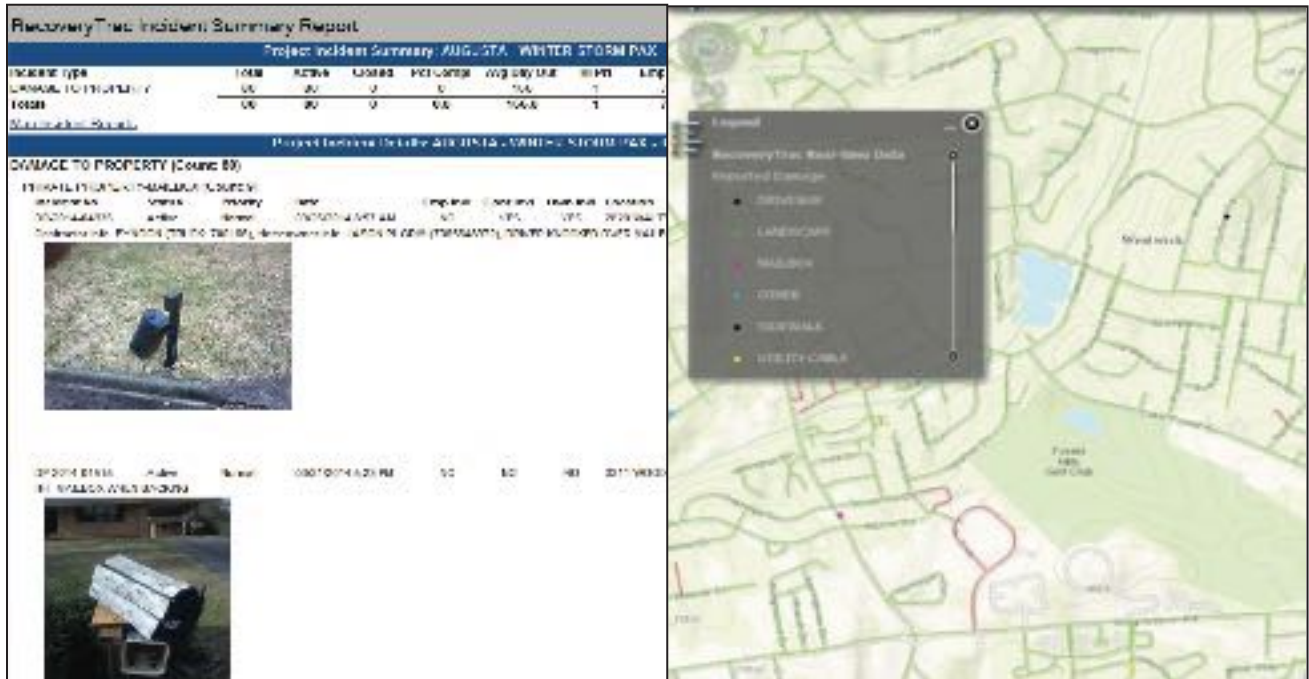
## Incident Reporting

Another key feature of our ADMS technology is that it allows field monitors to report incidents and provide supporting photographs in real time to the County, Tetra Tech, and the debris contractor. Examples of incidents include reporting pre-existing damage, damage caused by the contractor, debris piles skipped by the contractor, safety hazards, and other incidents critical to a debris removal program. As monitors complete incident reports in the field, the information and supporting photographs are uploaded to the Tetra Tech reporting server. Depending on the type of incident, priority e-mails may be sent out by the reporting server to County representatives, Tetra Tech's project team, and debris contractor representatives. Our firsthand experience assisting local governments with recovering from disasters has shown that accurately capturing and photographing pre-existing damage can alleviate residential damage claims that may be submitted to the County. Additionally, the incident map developed from the collection information is essential to quickly identify unresolved contractor damages before the completion of the program.

## Exhibit E-8: Incident Report

### Incident Database

### Incident Map

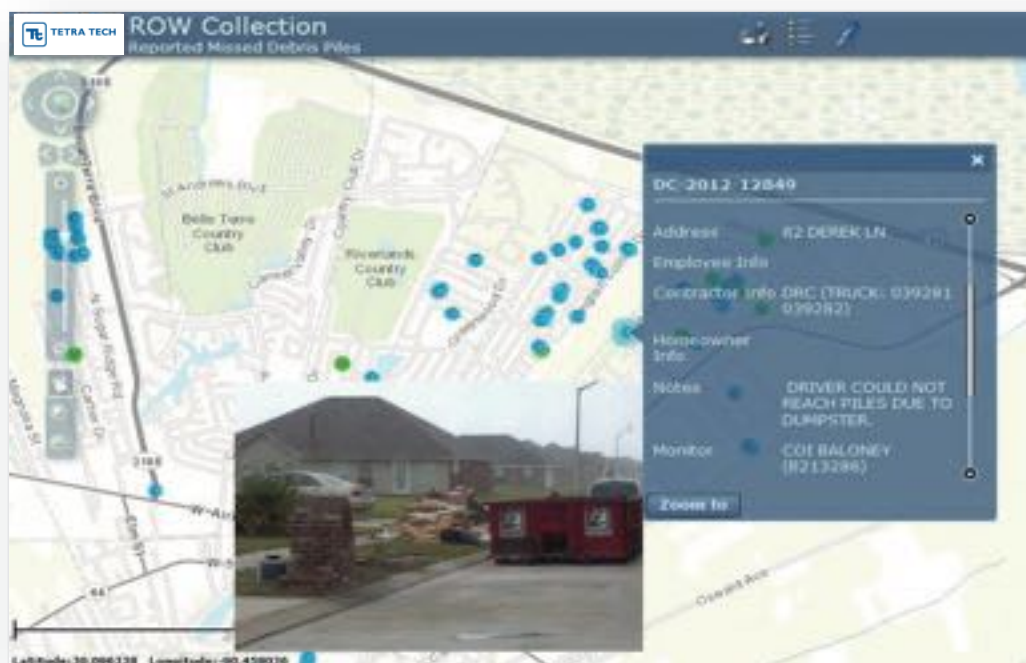


### Quality Assurance/Quality Control Program

Implementing comprehensive QA/QC protocols and technologies is critical to a debris monitoring effort. Proper QA/QC protocols reduce the amount of work associated with back-end data management, reduce invoice reconciliation timeframes, prevent fraud, and establish a sound dataset for future audits. Throughout years of experience assisting local governments with recovering from disasters and the subsequent audits, Tetra Tech has developed industry-leading QA/QC standards and protocols. The use of our ADMS technology expedites the QA/QC process and drastically reduces ticket errors that can result from traditional manual (paper and pen) debris monitoring operations. For example, monitors no longer have to carry a GPS device and manually write in GPS coordinates because this is logged automatically.

Due to the real-time information collected by our ADMS technology, Tetra Tech can establish a virtual command center to audit project information during the collection process and correct issues as they appear. For example, our ADMS technology provides reporting and tracking on any missed debris piles. This allows Tetra Tech to improve our responsiveness to resident complaints and provide real-time tracking tools to manage removal of these missed piles to the County.

## Exhibit E-9 Missed Piles Tracking



### Fraud Prevention

Several practices are used to prevent debris haulers from committing fraud both in the field and remotely by real-time data monitoring. At TDMS locations, Tetra Tech disposal monitors or supervisors will randomly recertify a previously certified truck. Recalculating the truck hauling capacity helps verify that the original work was accurate and that nothing has been altered since certification. Additionally, ADMS technology displays a photo of the truck as a ticket is scanned by the disposal monitor. This makes it nearly impossible for a debris hauler to switch truck certifications between trucks or alter their truck configuration (i.e., remove sideboards).

Fraud prevention reports are run daily to identify data anomalies that may be a result of fraud. The load call report shows all load calls for a given day/monitor to confirm no trucks are receiving extraordinarily high load calls. The load ticket report and unit rate daily ticket report determine if monitors are issuing an excessive number of tickets in relation to the average number of tickets per day. The RecoveryTrac™ system includes built-in project controls that alert the data manager to anomalies that may be indicative of fraud. For example, the following data features are flagged:

- **Truck Turn-Around-Time.** The time between last pick-up location and arrival of a truck at the TDMS is tracked. A time that is too short may indicate that the debris hauler is not filling the vehicle to capacity.
- **Out-of-Bounds.** The municipality boundaries are programmed geospatially to confirm that debris pick-up remains within the eligible bounds of the County.
- **Debris Type.** Discrepancies between the debris type noted by the collection monitor and the debris type noted by the disposal monitor are flagged for review.

### Automated Debris Management System (ADMS)

In today's technology-driven society, paper-based systems are quickly becoming obsolete. Recognizing the migration to electronic-based systems, our team has spent years on research and development to streamline the debris collection documentation process, with a focus on minimizing the cost to our clients while improving the visibility of debris project operations. RecoveryTrac™ is the result



of these efforts. RecoveryTrac™ is a scalable and fully featured disaster management application designed specifically to address the operational challenges faced during a disaster recovery project.

**Our proprietary ADMS technology, RecoveryTrac™, is one of only three systems validated by the U.S. Army Corps of Engineers (USACE).** The system provides real-time collection of data and offers multiple solutions to data management, reporting, invoice reconciliation, and project controls that cannot be achieved with a paper-based program.

**Tetra Tech has implemented RecoveryTrac™ ADMS technology on our last 200 FEMA PA-eligible projects.** On these projects, our clients and FEMA found this state-of-the-art technology to increase efficiency and improve the management of debris removal efforts.

Tetra Tech's RecoveryTrac™ ADMS system is regarded as the #1 debris tracking system in the industry for the following reasons:

- **Most Tested ADMS in the Industry.** RecoveryTrac™ is a proven system that has been used to execute the largest USACE activations involving ADMS technology, including the State of California NORCAL Fire response and the State of Georgia Hurricane Michael statewide activations. During simultaneous response to Hurricanes Harvey and Irma in 2017, Tetra Tech deployed approximately 6,000 ADMS devices to collect and manage data for over 100 projects. **No other system has tracked and documented as much debris as RecoveryTrac™.**
- **Most Stable and Secure ADMS System.** RecoveryTrac™ is the industry leader in secure data systems. The RecoveryTrac™ system is securely hosted in the Microsoft Azure Government high-availability, cloud-based data center with restricted access and transaction-level auditing. The database is continually backed up and immediately replicated to an off-site location. The database is geospatially based and is maintained and synchronized with the reporting database in near real-time to maximize system performance, availability, and security.
- **Unmatched Flexibility to Meet the Needs of Any Client.** The system is designed to be fully customizable and allows for multiple data collection methods. Tetra Tech has invested heavily in research and development in efforts to streamline the debris collection documentation process with a focus on minimizing the cost to our clients and improving the visibility and transparency of debris project operations. RecoveryTrac™ is the result of these efforts.
- **Unrestricted by Hardware.** Because RecoveryTrac™ utilizes readily available hardware, there are no restrictions to the number of ADMS units our team can provide. Our team stocks 6,000 units and can expand to fit any client's needs, including multiple simultaneous activations.

## Benefits of RecoveryTrac™

**Ability to Respond.** Combined with the on-hand inventory of over 6,000 handheld devices and the ability to rapidly procure additional equipment through preferred vendor relationships, the County can rely on our mobilization strategy for zero-day activations in disasters covering large areas with little or no notice. *The on-hand inventory can be on-site and ready to use within 24 hours of a notice to proceed*, and additional needs can be met quickly (in most cases, 72 hours or less).

**Simple and Intuitive.** A key foundation of our mobilization strategy is the ability to quickly hire and train local residents and begin debris removal operations. The mobile application is simple to understand and intuitive, allowing most users to begin using the device once the standard monitor training is completed.

## RecoveryTrac™ Key Facts

- Owned and operated by Tetra Tech
- Over 6,000 mobile units on-hand and ready for state-wide multi-district mobilizations
- Meets USACE specifications for electronic debris monitoring handhelds
- Real-time situation awareness of field resources and efficient direction to support County priorities
- Real-time GIS web services for EOC information and visualization systems
- Capable of collecting data regardless of cellular service
- Automated photograph and GPS capture
- Provides reports and pass map tracking in real-time
- Minimizes chance of fraud through real-time monitoring
- Minimizes data entry and human error
- Expedites invoice reconciliation
- Intuitive and user-friendly

**Cost Effective.** RecoveryTrac™ combines the advantage of automation and the desire of our customers to control costs by utilizing widely available commercial equipment and increasing the simplicity of operations.

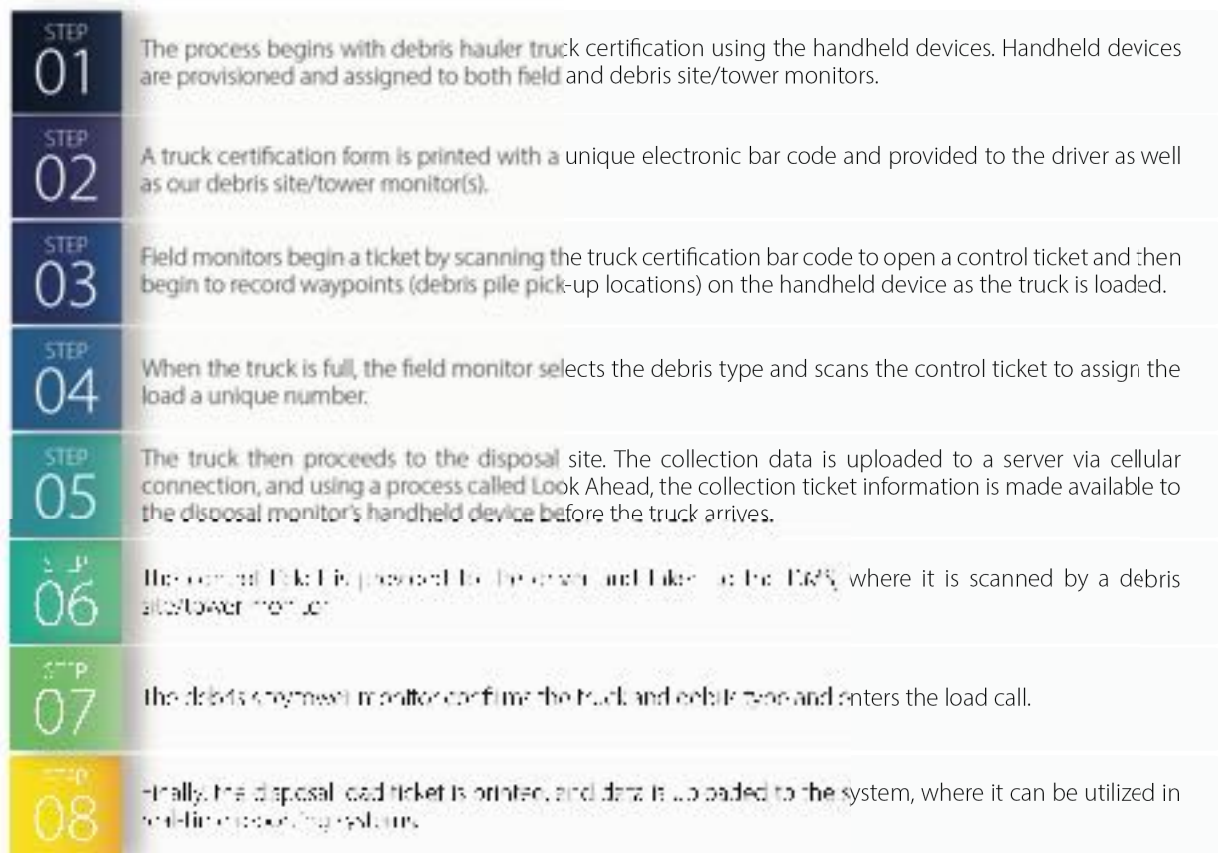
**Technical Support.** RecoveryTrac™ is designed to be self-repairing when possible; most support needs are resolved by field supervisors who are able to reach field monitors within 15–30 minutes in most cases. In addition, we have dedicated technicians at disposal sites and provide a field service center to maintain and repair equipment.

**Real-Time Reporting.** The key to successful management of a debris project is the timely availability of relevant information needed to make sound decisions and respond to anomalies before they become issues. Our powerful reporting engine allows the user to monitor contractor performance, track damages, track street-by-street debris removal progress, and identify and resolve potential problems as they happen. The geospatial reporting systems within RecoveryTrac™ provide real-time information that raises the bar for post-disaster project management.

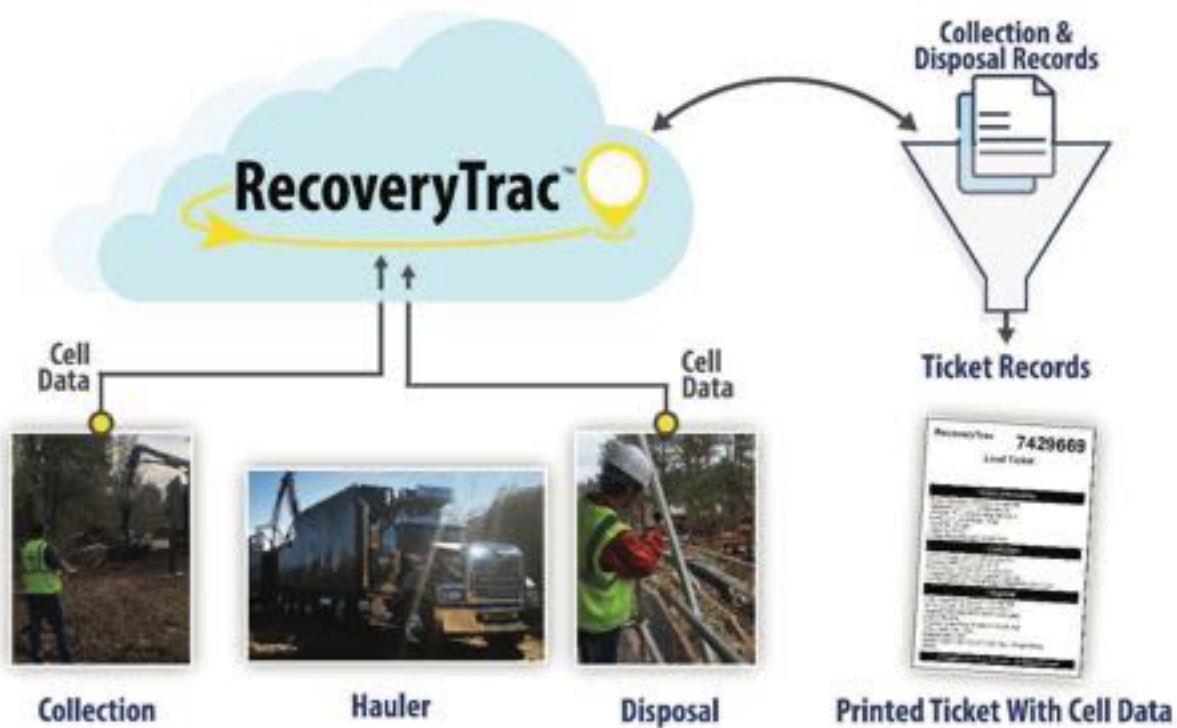
**Truck Tracking.** Our system provides the County with real-time location data for debris hauler assets. This translates into the ability to manage assets to those hardest hit locations or distribute assets more evenly based on issues such as first-pass completion, traffic patterns, and hot spots.

Tetra Tech understands the critical nature of asset management and logistics following a disaster. To that end, Tetra Tech maintains a warehouse located in Orlando with over 120 fully stocked bays of debris monitoring supplies capable of supporting over 50 simultaneous recovery operations for over 90 days. Tetra Tech has consistently deployed large-scale mobilizations of hundreds of staff and thousands of dollars' worth of equipment to multiple clients in a matter of days and on very short notice.

The steps of the RecoveryTrac™ process are as follows:



**Even when there is no cellular connection, the handheld devices continue to operate in connected mode; however, the data is stored on the device until a data connection is restored.** The device periodically searches for this connection, and when services are device automatically uploads the stored ticket data.



## Debris Vehicle and Equipment Certification

Tetra Tech's RecoveryTrac™ ADMS technology is used to electronically certify all trucks used in an activation. Our team follows a proven vehicle certification procedure that complies with FEMA guidelines and results in maximum reimbursement. Our certification includes:

- Unique truck numbers for contractor crews and equipment
- Automated truck certification form, including:
- FEMA guidelines on truck certification documentation and volume calculations
- Barcode for automated ticket scanning
- Vehicle notations on the truck certification form and vehicle placard, informing tower monitors of sideboards, tailgates, or other modifications
- Photographs of vehicles, vehicle cavities, and drivers
- Periodic spot checks and recertification of trucks to identify trucks altered after initial certification

Benefits of using Tetra Tech's mobile truck certification application include:

- Electronic volume calculations
- Instantaneous upload to the RecoveryTrac™ database
- Immediate QA/QC checks to verify the truck certification calculations
- Automated photo-matching of truck and driver photographs

The truck certification application allows us to complete truck certifications in *30% less time than with a paper-based system.*

## Exhibit E-10: Truck Audit Report

CITY OF DORAL HURRICANE IRMA ROW COLLECTION - Project Truck Certification Details								
Contractor: <b>ASHBRITT</b>								
Sub-Contractor 1: <b>CAR GREEN LANDSCAPING</b>								
Sub-Contractor 2	Truck No.	Capacity	Cert Date	Status	Vehicle Tag	Vehicle Type	Vehicle Features	QC Audit/Approval
EMONE	009927	44	18/15/2017 9:08 AM	ACTIVE	GDR-K90 (FL)	SELF-LOADING TRUCK	DOG BOX,CURVED/ANGLED SIDEFLOORS	QC Pending
Sub-Contractor 1: <b>INTERCITY</b>								
Sub-Contractor 2	Truck No.	Capacity	Cert Date	Status	Vehicle Tag	Vehicle Type	Vehicle Features	QC Audit/Approval
EMONE	009920	30	18/16/2017 3:46 PM	ACTIVE	H42-TEV (FL)	SELF-LOADING TRUCK	CURVED/ANGLED SIDEFLOORS	QC Pending
Primary Box (L x W x H): 118x91x72 = 773136.0 (-) (-) (-) Type: Box (L x W x H): 122x91x57 = 632814.0 (-) (-) (-) Type: Box (L x W x H): 3x240x3 = 2160.0 (-) (-) (-) Total Volume: 1403790.0 Cu Inches (146666) = 30.09 CuYds								
Driver/Placard View		Side View		Back Interior View		Front View		

Our disaster debris vehicle certification procedure includes the following:

- Generation of unique truck numbers for contractor crews and equipment
- Automated truck certification form, which includes the latest FEMA guidelines on truck certification documentation and volume calculations and a bar code for automated ticket scanning
- Special vehicle notations on the truck certification form and vehicle placard, which inform tower monitors of sideboards, tailgates, or other modifications, thus discouraging debris removal contractors from fraudulently altering vehicles after certification
- Photographs of vehicles, vehicle cavities, and drivers
- Periodic spot checks and recertification of trucks to identify trucks altered after initial certification

### Payment Monitoring and Reconciliation Process

RecoveryTrac™ significantly reduces the amount of time needed for a contractor to generate an invoice and for the subsequent invoice reconciliation with Tetra Tech.

To expedite contractor invoice reconciliation efforts, Tetra Tech requires copies of contracts for all primary debris contractors. After reviewing the necessary contract(s), Tetra Tech sets up the RecoveryTrac™ database to generate transactions applicable to contract terms for tickets issued to each debris contractor.

Next, Tetra Tech meets with each primary debris contractor to review the debris contractor project reports that will be generated automatically via RecoveryTrac™. The debris contractor project reports will provide the debris contractors with sufficient data to reconcile with their subcontractors as well as generate invoices for payment by the client. The debris contractor is given a report login, which enables them to access the data remotely. They may run the report for a specific date or a range of dates.

Tetra Tech conducts several real-time QA/QC checks throughout the day, and a final daily comprehensive data analysis is performed at the close of operations. A final QA/QC check is completed when the debris contractor sends the invoice dataset to Tetra Tech for reconciliation. Incongruencies in the debris contractor's data are flagged for review and must be resolved prior to the issuance of a final invoice.

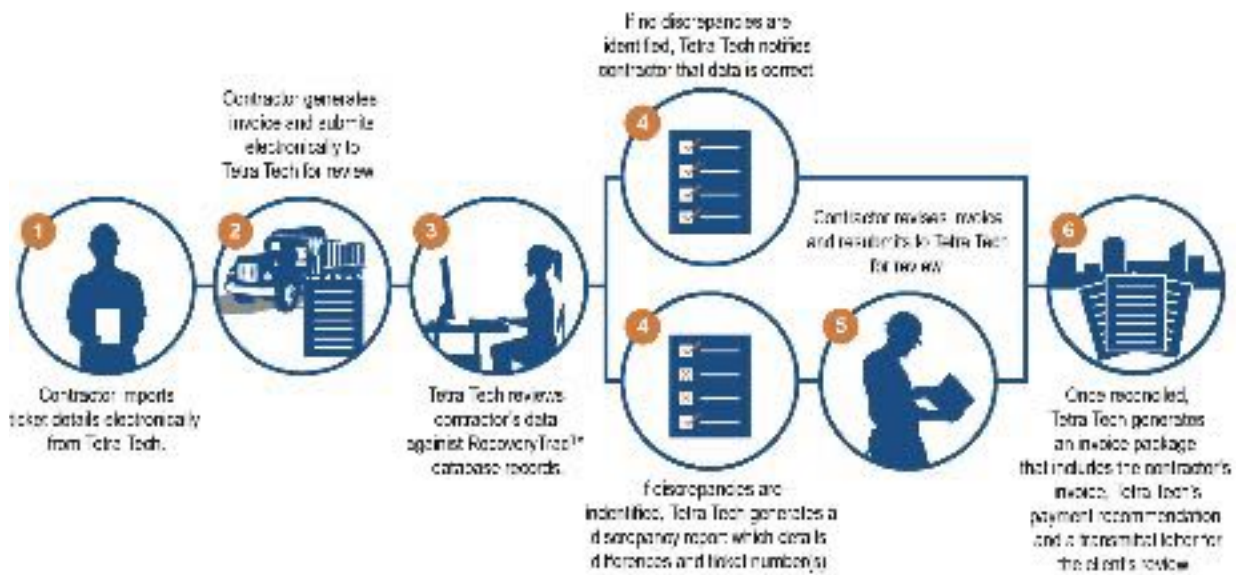
**Our invoicing process includes several real-time QA/QC checks throughout the day** and a final daily comprehensive data analysis is performed at the close of operations. A final QA/QC check is completed when the debris contractor sends the invoice dataset to Tetra Tech for reconciliation. Incongruencies in the debris contractor's data are flagged for review and must be resolved prior to the issuance of a final invoice.



Tetra Tech will submit invoices within the timeframes determined by the County. The process for contractor invoice reconciliation is as follows:

1. Debris contractor manually enters ticket detail into a contractor database or imports ticket data based on debris contractor reports.
2. Debris contractor generates an invoice for a specified period and submits the invoice and electronic backup to Tetra Tech for review.
3. Tetra Tech reviews the contractor data against RecoveryTrac™ database records:
  - a. If no discrepancies are identified, Tetra Tech notifies the debris contractor of no discrepancies in the data set.
  - b. If discrepancies are identified, Tetra Tech generates a discrepancy report noting ticket numbers and differences between the two data sets.
4. If applicable, Tetra Tech will also perform a full reconciliation of end use/disposal facility data corresponding to debris contractor disposed debris.
5. Tetra Tech submits the discrepancy report for the debris contractor's review. The debris contractor revises its invoice based on the discrepancies and resubmits to Tetra Tech for review.
6. Once a debris contractor's invoice has been reconciled, Tetra Tech generates a payment recommendation and transmittal letter for each invoice and submits the invoice package for review by the County. Tetra Tech's invoice package includes the following:
  - a. Contractor invoice
  - b. Tetra Tech transmittal letter and payment recommendation
  - c. Cost allocation data, if applicable
7. Electronic copies of supporting documentation (i.e., load tickets, unit rate tickets, or time and material logs).

**Exhibit E-11: Contractor Invoice Reconciliation Process**



Tetra Tech's Payment Recommendation Reports provide summarized and reconciled totals for contractor invoices.

Payment Recommendation Report										
PRR# 07/20/2014										
<b>Invoice Cover Information</b>		Invoice Number:	1002-15-000							
Applicant:	CITY OF HOUSTON	Date Of Invoice:	07/02/2015							
Contractor:	UNOC	Invoice Amount per Invoice:	\$320,381.70							
Division:	TX-SERIOUS STORMS AND FLOODING	Amount Held In Retention:	\$0.00							
Invoice Date Range:	07/01/2015 TO 06/21/2015	Net Amount Invoiced for Payment:	\$320,381.70							
<b>Supporting Electronic Backup Summary</b>										
Code	Supporting Service Description	Invoiced Qty	Invoiced Rate	Invoiced Total						
20A	VOC ROW DEBRIS REMOVAL 2-10M TO DISPOSAL	26,422.10	\$7.22	\$191,050.00						
20B	VOC ROW DEBRIS REMOVAL 15-30M TO DISPOSAL	684.28	\$7.41	\$5,070.40						
21A	ODD ROW DEBRIS REMOVAL 2-10M TO DISPOSAL	16,322.10	\$7.33	\$120,289.05						
21B	ODD ROW DEBRIS REMOVAL 15-30M TO DISPOSAL	446.10	\$10.75	\$4,790.60						
Total Amount of Supporting Electronic Backup Data (This amount pending reconciliation)				\$225,599.05						
Amount Adjusted (Deducted) from Gross Invoice Total (Pending Reconciliation)				\$0.00						
<b>100% Payable Transactions:</b>										
Ticket #	Invoiced Qty	Invoiced Rate	Revised	Tetra Tech Matrix	Revised Date	Revised Qty	Rate	Revised Rate	Adjusted	Notes
4008115-1	42.48	\$7.80	\$332.24	4008115	06/15/2015	42.48	\$7.80	\$332.24	\$0.00	Verified and Approved
4008116-1	36.00	\$7.80	\$279.60	4008116	06/15/2015	36.00	\$7.80	\$279.60	\$0.00	Verified and Approved
4008117-1	34.48	\$7.80	\$268.92	4008117	06/15/2015	34.48	\$7.80	\$268.92	\$0.00	Verified and Approved
4008118-1	27.68	\$7.80	\$215.94	4008118	06/15/2015	27.68	\$7.80	\$215.94	\$0.00	Verified and Approved
4008119-1	31.88	\$7.80	\$249.66	4008119	06/15/2015	31.88	\$7.80	\$249.66	\$0.00	Verified and Approved
4008120-1	53.28	\$7.22	\$384.86	4008120	06/15/2015	53.28	\$7.22	\$384.86	\$0.00	Verified and Approved
4008121-1	37.78	\$7.22	\$272.86	4008121	06/15/2015	37.78	\$7.22	\$272.86	\$0.00	Verified and Approved
4008122-1	65.68	\$7.22	\$474.23	4008122	06/15/2015	65.68	\$7.22	\$474.23	\$0.00	Verified and Approved
4008123-1	45.88	\$7.22	\$332.07	4008123	06/15/2015	45.88	\$7.22	\$332.07	\$0.00	Verified and Approved
4108960-1	33.88	\$7.80	\$264.96	4108960	06/15/2015	33.88	\$7.80	\$264.96	\$0.00	Verified and Approved
4108961-1	54.08	\$7.80	\$421.82	4108961	06/15/2015	54.08	\$7.80	\$421.82	\$0.00	Verified and Approved
4108962-1	34.28	\$7.80	\$267.38	4108962	06/15/2015	34.28	\$7.80	\$267.38	\$0.00	Verified and Approved

Continued, see additional data through page 2  
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## Deliverables

As shown above, Tetra Tech's ADMS has extensive reporting and documentation capabilities that can be made available to the County in real-time and will be stored in RecoveryTrac™'s cloud-based system for future use, should the need arise. Tetra Tech has reviewed the deliverable requirements listed on page 35 of the County's request for proposals and assures the County that these deliverables will be provided within the requested timeframes.

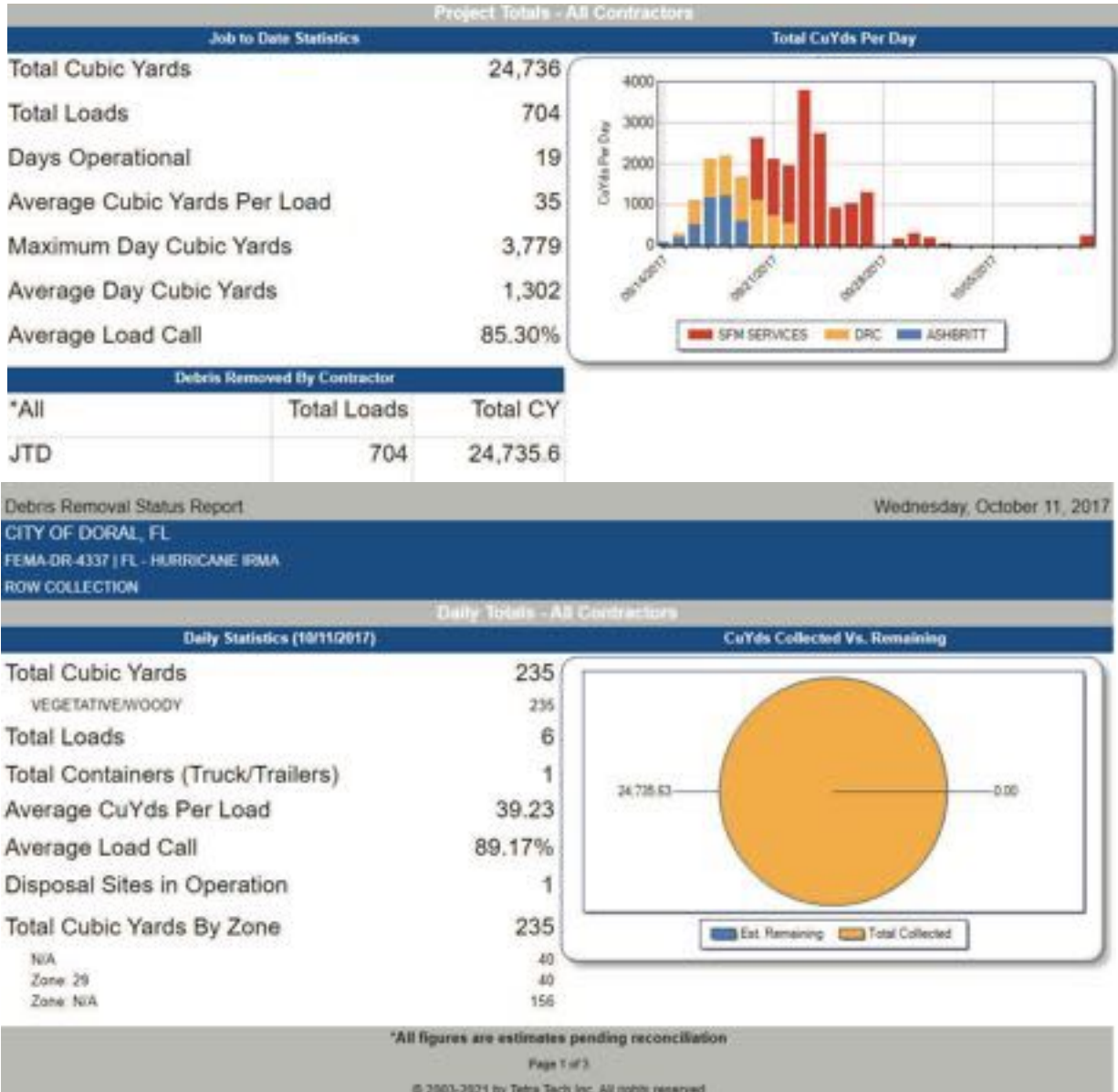
Tetra Tech has extensive experience in collecting, managing, and tracking financial and project data. Our firm has a full suite of existing reports to allow for custom reporting on all metrics requested from our clients.

Tetra Tech has years of experience tracking invoice amounts and payments, budget forecasting, change order, and work order attributable costs, etc. We understand the importance of accurate data and cost tracking and have developed several reports over the years to enhance visibility into essential project aspects.

### Daily Operational Reporting Metrics

Tetra Tech has a suite of reports that are automated from RecoveryTrac™ and available in real-time via PC, tablet, or smart phone. Although the reports are available at any time to the County, Tetra Tech will submit a daily status report that includes daily cubic yards/tons collected by material and program, cumulative cubic yard/tons collected, number of debris monitors in the field, cumulative cubic yards/tons hauled to final disposal, and daily/cumulative hazard removals. Below are samples of these reports created for recent projects. Additionally, Tetra Tech takes pride in the customization of reports to meet our client's specific needs and provided reports tailored to any metrics not captured in the generic reports.

### Exhibit E-12: Sample Custom Reports Developed



#### Documentation Necessary for Project Worksheets

No other firm can provide the years of experience and depth of knowledge in disaster debris management and the FEMA PA Program that Tetra Tech can offer. We have managed debris operations all over the country and have encountered unique challenges, including endangered species protection, private property debris removal, hazardous materials, waterways, and parks in urban, rural, and suburban landscapes.

Our team of industry experts has decades of experience coordinating with state and federal partners, compiling documentation, navigating regulatory audits, and supporting clients through complicated federal grant programs. We also have in-house experts in engineering, environmental considerations, health and safety, and regulatory requirements so that we can overcome challenges during debris operations.

Additionally, Tetra Tech’s RecoveryTrac™ system was specifically designed with FEMA and other reimbursement agency requirements in mind. This means that all necessary documentation required for reimbursement is tracked through our ADMS system. This information is also available in real-time and stored to provide audit support, should the need arise.

Tetra Tech can assist in all phases of PW development, including but not limited to the following phases of PW development and monitoring:

- Sites visits to damaged sites
- Detailed Damage Descriptions and Dimensions development
- Repair Scope of Works
- Cost Estimates
- Engineering reviews (if applicable)
- Environmental reviews
- Historic preservations reviews
- Insurance subrogation
- Negotiations with FEMA on project scope and costs
- Responding to FEMA RFIs
- Interim and final inspections
- Audit support
- Appeals support

Tetra Tech and our project team have significant experience supporting clients in performing cost analyses and will support the County in its PW development and forensic needs.

### **Final Report**

Tetra Tech has extensive experience completing final reports for disaster debris removal projects. The Final Report will summarize the pre-debris removal, pre-tree removal, and post-debris and post-tree removal conditions. The Final Report typically includes the initial and final assessments, ROE, summary of quantities of materials removed, environmental sampling information, pre and post-work photographs, and final sign-off.

In addition, data can be downloaded directly from RecoveryTrac™ using ESRI's ArcGIS feature services. These feature services allow location base selection and download of the data contained within the selected area. RecoveryTrac™ Fleet history, including individual route history, can be downloaded and is available over the life of the project.

Upon project closeout, geospatial data will be provided in an ESRI File Geodatabase (FGDB). Non-geospatial data would be provided in Microsoft Excel format, as directed by the County. The data formats provided do not require a RecoveryTrac™ license.


**Schedule D: Fee Schedule**

**HOURLY RATE SCHEDULE**

NAME OF BUSINESS: Tetra Tech, Inc.

CONTACT PERSON: Marina Armanious

EMAIL ADDRESS: tdr.contracts@tetrattech.com

AUTHORIZED SIGNATURE: 

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

	<u>POSITIONS</u>	<u>HOURLY RATES*</u>	<u>HOURS**</u>	<u>TOTAL</u>
1.	Project Manager	\$ 65.00	70	\$ 4,550.00
2.	Data Manager	\$ 55.00	70	\$ 3,850.00
3.	Cost Recovery Specialist	\$ 95.00	4	\$ 380.00
4.	Field Supervisors	\$ 42.00	70	\$ 2,940.00
5.	Fixed Site Monitors	\$ 33.00	140	\$ 4,620.00
6.	Environmental Specialist	\$ 60.00	2	\$ 120.00
7.	GIS Specialist	\$ 50.00	4	\$ 200.00
8.	Supervising Monitors	\$ 45.00	70	\$ 3,150.00
9.	Billing/Invoice Analysts	\$ 45.00	21	\$ 945.00
10.	Administrative Assistants	\$ 20.00	55	\$ 1,100.00
11.	Field Monitors	\$ 33.00	380	\$ 12,540.00
<b>TOTAL (Items 1-11)</b>				<b>\$ 34,395.00</b>

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

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

***This document must be completed and returned with your Submittal***

## ***Franklin County Non-exclusive Contract for Debris Removal and Disposal Services***

THIS CONTRACT, including Attachment A (Submitted Proposal for Franklin County RFP Debris Removal, dated June 14, 2021), is made this the 7th day of September 2021, by and between **CERES ENVIRONMENTAL SERVICES, INC.** (herein referred to as "**Contractor**") and the **County of Franklin** a political subdivision of the **State of Florida** (herein referred to as "County").

### **RECITALS**

WHEREAS, it is foreseen that it is in the public interest to provide for the expedient removal of qualified storm debris eligible for removal pursuant to law within the unincorporated limits of **Franklin County** during a declared state of emergency and

WHEREAS, the provision of recovery Technical Assistance to the appointed and elected officials resulting from a future storm or manmade event during a declared state of emergency is beneficial to the public; and

WHEREAS, **Franklin County** has in the past suffered the full force and effects of major storms and the resulting destruction brought upon Franklin County by such storms or manmade disasters; and

WHEREAS, the Public Health and Safety of all the citizens will be at serious risk; risk during declared emergencies; and

WHEREAS, the immediate economical and efficient recovery of **Franklin County** and its citizens is a concern and priority during recovery; in a fiscally prudent and publicly responsible manner subject to the public's trust; and

WHEREAS, the availability of experienced prime storm debris contractors may be severely limited; and

WHEREAS, **CERES ENVIRONMENTAL SERVICES, INC.** has the experience, equipment, manpower, permits and licenses to perform all storm related debris services in a fiscally sound and prudent manner; and

WHEREAS, **Franklin County** and **CERES ENVIRONMENTAL SERVICES, INC.** have agreed to the Scope of Services, prices, terms and conditions as set out in this Contract; and

THEREFORE, in considerations acknowledged by both parties, said parties do agree to the following stipulations and conditions.

### **1.0 Services**

#### **1.1 Scope of Contracted Services:**

The Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely removal

and lawful disposal of all **eligible storm-generated debris (herein referred to as "debris")**, including hazardous and industrial waste materials and within the time specified in this Contract. Emergency push, debris removal and demolition of structures will be limited to: 1) That which is determined to eliminate immediate threats to life, public health, and safety; 2) That which has been determined to eliminate immediate threats of significant damage to improved public property; and 3) That which is considered essential to ensure the economic recovery of the affected community to the benefit of the community at large.

This is a non-exclusive contract. Franklin County has other debris removal contractors. This Agreement does not guarantee the contractor that its services will be utilized during a declared emergency and, if activated, does not guarantee that the contractor will receive any minimum amount of debris to remove. Contractor may be required to work with one or more other debris removal contractors depending upon the extent of debris which accumulates during a declared state of emergency.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris accumulated on all public, residential and commercial properties, streets, roads, other right-of-ways and public-school properties, including any other locally owned facility or site as may be directed by the County. Contracted services will only be performed when requested and as designated by the County. **Contract excludes Cities and non-public properties.**

#### **1.2 Emergency Push / Road Clearance:**

The Contractor shall accomplish the cutting, tossing and/or pushing of debris from the primary transportation routes as identified by and directed by the County. This operational aspect of the scope of contracted services shall be for the first 72 hours after an event and will be billed on a time and material basis. Once this task is accomplished, the following additional tasks will begin as required.

#### **1.3 Right-of-Way (ROW) Removal:**

The Contractor shall remove all debris from the ROW of the County when directed to do so by the County. The Contractor shall use reasonable care not to damage any County or private property not already damaged by the storm event. Should any property be damaged due to negligence on the part of the Contractor, the County may either bill the Contractor for the damages or withhold funds due to the Contractor.

#### **1.4 Demolition of Structures (if implemented by Franklin County):**

The Contractor will remove structures designated for removal by and at the direction of the County. The Contractor agrees to remove in a timely manner all structures as determined by the County as set out in Section 1.1 of this Contract.

#### **1.5 Private Property Waivers: County excludes private property.**



## **1.6 Disaster Recovery Duty Performance:**

The Contractor will perform disaster recovery duties to assist appointed officials within the County. This service may include Debris Program assistance as required by the County. This is the concept of complete recovery support where the Contractor would assist a local government applicant on aspects of the recovery process. Contractor personnel cannot assume the sovereign duties and functions of the County officials.

## **2.0 PERFORMANCE OF SERVICES**

### **2.1 Description of Service:**

The Contractor agrees to perform the contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the Contract documents or meeting the approval of the County may be rejected without costs. Replacements and/or rework, as required, will be accomplished at no additional cost to the County.

#### **2.1.1 Cooperation:**

The Contractor agrees that it shall reasonably cooperate with Franklin County's Debris Monitoring service provider as directed by the County.

### **2.2 Cost of Services:**

The Contractor shall bear the costs of performing all contracted services hereunder, as directed by the County, including but not limited to that which is set out in Section 1.0, plus applicable permit and license fees and all maintenance costs required to maintain its vehicles and other equipment in a condition and manner adequate to accomplish and sustain all contracted services as set out in this Contract.

### **2.3 Matters Related to Performance:**

#### **2.3.1 Subcontractor(s):**

The Contractor will utilize the service of local subcontractors, where feasible, and shall be responsible for the acts or omissions of its subcontractors to the same extent the Contractor is responsible for the acts and omissions of its employees. The Contractor shall ensure that all its subcontracts have and carry the same major provisions of this Contract and that the work of their subcontractors is subject to said provisions. Nothing contained in this Contract shall create any contractual relationship between any subcontractor and the County. The Contractor shall supply the names and addresses of

subcontractors and materials suppliers when requested to do so by the County.

**2.3.2 Indemnification:**

The Contractor agrees to indemnify, hold harmless and defend the County from and against any and all liabilities, suits, actions, legal proceedings, claims demands, damages, costs and expenses (including reasonable attorney’s fees at both the trial and appellate level) rising out of any act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

**2.3.3 Insurance:**

The Contractor agrees to keep the following Insurance in full force and effective during the term of this Contract. The Contractor must also name the County, as additional insured, while working within the boundaries of the County.

**2.3.4 Worker’s Compensation:**

- ◆ **As required by law.**

**2.3.5 Automobile Liability:**

- ◆ **As required by law.**

**2.3.6 Comprehensive General Liability:**

- ◆ **As required by law-** and shall be in the minimum amount of \$300,000.00 per occurrence. Franklin County shall be named as an additional insured on same policy of insurance.

**2.3.7 Insurance Cancellation/ Renewal:**

The Contractor will notify the County at least thirty (30) days in advance of cancellation, non-renewal or adverse change to the required insurance. New certificates of insurance are to be provided to the County at least ten (10) days following coverage renewals or changes.

**3.0 STANDARDS OF PERFORMANCE**

**3.1 Contractor Representative:**

The Contractor shall have a knowledgeable and responsible Representative report to the County’s designated Contract Representative within 24 hours following the activation of this contract. The Contractor’s Representative shall have the full and unrestricted authority to implement all actions required to

begin the performance of contracted services as set out in this Contract and the Contractor's General Operations Plan.

### **3.2 Mobilization:**

When the written Notice to Proceed has been received by the Contractor and/or the on-site Contractor Representative, he/she will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 24 hours and 100% of the required resources within 72 hours to commence and conduct these contracted services.

### **3.3 Payment and Performance Bonds:**

Contractor shall provide payment and performance bonds 7 – 10 days following activation of contract. A penalty of \$100 per day thereafter shall be imposed for the failure to deliver written evidence of such bonds to the County.

### **3.4 Time to Complete:**

The Contractor shall complete all directed work as set out in Section 1.0 of this Contract within (number of days will be determined once extent of damage has been determined) working days and in accordance with Section 5.8 of this Contract.

### **3.5 Completion of Work:**

The Contractor shall be responsible for removal of all debris up to the point where remaining debris can only be described as storm litter and additional collection can only be accomplished by the use of hand labor or as otherwise determine exclusively by Franklin County.

#### **3.5.1 Extensions (optional):**

In as much as this is a "time is of the essence" based Contract; the commencement of contracted services will be as set out in Section 3.2. If the completion of this Contract is delayed by unreasonable actions of the County, then and in such event the time of completion of this Contract shall be extended for such additional time within which to complete the performance of the Contract as is extended by such delay. This Contract may be extended by mutual consent of both the County and the Contractor for reasons of additional time, additional services and/or additional areas of work.

### **3.6 Term of Contract:**

The term of the Contract shall be for two (2) consecutive years, beginning on the date of acceptance by and signatures of the County and Contractor, whichever comes later.

### **3.7 Contract Renewal:**

This Contract may be renewed for one year after a written concurrence of both parties on any negotiated changes to the terms and specifications contained in this Contract. Section 7.0 of this Contract may be reviewed on an annual basis, at which time amended unit costs may be submitted by the Contractor to the County to reflect the current disaster recovery market value of all contracted services in this Contract. Such amendments shall become part of this Contract after both parties sign any such written amendment(s). **The County shall have the right to refuse amendments unilaterally and such refusal shall be final.**

### **3.8 Contract Termination:**

This Contract shall terminate upon 30 days written notice from either party and delivered to the other party, as set out in Section 8.1 of this Contract.

## **4.0 GENERAL RESPONSIBILITIES**

### **4.1 Other Agreements:**

The County may be required to enter into agreements with Federal and/or State agencies for disaster relief. The Contractor shall be bound by the terms and conditions of such agreements.

### **4.2 County Obligations:**

The County shall furnish all information and documents necessary for the commencement of contracted services. **Any written Notice to Proceed received by contractor from the primary point of contact for the County shall be valid.** A representative will be designated by the County to be the primary point of contact for inspecting the work and answering any on site questions prior to and after activation of this Contract via a written Notice to Proceed. The County is responsible for issuing all Public Service Announcements (PSA) to advise citizens and agencies of the available debris services. The Contractor may assist the County with the development of debris-based PSA(s), if requested.

### **4.3 Conduct of Work:**

The Contractor shall be responsible for planning and conducting of all operations in a satisfactory level of workmanship. All work shall be in compliance with all federal, state and local laws, rules and regulations. The Contractor shall exhibit respect for the citizens and their individual private properties. The Contractor shall have and require strict compliance with a written Code of Ethics.

### **4.4 Supervision:**

The Contractor will supervise and/or direct all contracted services. The Contractor is solely responsible for the means, methods, techniques, safety program and procedures. The Contractor will employ and maintain on the work site a qualified supervisor who shall have full authority to act on behalf of the Contractor and all communications given to the supervisor by the County's Authorized Representative shall be as binding as if given to the Contractor.

**4.5 Damages:**

The Contractor shall be responsible for conducting operations in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Contractor shall also be responsible for any damages due to the negligence of its employees and subcontractors as set out in Sections 1.2 through 1.5 of this Contract.

**4.6 Other Contractor(s):**

The Contractor shall acknowledge the presence of other contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

**4.7 Ownership of Debris (optional):**

The County will decide at what stage to relinquish ownership of debris, including regulated hazardous waste, to the Contractor for removal and lawful final disposal to its legal final location. The debris will consist of, but not limited to vegetative, construction and demolition, white goods and household solid waste.

**4.8 Disposal of Debris:**

Unless otherwise directed by the County, the Contractor shall be responsible for determining and executing the method and manner for lawful final disposal of all eligible debris, including regulated household hazardous waste. The primary location of the reduction and disposal site(s) shall be determined. Other sites may be utilized as directed and/or approved by the County.

**5.0 GENERAL TERMS AND CONDITIONS**

**5.1 Geographic Boundary**

The geographic boundary for work by the Contractor's crews shall be as directed by the County and will be limited to properties located within the County's legal boundaries.

**5.2 Multiple, Scheduled Passes (optional):**

The Contractor shall make scheduled passes at the direction of the County. The County shall direct the interval timing of all passes. Sufficient time shall be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and the County.

### **5.3 Operation of Equipment:**

The Contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the County in writing. Should operation of equipment be required outside of the public ROW, the County will provide a Right-of-Entry Agreement, as set out in Section 1.6 of this Contract.

### **5.4 Certification of Load Carrying Capacity:**

The Contractor shall submit to the County a certified report, , in compliance with all federal, state and local laws, rules and regulations, indicating the type of vehicle, make and model, license plate number and/or trailer VIN number, assigned debris hauling number and measured maximum volume, in **cubic yards**, of the load bed of each piece of equipment to be utilized to haul debris.

The measured volume of each piece of equipment shall be calculated from the actual physical measurement performed by the County and Contractor Representative(s). A standard measurement form certifying actual physical measurements of each piece of equipment shall be an attachment to the certified report(s) submitted to the County.

### **5.5 Vehicle Information:**

The maximum load capacity of each hauling vehicle will be rounded to the nearest whole **cubic yard** (CY). (Decimal values of .1 through .4 will be rounded down and decimal values of .5 through .9 will be rounded up.) The measured maximum load capacity (as adjusted) of any vehicle load bed will be the same as shown on the trailer measurement form and painted on each numbered vehicle or piece of equipment used to haul debris. All vehicles or equipment used for hauling will have and use a Contractor approved tailgate and sideboards will be limited to those that protect the load area of the trailer.

### **5.6 Security of Debris During Hauling:**

The Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading site(s), the Contractor shall ensure that each load is secure and

trimmed so that no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted and secured during transport. As required, the Contractor will survey the primary routes used by the Contractor and recover fallen or blown debris from the roadway(s).

**5.7 Traffic Control:**

The Contractor shall mitigate impact on local traffic conditions to all extents possible. The Contractor is responsible for establishing and maintaining appropriate traffic control in accordance with the latest Manual of Uniform Traffic Control Devices. The Contractor shall provide sufficient signing, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, reduction and/or disposal site(s).

**5.8 Work Days/Hours:**

The Contractor may conduct debris removal operations from sunup to sundown, seven days per week. Any mechanical, debris reduction operations or burning operations may be conducted from 24 hours a day, seven days per week. Adjustments to work days and/or work hours shall be as directed by the County following consultation and notification to the Contractor.

**5.9 Household Hazardous Wastes:**

The Contractor shall set aside and reasonably protect all household hazardous waste encountered during debris removal operations for collection and disposal in accordance with the Contractor's Hazardous and Industrial Materials Cleanup and Disposal Plan. The Contractor will build, operate and maintain a Household Hazardous Waste Storage area until proper disposal of such waste is feasible. The Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste, if/when directed by the County.

**5.10 Stumps:**

The Contractor shall, to every extent possible, give priority to utilizing resources within the County. Debris Contract local preferences will include, but not limited to, procurement of services, supplies and equipment, plus awarding service subcontracts and employment to the local work force.

**5.11 Utilizing Local Resources:**

The Contractor shall, to every extent possible, give priority to utilizing resources within the County. Debris Contract local preferences will include, but not limited to, procurement of services, supplies and equipment, plus awarding service subcontracts and employment to the local work force.

**5.12 Work Safety:**

The Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be required by the County and/or Government. The Contractor shall ensure that its subcontracts contain a similar safety provision.

### **5.13 Inspection and Testing:**

All debris shall be subject to adequate inspection by the County or any public authority in accordance with generally accepted standards to ensure compliance with the Contract and applicable federal, state and local laws. The County will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the Government shall be permitted to inspect all work, materials, invoices and other relevant records and documentation.

### **5.14 Other Agencies:**

The term "Government" as used in this Contract refers to those governmental agencies, which may have a regulatory or funding interest in this Contract.

## **6.0 REPORTS, CERTIFICATIONS AND DOCUMENTATION**

### **6.1 Accountable Debris Load Forms: Subject to 7.6.1**

**The County shall accept the serialized original load ticket produced by the County's monitoring representative as the certified, original source document to account for the measurement and accumulation of the volume of debris delivered and processed at the reduction and/or disposal site(s).** The serialized ticketing system will also be used in the event of additional debris handling for volume reduction and/or the possible requirement for a debris transfer station(s). These tickets shall be used as the basis of any electronic generated billing and/or report(s). **The County reserves the right to challenge the Contractor's accounting system,** including any one or more load tickets produced by that system. In the event of a challenge to the accounting system or any one or more load tickets produced by that system, the contractor shall reasonably cooperate by providing, at its expense, such written documentation, electronic information and personnel as are reasonably necessary as determined by the County to determine either the accuracy or inaccuracy of the accounting system or any one or more tickets produced by that system.

### **6.2 Reports:**

The Contractor shall submit periodic, written reports to the County as requested or required, detailing the progress of debris removal and disposal. These reports may include, but not limited to:

#### **6.2.1 Daily Reports:**



The daily reports may detail the location where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed and the total number of personnel crews engaged in debris management operations and their hours on the jobs and the number of grinders, chippers and mulching machines in operation. The Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of the Contractor's operations. Franklin County reserves the right to expand the scope of the daily reports, if experience in the field indicates that additional information is useful to the County in the performance of this contract.

#### **6.2.2 Weekly Summaries:**

A summary of all information contained in the daily reports as set out in Section 6.2.1 of this Contract or in a format required by the County.

#### **6.2.3 Report(s) Delivery:**

The scheduling, point of delivery and receiving personnel for the debris operations report(s) will be directed by the County in consultation with the Contractor.

#### **6.2.4 Final Project Closeout:**

Upon final inspection and/or closeout of the project by the County, the Contractor shall prepare and submit, including re-preparing and re-submitting as necessary, a detailed description of all debris management activities to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed, plus the total cost of the project invoiced to the County. If requested, any other additional information as may be necessary to adequately document the conduct of the debris management operations for the County and/or Government.

#### **6.2.5 Additional Supporting Documentation:**

The Contractor shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements as may be required by the County and/or Government to support requests for debris project reimbursement from external funding sources.

#### **6.2.6 Report Maintenance:**

Contractor will be subject to audit by federal, state and local agencies pursuant to this Contract. The Contractor will maintain all reports,

records, debris reporting tickets and contract correspondence for a period of not less than three (3) years.

**6.2.7 Contract File Maintenance:**

The Contractor will maintain this Contract and the invoices that are generated for the contracted services for a period of five (5) years or the period of standard record retention of the County, whichever is longer.

**7.0 UNIT PRICES AND PAYMENTS**

**7.1 Debris Removal, Processing and Disposal:**

*In accordance with submitted proposal*

**7.2 Hourly Equipment, Labor and Materials:**

*In accordance with submitted proposal*

**7.3 Stump Conversion Table:**

*In accordance with submitted proposal*

**7.4 Billing Cycle:**

The Contractor shall invoice the County on a 30 day basis reflecting the close of business on the last working day of the billing period. Serialized debris reporting tickets and disposal site verification of the actual cubic yardage for each load of debris or itemized stumps will support all invoices.

**7.5 Payment Responsibility:**

The County agrees to accept the Contractor's invoice(s) and supporting documentation as set out in Section 6.3 of this Contract and process said invoices for payment within 15 business days. The County will advise the Contractor within five (5) working days of receiving any debris service invoice that requires additional information for approval to process for payment.

**7.6 Ineligible Work:**

The Contractor will not be paid for the removal, transportation, storage, reduction and/or disposal of any material or stumps as may be determined by the County and/or Government as ineligible debris unless otherwise authorized.

**7.6.1 Debris Eligibility:**

Notwithstanding anything to the contrary in this contract, it is understood and agreed that Franklin County's obligations under this

contract shall be limited to, and not exceed, the dollar value of hurricane debris which Franklin County finally determines to be qualified for payment under this contract (Hereinafter "qualified debris"). Franklin County shall only pay the contractor for qualified debris according to the reimbursement rates as determined by standards as provided hereinafter below numbered 1-5. Furthermore, the parties agree that Franklin County's obligation to pay for hurricane debris that Franklin County finally determines does not qualify for reimbursement shall be limited to a maximum of \$10,000.00, regardless of the actual value of such non-qualifying debris. The standards for eligibility as provided herein shall be used by Franklin County in determining eligibility. To the extent there is a conflict between the other terms of this contract and such standards, the standards shall prevail.

For example: \$1,000,000.00 of hurricane debris is removed pursuant to the contract. Of that amount, Franklin County finally determines that \$300,000.00 is not qualified debris and that \$700,000.00 is qualified debris. Franklin County's obligation to pay for hurricane debris removed pursuant to the contract shall be limited to: \$700,000.00, plus \$10,000.00 for the non-qualified debris. Franklin County will have no obligation to pay \$290,000.00 of the hurricane debris which Franklin County finally determines is not qualified.

In order to comply with this stipulation (7.6.1), Contractor will not remove debris until the County and/or FEMA have declared debris eligibility in writing. Load tickets signed by County Monitor or County's representative will be deemed as eligible debris.

**The Criteria for debris eligibility follows:**

1. It must present an immediate threat to public safety and health, and
2. It must be a direct result of the declared event, and
3. It must originate from a maintained public property; such as a right of way, and
4. It must originate in Franklin County's legal jurisdiction and be Franklin County's legal responsibility at the time of the disaster, and
5. FEMA-322 Public Assistance Guide, and FEMA 325 The FEMA Debris Management Guide, as modified from time to time.

**7.6.2 Eligibility Inspections:**

The Contractor and County will inspect each load to verify the contents are in accordance with the accepted definition of eligible debris, as set out in Section 1.1 and 7.6.1 of this Contract.

**7.6.3 Eligibility Determinations:**

If any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another landfill or receiving facility and no payment will be allowed for that load and the Contractor will not invoice the County for such loads.

**7.7 Unit Price/Service Negotiations:**

Unknown and/or unforeseen events or conditions may require an adjustment to the stated unit prices in Section 7 of this Contract. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiation(s) between the County and the Contractor and subject to the review of the Government.

**8.0 MISCELLANEOUS**

**8.1 Notice:**

Whenever in this Contract it is necessary to give notice or demand by either party to the other, such notice or demand shall be given in writing and forwarded by certified or registered mail and addressed as follows:

**Contractor:**                   **Ceres Environmental Services, Inc.**  
6968 Professional Parkway  
Sarasota, Florida 34240

**COUNTY:**                   **FRANKLIN COUNTY, FL**  
Emergency Management Office  
28 Airport Rd  
Apalachicola, FL 32320

The laws of the **State of Florida** shall govern this Contract. Venue shall be in Franklin County, Florida.

**8.2 Applicable Law:**

The laws of the State of Florida shall govern this Contract. Exclusive venue shall be in Franklin County, Florida, and not in any other place.

**8.3 Entire Contract:**

This Contract (including any schedules or exhibits attached hereto) constitutes the entire Contract and understanding between the parties with respect to the matters contained herein. This Contract supersedes any prior contracts and/or understandings relating to the subject matter hereof. This Contract may only be modified, amended or extended by a written instrument executed by both parties as per Section 8.1 of this Contract.

**8.4 Waiver:**

In the event one of the parties waives a default by the other, such a waiver shall not be construed or deemed to be a continuing waiver of any subsequent breach or default of the other provisions of this Contract, by either party.

**8.5 Severability:**

If any provision of this Contract is deemed or becomes invalid, illegal or unenforceable under the applicable laws or regulations of any jurisdiction, such provision will be deemed amended to the extent necessary to conform to applicable laws or regulations. If it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Contract will remain in full force and effect.

IN WITNESS WHEREOF, the **CERES ENVIRONMENTAL SERVICES, INC.** has caused this Contract to be signed in its corporate name by its authorized representative and Franklin County has caused this Contract to be signed in its legal name by persons authorized to execute said Contract as of the day and year first written above on page one.

**CERES ENVIRONMENTAL SERVICES, INC.  
Franklin, FL**

**County of**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title:

Title: Chairman

ATTEST:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

## E PROPOSAL MATRIX

### E.1 Project Management Approach




The following is a general discussion of Ceres Environmental Services, Inc.'s technical approach and understanding of the scope of work. It presents a brief timetable for response and recovery based on past Ceres experience and our standing disaster response plans. The overall plan for contract execution is described in detail in a section below titled "Contract Performance Phases". Finally, we present seven scenarios based on different disaster events that may impact your jurisdiction in order to illustrate our response to increasingly severe storms.







#### Our Response to You



Our record demonstrates that we stand ready to perform tasks of any size. In order to keep that record intact our preplanning is already underway for Franklin County. As part of its response, Ceres has identified our office in Sarasota, Florida as a mobilization headquarters. Ceres' mobilization planning and localized subcontracting efforts are implemented to minimize lead times during an event and to keep subcontracting dollars local. Our approach to subcontracting is to work from the inside out. This means we are implementing pre-storm agreements with local resources first, to use them first. When the project expands or the need arises, Ceres adds other resources that are also under contract to us.

#### Project Timeline

The following describes the typical workflow between Ceres and Franklin County once a contract award has been received until FEMA reimbursement.

Projected Storm Preparation and Response Table		
Today	We are at work at Ceres so that we can respond rapidly and successfully to an event in Franklin County. We are zone mapping, doing localized resourcing, and negotiating subcontractor agreements. Ceres has letters of intent from local subcontractors and is pursuing additional pre-arranged agreements with more local subcontractors and vendors. Being proactive in our pre-event planning allows us to give maximum attention to Franklin County when the day comes for a disaster response.	
Contract Award	Upon contract award and at the County's request, we schedule a personal visit by a Ceres Project Manager. The purpose of this visit is the personal introduction of the key members of each party's team, discussion of the planning, training, and disaster response preparedness needs of the County. During an event, a Project Manager will be assigned only to Franklin County and will be available to the County 24 hours per day, 7 days per week.	
Planning and Training	If included in the contract, Ceres will provide training to designated County personnel as agreed. The company also continues its Pre-Event planning as it reviews local subcontracts, makes plan changes as necessary and keeps an eye on the weather. Typically, Ceres monitors the National Weather Service forecasts and several subscription services to keep us aware of tropical storms and hurricanes.	

Pre-Storm Mobilization	When a storm in your area is imminent, Ceres acts quickly so that road clearance and debris removal operations can begin as soon as the storm subsides. At your request, if conditions permit, your Ceres Project Manager, or other Ceres professional, will join Franklin County personnel in the EOC and help prepare for storm impact and recovery.	
Landfall	Once the immediate threats are past, the on-site Project Manager will work directly with County officials as we begin our disaster response efforts. Our pre-arranged subcontractors will begin readying equipment for registration.	
Cut and Push	The Ceres Project Manager will ensure that County needs are being met in order of priority. Local subcontractors and equipment will begin any necessary road clearance operations and will begin staging efforts for right-of-way debris removal.	
FEMA Records and Data Management	Ceres will assist Franklin County on an as-requested, as-needed basis to ensure that records are kept and maintained to provide maximum allowable reimbursement to the County.	
Fully Operational	The necessary trucks will be in place to continue debris removal in an orderly fashion. Local subcontractors will be deployed to the maximum extent possible and the Ceres debris removal operation will be fully operational on this day.	
First Pass Complete	At the end of the first pass of debris removal time would be allowed for residents to bring additional debris to the curbside. Crews would begin ramping up to start the second pass. Additional tasks, such as hazardous tree removal, hazardous stump removal, and other similar scopes of work may be implemented.	
Second Pass Complete	Debris removal operations would be well in hand. Hot spot crews would continue to cleanup any debris that has time or safety constraints. The vast majority of storm debris would be cleaned from the rights-of-way. The Ceres Project Manager would begin focusing on project completion procedures.	
Final Pass Complete	Debris removal operations would be 100% complete. The Ceres Project Manager would remain in constant contact with Franklin County personnel, but daily presence may not be needed by this time.	
Site Reclamation	After debris hauling activities have ceased, all debris on any Debris Management Sites (DMS) will be processed and/or removed. The sites will then be graded and restored, usually by seeding with grass.	
Ticket Reconciliation	Ceres performs ongoing ticket reconciliation with subcontractors and Franklin County so that databases of debris hauled match as closely as possible. After all debris has been hauled, all truck ticket databases are reconciled to close out the financial records of the project.	

Invoicing	Following reconciliation of the truck records, a final invoice will be delivered.	
FEMA Reimbursement	Ceres will work with the County following the completion of the field work, on an as-requested, as-needed basis to ensure maximum allowable reimbursement.	

### Contract Performance Phases

In order to successfully respond to a disaster, natural or otherwise, planning and preparation are of the utmost importance. Ceres adheres to a series of carefully drawn plans for each step of its response beginning from the time we prepare our response to your RFP until planning begins for the event after next. The following information outlines a generic plan for responding to debris-generating emergencies. Please note that this general summary is not specific to a particular type of disaster event.

### Post Award Phase

Upon contract award and at Franklin County request, a personal visit by a Ceres Project Manager can be scheduled. The purpose of this visit is to introduce the key members of each party's team, discuss the planning, training, and disaster response preparedness needs of the County from their own perspective, and review the Ceres Debris Management Plan, from mobilization to the Final Report. Tours of each of the sites identified for the following uses will be jointly conducted:

- Equipment Staging
- Debris Management Site(s)
- Local Landfills Authorized for Final Disposal
- County Public Works Offices
- County Administration

It is expected that this meeting will require the better part of a normal workday. Discussion will loosely follow a prepared agenda designed to address the critical elements of resource requirements and knowledge base known to significantly enhance the County's level of disaster response preparedness.

This is step one in the strategic pre-positioning of the interpersonal knowledge of each of our (both parties) teammates. Getting to know each other prior to an event is very important in maintaining a seamless transition during an actual disaster recovery.

### Planning and Training Phase

Planning and training are available each year of the contract and may include some of the following planning and training topics:

- Hurricane Debris Volume Estimation Using the U.S. Army Corps of Engineers Model
- The FEMA Paperwork Process: From IDA to PW and All Points In Between
- Measuring a Truck/Trailer the FEMA Way
- Load Tickets – Who Fills Out What and Why
- Stumps, Stumps, Stumps
- Determining Your Force Account Capabilities or When Will I Need Help
- FEMA Eligibility – What a “Good” Contractor Will Tell You

This creates further opportunities to develop the relationships between the County staff and Ceres personnel that will help to assure a successful debris management operation, when required.

### Alert Phase

Selected Ceres team members are subscribed to special weather advisories from several different sources. We are aware of the weather.

#### Alert 1: Category I & II Hurricanes

When a Category I or II Hurricane's “Cone of Influence” of Projected Impact Area associated with the **3-day** forecast, begins to touch the coastline, the Project Manager assigned to the contract will commence Alert 1 activities.



Alert 1 activity includes, but is not limited to:

- Calling the previously identified representatives of Franklin County, and exchanging the most up-to-date contact information each has with the other.
- Activating Ceres notification procedures for all subcontractors – operations and administrative services.
- Contacting and overseeing preparations to make the Project Advance Team ready to deploy.
- Assigning a Project Logistics Coordinator to make use of all services possible: including, but not limited to hotels/motels, gasoline and diesel fuel, catering/restaurants, laundry services, emergency medical services, vehicle and equipment repair shops, and other disaster response and life support services.
- Confirming the availability of emergency road clearing crews and equipment, and as local conditions dictate, dispatch them to a secure, pre-positioning site near or within the County's boundaries.

#### **Alert 2: Category III, IV, or V Hurricane**

The same functions are performed as during Alert 1 activity, but they start when the **5-day** "Cone of Influence" of Projected Impact Area begins to focus on the County's geographic area.

#### **Alert 3: All Other Sudden Impact Events**

Sudden Impact Events include earthquakes, ice storms, tornados, man-made, technological events, and terrorist activities. These events do not allow for a forecast or pre-positioning the Project Advance Team. Ceres pledges to the County to have a representative physically present within 12 hours of notification to respond to Sudden Impact Events.

#### **Mobilization Phase**

Ceres is expert at rapidly mobilizing its team and its equipment as well as key subcontractors to provide the County with the necessary resources as quickly as possible. Ceres recognizes that in order to minimize the financial damage to a community, cleanup activities must begin rapidly and proceed without delay.

#### **Pre-Landfall Activities**

**Ceres Representative (Early Rep):** Ceres will provide, at the County's request, a representative prior to hurricane landfall. When a disaster threatens, Ceres is pleased to provide to Franklin County one or more representatives to be present at the Emergency Operations Center prior to landfall. The Early Rep will interface with County personnel and provide Ceres management with on-the-ground reports regarding local conditions.

**Equipment pre-staging:** Prior to landfall, Ceres equipment will be pre-staged at the closest mobilization point and contract administration headquarters. Additionally, our principal subcontractors will have equipment available in or near the County's location. In this manner, Ceres will have sufficient equipment to immediately start the initial push when weather permits and have sufficient equipment to begin the load and haul as soon as possible.

**Subcontractor Liaison:** As detailed elsewhere in this submission, Ceres has a large number of subcontractors available. During the pre-landfall phase, our subcontractors will be contacted and put on alert in order that they can arrive as soon as safety permits. Ceres already has advance master contracts signed with many subcontractors, so we have already ascertained that they are properly insured.

#### **Project Advance Team**

The project team, consisting of the Project Manager and selected Project Administrative Staff and Field Management personnel, will be on-site within 12 hours following notification by the County prior to, or immediately following, storm impact. The project staff may include management representatives from health and safety, quality control, accounting, subcontract administration, logistics, and field management, depending on the size of the event. As soon as practicable, the advance team will compile an initial damage assessment. Personnel sufficient to round out the project administrative staff, its support function, and operations management, will arrive within 24 hours of notification. Once on-site, the Project Manager will be physically capable of responding to the County Representative within one (1) hour of notification.

If requested by the County, the logistics support team will provide and distribute ice, water, food, temporary utilities, sanitary facilities, temporary housing, and any additional services as specified in the agreement between Ceres and the County. During the Preparation/Planning Phase, vendors within and adjacent to the region will be identified and contingency contracts established for the provision of gasoline and diesel fuel, ice, water, food, sanitation, temporary housing, and other services. If during the Preparation/Planning Phase, local vendors are not available, Ceres will arrange to provide the services from other qualified and registered sources.

#### **Contractor Mobile Command Center**

The Emergency Operations Temporary Project Office and Primary Debris Collection/Debris Processing Equipment are staged in Houston, TX. Annual heavy equipment hauling permits are maintained for Ceres' eight heavy equipment haulers consisting of semi tractors with lowboy trailers, enabling a quick response. The temporary facilities and Ceres-owned disaster response equipment is expected to arrive within 12 hours of notice to proceed by the County.

The Emergency Operations Temporary Project Office comes equipped with general support equipment such as telecommunications (satellite telephone, radio, cellular phone, or land lines), fax copier, computer network, file cabinets, and general office supplies. The Project Manager, Project Administrative Personnel, Field Manager, Debris Collection and Site Management Crew, and designated County representatives will be provided with a proprietary communication link in the event conventional communications are interrupted. The Emergency Operations Temporary Project Office will be of sufficient size to provide support to the Project Manager, project administrative and support staff, and debris collection and site managers. A separate 10' x 20' office within the same facility equipped with general support equipment can be provided to the County.

#### **Satellite Communications**

Ceres knows that immediate communications are critical to an effective response to disaster. We maintain an account with a satellite communications company and maintain satellite handsets for our managers and to provide to our customers as "loaner phones" until standard cell phone service is back online.

Ceres also purchased and uses a system of internet access using two satellite dishes, which when wired together provide high-speed internet access roughly equivalent to a T-1 line. When powered by a portable generator, our management and our Mobile Command Center users have local and world-wide communication tools to support our high service level.

#### **Life Support and Fuel Supplies**

Ceres comes to the project self-sufficient and ready to help in many ways, including the provision of basic necessities. Due to the uncertain nature of room and board, Ceres mobilizes with life support for our crews and for some subcontractors. Additionally, if Franklin County seeks assistance in provision of basic needs of water, food, shelter, and ice, Ceres can supply these services, as we have done in the past in other locations.

Following the landfall of Hurricane Katrina, Ceres' crews arrived with their own housing (travel trailers and RVs). We proceeded to supply life support of temporary lodging, meals, showers, and bathrooms to 400 people. We are also capable of providing onsite fuel delivery for both the fleet of Ceres owned equipment and our subcontractors, as well as County fleets.

#### **Debris Management Sites (DMS)**

When a DMS is established, a Site Plan will be developed for each site, and include, but not be limited to:

- A description of project operations
- Site layout
- Environmental factors
- Site photographs

Additional sub-plans that may be incorporated as necessary in the Site Plan include:

- An **Environmental Protection Plan** that addresses storm water protection, hazardous waste, soil and leachate draining from the debris stockpiles, site operations, and the proximity of truck traffic to waterways.
- A **Dust Control Plan** that will address prevailing wind directions and location of developed areas as it relates to site design. Methods of mitigation will be specified such as the use of water trucks on access roads.
- A **Traffic Control Plan** that considers the number of trucks per hour entering the DMS and the type of public access control (if authorized). All-weather access roads into and out of the site will be needed to maintain a seven-day per week operation.
- A **Site Safety Plan** that complies with the Ceres Company Accident Prevention Plan (available on request) and applicable OSHA requirements. Security will also be addressed in the Site Safety Plan.
- A **Fire Prevention Plan** that will follow the provisions of the National Fire Prevention Code and in particular, codes that specifically address woodchip storage. All equipment will have fire extinguishers that meet NFPA No. 10A-1970.
- The **Production Plan** will designate how machinery will be utilized on site and will describe site management/operations and anticipated production rates. Each load received at the site will be inspected prior to off-loading to determine load size and the presence and type of any contaminants. Contaminated loads will be segregated for further sorting and appropriate processing or disposal.
- **Other plans may include:** Truck Routes and Access; Site Staffing and Assigned Duties; Debris Segregation and Hazardous Waste Handling plans.



A water truck sprinkling to control dust on an access road.

### DMS Construction Timeline

Each designated Debris Site Manager will commence construction of their respective DMS within 24 hours of notification. DMSs will be fully operational within 48-72 hours of Notice to Proceed. The Project Logistics Manager is responsible for ensuring gravel for access and internal haul roads and dump pads, prefabricated inspection tower kits, erosion control materials such as silt fence, straw bales, coir fiber, and geo-membrane liners for hazardous waste containment areas are available on site within 24 hours of notification. Additionally, portable truck scales may also be requested at the direction of the County.

### Emergency Roadway Clearance and Debris Removal Phase

The following information outlines a generic plan for responding to debris-generating emergencies. Please note that this general summary is not specific to a particular type of disaster event. This phase encompasses the majority of the physical work of the project. It also generates the most records including load tickets and logs of various kinds. This is also the phase where careful planning pays huge dividends.

### Emergency Road Clearing-Cutting and Pushing Public Right of Ways

When emergency road clearing is required, separate crews will be allocated and will be available within hours following an event. Ceres typically mobilizes this equipment pre-event based on weather forecasts. Cut and Push Crews will be prepared to work 24-hour shifts (with rotating personnel).

Cut and Push Crew typical configuration is:

- One front-end loader 4/1 bucket (or equivalent) with experienced and qualified operator
- Up to two transport trucks approximately 30 cubic yards with operator(s)
- Two laborers with chain saws and rakes
- Two flag persons

- One Bucket Truck with an experienced operator or climber (optional based on need)
- One Foreman with cell phone and pickup

The number of Cut and Push Crews will be determined by the County. Ceres owns eight (8) wheel loaders (with appropriate grapple attachments) and has additional subcontractor supplied pushing equipment.

Ground personnel will be supplied with sufficient types and quantities of tools and materials to effectively push the debris to the roadside to clear routes for emergency traffic. In the event debris cannot be pushed aside, it will be loaded in trucks and transported to nearby off-street locations for temporary dumping, to be picked up later by the normal debris clearing crews. When each assignment is complete, Ceres' crews will contact the County's dispatcher to obtain authorization to proceed to the next assignment.

### Debris Collection

Crews will be dispatched to begin work within two days, and according to the County's priorities and the removal schedule adopted in coordination with the County representative. At the direction of the Ceres field supervisor each assigned debris removal crew will service each assigned road or right of way. Daily meetings will be conducted at 7:00 AM between the County and Ceres. Zones and Sections will be identified and prioritized. Progress will be updated and reported to the County at the close of business each day. Additional passes will be conducted prior to project completion in agreement with the County or per contractual requirements, to ensure adequate time has been scheduled for residents to move their debris into the right of way.

A typical crew will be comprised of:

- One Knuckleboom Loader (or one 4-cubic yard wheel loader with grapple)
- One Bobcat with grapple
- Two laborers with chain saws and rakes
- Two flag persons
- One Foreman with cell phone and pickup truck (one foreman/ three crews)
- GPS Tracking and Navigation Aids
- Three hauling trucks or trailers (30 - 50 cubic yards). Additional/large capacity trucks may be added for longer hauls.



A Ceres self loader with a trailer making pickups from the ROW.

First preference will be given to hauling vehicles best suited to local conditions.

Knuckleboom self loaders are efficient, but in areas with narrow streets or limited overhead clearance, they are too large to be effective. In tight areas, pickup trucks with dumping trailers minimize traffic disruption and potential damage. Crew and overall debris collection production will be monitored on a daily basis. The Project Manager will alter crew composition and overall number of crews as necessary. Self Loaders may work singly or in conjunction with dump trucks. In accordance with FEMA guidelines, hand-loading will not be allowed or tolerated in any circumstance. Ceres owns seven Self Loaders (Knucklebooms) and has access to many more through our subcontractors.

A minimum of one **Hot Spot Crew** will be assembled for each zone during this project. The crew(s) will commence operations within 24 hours of the notice to proceed. The typical crew will consist of:

- One Knuckleboom or self-loader
- Three Laborers (one sawyer and two Flagmen)

Work zones will move as the debris is cleaned up from the streets and boulevards. When the work zone is located on or near a heavily traveled roadway, it will require additional flag persons, additional signage,

and/or assistance from local law enforcement agencies. The crew foreman will monitor the work zone and all other aspects of crew operation.

### **Hazardous Tree, Limb and Stump Removal**

Ceres employs crews with professional tree climbers and aerial equipment such as bucket trucks to remove hazardous hanging branches and leaning trees (“hangers” and “leaners”). Ceres has performed this work on previous storms with an excellent safety record and with an excellent damage record. In response to Hurricane Katrina, Ceres was responsible for trimming and removal of trees in all of Jefferson Parish, LA amounting to 18,599 trees.

### **Demolition of Private Property Condemned Structures**

Ceres can operate beyond the public Right of Way (ROW) as directed by Franklin County. Upon receipt of a Notice to Proceed, Ceres will retain a third-party inspection firm to survey the condemned structure(s) for hazardous materials (asbestos, lead, PCBs, white goods, mercury containing components, etc.). A copy of the inspection report will be provided to Franklin County. At the same time, Ceres engineering staff will conduct a pre-demolition survey which will consider the following:

- Structural integrity of the building
- Utilities
- Shoring requirements
- Hazardous materials
- Protective structures
- Protection of the public
- Waste management



Asbestos Abatement/Demolition Notifications will be submitted to the appropriate governmental and local agencies. All required permits will also be obtained.

The Demolition crew is expected to consist of the following.

- One to three Semi-Tractor(s) with Trailer(s)
- One Hydraulic Excavator with Bucket and Hydraulic Thumb
- One Wheeled Loader

### **Hazardous Waste Collection, Storage, and Disposal**

Household Hazardous Waste must be picked up separately from all other debris in the ROW. The HHW will then be segregated in a lined containment area at each temporary disposal site. Payment for collection and disposal in accordance with all local, state, and federal laws and regulations will be made per pound.

### **Dead Animal Carcasses**

When required, carcasses of dead livestock, poultry, and large animals can be removed by Ceres. FEMA reimbursement is contingent on the determination by Franklin County that they represent an imminent and significant threat to public health and safety. The carcasses will be removed to the TDMS and/or a final disposition site approved by Franklin County.

### **Freon Recovery**

Ceres will remove Freon-containing white goods from the ROW and haul them to a TDMS where they will be segregated. A licensed worker will then extract any Freon remaining in the white goods, and properly handle the disposition of the Freon. Once the Freon is removed the white goods are scrap metal and can be handled accordingly.



A licensed technician removing Freon from refrigerators at a TDMS

### **River and Canal Debris Removal**

Ceres has experience in clearing river, streams waterways and canals following Katrina in Louisiana. Debris removal can be accomplished with long reach excavators in some instances, and

where required, floating cranes and other amphibious equipment would be mobilized. Several of Ceres' subcontractors are specialists in waterway activity including debris removal. Wet soil conditions and mud will cause problems for wheeled vehicles, making low ground pressure equipment a necessity. Allocation of equipment is always important, but special care must be taken to deploy equipment that will not easily become stuck when cleaning logjams and waterways.

Ceres has also performed emergency levee repair. We own most of the heavy equipment necessary for this work and we have experienced operators available to operate the equipment.

Heavy rainfall, especially following high wind conditions, may cause waterways and canals to become clogged with vegetative and other debris. Logjams must be removed so that future rainfall does not contribute to more flooding, and to promote unimpeded water drainage of any existing flood situation. Existing debris piles near waterways and canals should be removed on a priority basis, so that if additional rain occurs the debris will not float into the drainage system and cause further problems.

#### **Water-based, three feet or less of water depth**

Depending on the characteristics of the waterway, temporary bypass pumping, cofferdams, or other means to control the flow of water may be used to enable operation in the waterway.

Dependent on the ability to control the flow of water, various methodologies would be used. These methods could include a combination of the following:

- Hydraulic Long Reach excavators operated from shore
- Willow draft work platforms with Hydraulic Excavators and Grapples
- Winch Truck
- 17-foot utility work boats with 25hp out-board motor.
- Cable Skidders or Tractor Dozers with Winches- laborers would be used to attach the cables to the debris in the waterway, creek, or tributary.

#### **Water-based, greater than three feet of water depth**

The removal of vegetative, construction, and demolition debris, hazardous material, and recyclable material in greater than three feet of water will be accomplished primarily with floating plants equipped with spuds supporting hydraulic excavators with long booms equipped with material grapples and materials barges, although a combination of approaches previously detailed may be used. A flexi-barge will be used along with a winch truck as well as a utility work boat with motor. Exact methods are dependent on local conditions and geography.

#### **Sunken Vessel Removal**

Ceres will lease appropriate equipment and/or will locate qualified subcontractors to remove sunken vessels and dispose of them in an acceptable manner. These actions will be made following consultation with Franklin County and will be subject to Franklin County's advance approval of Ceres' work plan to be developed following contract award.

#### **Water Based Operations (Typical Crew) – 1.5- 2 Feet Minimum Draft**

- 15-25 Ton Hydraulic Excavator with Material Handling Grapple Capable of 35' Reach
- Work Barge with Spuds-Rented/Leased
- Materials Deck Barges-Rented/Leased
- Pusher Boat-Rented/Leased
- Work Boat
- Heavy Equipment Operator Hydraulic Excavator
- Pusher Boat Operator
- Work Boat Operator
- Deck Hands
- Tractor Trailer Heavy Hauler
- Foreman

### Land Based Transfer Crew (Typical Crew)

- Wheeled Loader
- 2-5 Trucks
- Heavy Equipment Operator Wheeled Loader
- Truck Drivers

Upon inspection of the site(s) and performance period requirements established by Franklin County, the number of crews will be determined. Ceres has the capacity to operate a minimum of eight water-based crews each with their own land-based transfer crew component.

### Site Restoration

Ceres ensures that any and all sites, whether used for temporary debris storage and reduction, equipment staging, or that was disturbed during debris removal operations, will be returned to pre-storm conditions or better. Restoration of the disturbed, staging, and access areas will be accomplished using high-grade fill dirt graded to specifications and topped by sodding, seeding and/or hydro seeding. All slopes steeper than 3 to 1 will also receive erosion control blankets.

### Flooding

Ceres expects flood recovery work when a client has significant land area in a 100-year flood zone, and when rivers and other waterways pass through the area to be cleaned. Flood recovery work generally requires specialty equipment, such as long-reach excavators, floating excavators, and a greater amount of tracked skidsteers. Wheel loaders with buckets and grapples are often used to remove debris that may fall apart if picked up by a knuckleboom loader.

Ceres has surveyors and other specialists on staff who can determine which flooded areas will be likely to drain first so we can plan and allocate equipment based on those studies.

Although some of the same types of debris are removed in flood and non-flood disaster recovery, typically storms with heavy rainfall increase the amount of construction and demolition debris when compared to vegetation. Also, the timeline is longer in flood situations, because standing water takes time to recede. The debris removal may also be more complex as it can involve partial or full demolition of structures. For example, in a post flood situation, a house may have sheetrock walls that must be inspected by an expert who determines that sheetrock must be removed. After removal, the debris may be left on the right-of-way in loose piles. These piles will probably present more difficulty in loading than vegetative debris, or a pile of wind-blown privacy fence, because the waterlogged debris may have no structural integrity and will fall into pieces when picked up. For this reason, the types of equipment may be different in flood situation, with wheel loaders and dump trucks more prevalent and self-loading knucklebooms less prevalent than in a non-flood storm. Ceres owns nearly all types of equipment used in flood recovery, and we have subcontractors who specialize in flood disaster recovery.



Flood debris from the Spring 2008 Iowa Floods

Ceres has a special hazardous materials (HAZMAT) team that specializes in preventing the spread of contamination and infestations of rodents in areas that were flooded. From past experience, Ceres knows that these areas are prone to contamination from sewage, agricultural run-off, mold, and chemicals, they are also prone to rodents. Ceres plans to concentrate heavily on these areas in order to limit the spread of contaminants and to limit the breeding of rodents and pests. Once the determination is made in conjunction with local officials and the EPA, if applicable, Ceres will utilize its special teams to target these areas.

Following Hurricane Katrina, for example, Ceres made weekly passes in some formerly flooded areas, and “mirrored” or “paralleled” the municipal sanitary waste teams. By doing this, neighborhoods were kept clean on a weekly basis so that pests could not be alternately supported by garbage and flood debris—instead all potential habitat or food for pests was removed frequently to ensure a safe neighborhood.

Pathogens are also more of a problem in flooded areas. Water promotes growth of undesirable organisms, and it also facilitates transfer of bacteria that exist in an environment to humans working in that environment. Our corporate health policies address hazards of working in a flooded disaster environment, and Ceres uses procedures including additional immunizations and additional personal protective equipment such as waterproof clothing and footwear, face shields and respirators (air filters) to minimize hazards of flooded areas.

Flood situations may also generate other types of task orders, such as pumping water or clearing catch basins. Ceres is ready for these sorts of eventualities in the County. If a storm leads to flooding, we are prepared to transfer our debris management sites and equipment staging sites to higher ground using identified alternative transportation routes if necessary. Ceres also has several barges, dredging, and water salvage companies on hand as subcontractors if the need arises.

### **Certification of Maximum Volume Capacity of Hauling Trucks/Trailers**

Prior to initial use, authorized Ceres personnel and Franklin County representatives will inspect hauling trucks. Only pre-approved trucks will be received at the DMS. Approval will include documentation of truck identification and insurance, safety requirements, and measured cubic yardage capacity. A unique approval number will be assigned to the truck and posted on the truck along with measured capacity. All units hauling debris are required to be “measured in” prior to commencement of work. The hauling unit/truck/trailer certification procedure is mandatory and will be administered by quality control representatives of Ceres and the County. A Truck Certification Log Sheet will be created for each hauling unit/truck/trailer. Unit specific information along with Year, Make, Model, Address, Photograph, License Plate information, Driver Name, and signatures will be recorded on the log. At this time, a unique identifier will be assigned to the unit. Truck Certification Logs will be maintained by Quality Control Staff. The log will be maintained and available to DMS inspection personnel regarding truck approvals, approval number, capacity, and other pertinent information.



Placarding a truck.

The unique truck/trailer identification number and its maximum carrying capacity are written with permanent marker on Ceres placards that are mounted on both sides of the truck/trailer. Ceres uses pre-printed labels with our name and blocks for the assigned identification number and measured volume. These labels cannot be removed without destroying the label. All equipment is subject to further inspection by the County at any time during the project.

### **Work Locations**

Dispatch records will be maintained for the duration of the project. Records will include date and time of dispatch, crew and unit identifier, and status of assigned section (In Progress, Completed). Typically, one contractor will be assigned to a given section. Sections may be comprised of individual developments or combinations thereof. Accurate and thorough Dispatch Logs enable the identification of any potential issues and the responsible party.

Prior to the assignment of sections to crews, each section/subdivision will be inspected by Ceres Field Personnel to ascertain the optimal crew configuration/type (Self Loader, Wheeled Loader with Dump Trucks, High Capacity Trailers, or other combinations of equipment). Classification of sections maximizes production and minimizes potential damage to property. Additionally, all supervisors will conduct weekly toolbox meetings and develop activity hazard analyses in compliance with the corporate Health and Safety Plan.

### **Field Management**

Regular and effective communications are critical to the rapid dissemination of appropriate and accurate data to both the County Management Team and the Ceres Management Team. As the project progresses, the needs of the County may change, and resource requirements may need to be reassessed. The original



plan, therefore, may need to be modified. In order to ensure effective and efficient execution of all field work, the Ceres team, from Site Managers up to the Project Manager, will meet on a daily basis. The Project Manager is responsible for coordinating the daily scheduling and dispatch of cleanup crews with the County and will meet with the designated representative on a daily basis. The Site Manager is responsible for management and operation of a reduction site, loading sites or any other work site. The Site Managers report directly to the Sector Manager, who reports to an Area Manager, who reports to a Project Superintendent, who reports to the Project Manager. Depending on the scale of a disaster, the number of managers assigned to the Ceres Team will vary depending on local conditions. Foremen at the reduction site(s) and for the collection and hauling activities are responsible for crew supervision and report to the Site Manager.

Each Site Manager ensures that their crew operates in an efficient manner and is responsible for documenting and inspecting work performed. Site Managers document safety meetings, equipment safety inspections, quantity and location of debris hauled, areas completed, and daily time sheets of personnel and equipment. Site Managers also monitor quality control issues such as completeness of cleanup and/or trimming and contract compliance.

The collection crew Foreman will be responsible for scouting future debris removal locations within the daily schedule set by the Program Manager. While scouting the zone, the Foreman's responsibilities include:

- Locating logical trucking routes.
- Identification of Sections by Crew Type/Composition.
- Locating and planning the control or elimination of hazards within the zone (such as high traffic areas). Preference will be given to Self Loaders to ease traffic congestion and minimize damage.
- Advising the Site Manager of any anticipated difficulties or hazards.
- Determining and obtaining resources necessary to ensure a steady workflow.

At the end of each shift, documentation of work completed will be tabulated by the administrative staff and used to schedule the next day's work activities. At this time, any daily reports required by the County will be produced.

#### **Scheduling Control Debris Collection**

During post-award preparation the Project Manager obtains maps detailed enough to provide individual debris collection crews address block information. Maps will be divided and identified according to Districts, Sections, and Developments or Address Blocks. The Master Debris Management Map will be located in the Emergency Response Mobile Command Center. Individual developments or address block maps will be reproduced on 8.5" x 11" paper for use in crew dispatching. Each Site Manager will be provided a binder containing all of the development/address block maps for the event's entire area.

The Project Manager will be responsible for the assignment of Districts, Sections, and Developments or Address blocks to subcontractors and their respective crews. A written master assignment file will be maintained in the Emergency Mobile Command Center and will be updated as changes or additions are made. The dispatcher will be responsible for dispatching crews to their assigned areas utilizing the master assignment file. Subcontractors and their respective crews will not be permitted to have more than two open assigned areas. Communication between the subcontractors, their respective crews and the dispatcher will be via radio or telephone. Upon completion or near completion of an assignment, it is the responsibility of the crew leader or subcontractor to request an inspection. The dispatcher will forward this request to the debris collection superintendent or area manager for action. The debris collection superintendent or area manager will coordinate an inspection with a County designated representative.

Once an assignment has been completed and inspected, a new area will be given to the subcontractor. Depending on the size of the subcontractor and/or crew, areas may be as small as address blocks or developments up to portions or even entire Sections. Crews will not be permitted to leave their assigned area and move to another work area until all work is completed as required and the area inspected, and authorization received from the Site Manager. The dispatcher is responsible for continually updating crew locations. At the end of each shift, the dispatcher will provide the field managers with a list of crews and their current locations. Subcontractors and crews are prohibited from collecting debris from outside of their assigned areas. The County field representatives will be provided updated crew assignments daily.

### Project Manager

The Project Manager (PM) will serve as the principal point of contact between Ceres and the County Operations Manager. The assigned PM will be knowledgeable about all facets of Ceres' assigned tasks and will have executive project responsibilities. The PM will have written authority to sign for the corporation in matters relating to this project and the County.

Upon receipt of a Notice to Proceed, the PM will be on call 24 hours per day, seven days per week, and will have electronic linkage capability for transmitting and receiving relevant contractual information. This linkage will provide immediate contact availability via cell phone and fax machine and have Internet capabilities. The PM will participate in daily After-Action Reviews and disaster exercises, functioning as a source to provide essential element information. The PM will report to the County Operations Manager on an "on call basis" and be capable of responding within one hour of notification.



The PM will ensure that all County event goals and priorities are met and will have authority to make executive decisions regarding the project. The PM will work out of Ceres local disaster office and will meet with his support staff and crew leaders at the end of each day to review progress and set goals and priorities for the following day.

### Field Supervisors/Crew Leaders

Ceres Site Managers are responsible for ensuring safe and healthy work environments exist during all operational phases. The Site Manager's specific daily Health and Safety and Operations responsibilities include:

- Monitoring and Inspecting Heavy Equipment Operators, Truck Drivers, and Traffic Controllers in the safe operation of their specific area of responsibility using the proper tools and in accordance with the safety procedures and guidelines outlined in EM 385-1-1 and CFR 29 Par 1929 and 1910. It is important to note that a debris clean-up operation exposes the general public to the numerous hazards involved in debris collection and removal.
- Enforcing the use of proper guards, controls, and work practices. Monitoring each feature of work for human, situational, and environmental factors that could cause accidents.
- Locating compiling contact information for area medical facilities. Crew Leaders will be equipped with a pager and a cellular phone in case of emergency.
- Supervising and evaluating overall worker performance, including safety.

Crew Leaders document daily production to monitor and ensure the most efficient operations. The information they are to record includes:

- Cycle Times of Trucks
- Loads per Hour
- Production

Crew leaders are also required to make sure that safety gear is provided and that it is adequate for the hazards involved and enforce proper use and wearing of protective gear. Accidents will be recorded and reported on the Supervisor's Accident/Incident Investigation Report by the Crew Leaders.

Daily records submitted up the chain of command to the Project Manager will include:

- Sub-contractor/Employee Name
- Equipment Number
- Type of Equipment
- Hourly equipment documentation, downtime, lost time, and sick time

All accident/incident reports are forwarded through the Health and Safety Manager to the Health and Safety Officer (HSO). The HSO notifies the PM, who in turn informs the County Operations Manager and implements all procedures as set forth in the Ceres Health and Safety Program.

### Description of a Typical Workday

It will be the responsibility of the Sector Manager to schedule and coordinate the location of a particular crew and equipment necessary for its job function to its location through direction to the Field Supervisors. This will take place through schedule planning from the previous day. The Field Supervisor will notify members of the crew of the start time, specific job function, and location where he/she is to report. At the beginning of the day each field employee will sign in a daily time sheet, the location according to zone (if the zone changes during the course of the day the employee will document the new location), the phase of work he/she is performing, and the unit number and beginning hours of the piece of equipment that he/she is operating (if applicable). The employee responsible for loading trucks and truck drivers will keep a running tally of the loads they complete from each particular zone over the course of the day. It is then the responsibility of the field employee to perform an inspection of the piece of equipment and inform the crew Foreman so corrective actions may be taken. The inspection will be documented on a punch-list that is supplied on the employee's daily report. After inspections and documentation are complete, the crew will begin removing the debris from their zone assigned.

Two flagmen will be placed on each end of the work perimeter to meter the flow of traffic into the work perimeter. If debris is to be moved across the roadway, the flagmen will stop all traffic. When the loading of a truck is completed, the flagmen will also stop traffic while the truck moves out of the controlled area. During the work, the flagmen will be equipped with two-way radios to coordinate the direction of traffic. Additional trucks staged for loading will all be stationed to the side of the roadway from which they will be loaded so they will not obstruct incoming traffic to the work perimeter. When loading is completed, the truck will leave the work area.

The trucks will be placed in single file to the rear of the Knuckleboom loader. As each truck in the queue is loaded and departs for the dumpsite, the next truck in line backs up to the loading perimeter. The Knuckleboom loader will load from piles that are staged by two front-end loaders working ahead of the Knuckleboom loader to limit the amount of movement of the Knuckleboom loader during the course of the day. When self-loading trucks (self-loaders) are in use, those trucks will be directed to an appropriate location within the work perimeter where they can begin loading immediately.



The front-end loaders will stage the material from the area between the sidewalks and the street into staging areas on the side of the street. If the crew is working in a high traffic area, then this method will not be incorporated – rather the staging will be done completely on one side then staged completely on the other side. When the Knuckleboom loader encounters material difficult to handle (such as chunk wood), the Front-end loader will assist in performing the loading.

Two laborers trained in the use of chain saws will assist the Knuckleboom loader. They will rake and clean up the area of the pile. When oversized material is encountered, the laborers will use chainsaws to reduce its size. The laborers will also assist the truck operators in staging for the Knuckleboom loader, notifying when loading is completed and for obstructions to and from the loading area.

The crew Foreman will be responsible for scouting future debris removal locations. He will utilize maps to locate the perimeter of the zone to which he is assigned. While scouting the zone, the Foreman's responsibilities will include:

- Locating logical truck routes.
- Plotting a logical and efficient direction for the crew.
- Locating and planning for hazards within the zone (such as high traffic areas).
- Notifying his Supervisor and Sector or Area Manager of hazards in a timely fashion so the hazard can be avoided if possible or mitigated if necessary.
- Identify plan for and obtain the necessary resources for a steady workflow in future locations of the work zone.

At the end of each shift, crew employees will complete their time sheet by entering in the time the shift ended, the ending hours on the equipment they utilized and the number of loads they either hauled or loaded. They will deliver this timesheet to the Foreman before leaving the shift. The Foreman will compile the labor information to a daily worksheet, along with Purchase Orders, trucking that was utilized and number of loads hauled, equipment utilization, and a briefing of the course of the day describing any problems that arose and solutions implemented, and areas worked. The Foreman will then turn in the reports for the day. The following topics will be discussed with the management team:

- Changes in time for completion
- Changes in cost objectives for the project
- Changes in operating policy
- Changes in the technical specifications for the projects
- Changes in methods
- Changes in needs
- Revised activity plan estimates
- Failure of suppliers or contractors to deliver on time
- Reassessment of resource requirements on individual activities
- Inability to utilize resources as planned
- Unexpected technical difficulties
- Unexpected environmental conditions
- Scheduling needs
- Performance of work per zone or region
- Unplanned costs
- Any problems or future problems pertaining to the project

After the meeting is adjourned, the Project Manager (PM) will collect all the data. The next business day the data received, and the daily reports will be entered into a computerized database. These reports will be evaluated by the Disaster Response Business Unit Director and discussed with the CEO and the PM. The data will be used in weekly reports that itemize costs per region and code and weigh them towards the projected costs and schedules of the project. These reports will be submitted weekly to corresponding company divisions along with reports submitted to the County. It will be the responsibility of the PM to utilize the minutes of the daily meeting and the information from the reports to make daily assessments of the schedules of each individual crew. The PM will also have daily meetings with the County regarding performance and schedule issues of the project. This meeting will cover the customer needs of each zone, projected costs and scheduling of assigned zones, priority of zones, and work to be completed.

### **Geographic Area Management**

Every area has its own unique geographic characteristics that define the parameters of the response. An urban area, smaller municipalities, and rural areas offers different challenges to the successful completion of a disaster recovery mission. Traffic is always an issue that must to be addressed especially when working in and around waterways. Bridges are natural bottlenecks, and our experience has taught us, the less they are used during the transportation of the debris, the better. Ceres is always aware that our disaster recovery work is not the only thing utilizing the transportation system. Through the selection of strategically located DMS, our haul trucks should have minimal impact on these areas, as the haul zones are designed to keep the trucks working close to each DMS. In the successful completion of our Hurricane Katrina disaster recovery operation in Louisiana, we worked with all of these geographical characteristics and traffic never became an issue because the zone design and DMS locations worked together as intended. All impact sensitive areas, such as waterways, parks, forest land, and reserves will be dealt with in an environmentally appropriate manner.

### **Debris Management Sites (DMS)**

Ceres will utilize the DMS identified by the County. In the event that additional sites are required, Ceres will work closely with the County to secure leasing agreements and permitting for additional facilities. The state or local environmental authority would be notified, and the required information submitted by Ceres.

Ceres will provide sufficient equipment and personnel to process, by burning (if allowable) or grinding, a minimum of 210 and up to 500 cubic yards of debris per hour per crew. Each DMS would generally include the following equipment:

- One Grinder, either horizontal or tub (depending upon needs/specs), and/or Air Curtain Incinerator
- Two Backhoes with grapples
- One Wheel Loader with rake
- One Wheel Loader with a light materials bucket for loading mulch
- One Maintenance Truck
- One Water Truck
- One Road Grader (optional)
- One Inspection Tower
- One Hazardous Materials Containment Area
- One Foreman with cell phone
- Four walking floor trucks (120cubic yards) for hauling mulch
- Additional Equipment as determined by the Contract and Site Manager

During work for the USACE in Louisiana after Hurricane Katrina, we performed debris removal operations in 11 Parishes, and operated 54 DMS/final disposal sites, simultaneously.

One operator will be assigned site maintenance duties and will operate the Motor Grader, Water Truck, and Low-bed Trailer. This operator's primary duty is to ensure use of the roads by the dump trucks and maintain dust and fire control. The Loader with blade will have intermittent general site maintenance duties and will keep areas around the burn pits, ash storage, and grinding areas clean.

Ceres will construct a hazardous materials containment area at each DMS measuring approximately 30' x 30'. Typically, the perimeter will be lined with hay bales and staked in place. The area will be lined with heavy gauge plastic (10 mil or greater) to provide a waterproof barrier. A plastic cover (10 mil or greater) will be used to prevent rain from entering the containment area. Site run-off is redirected away from the containment area by site grading. Hazardous materials that are encountered during cleanup operations will be staged in this area. Such materials will be properly disposed of in a timely manner.

### Inspection

DMSs will be the point of inspection and load volume estimation by the County or their designated representative. Inspection towers will be used to observe and record all trucks entering and leaving the DMS and document their loads. The tower will be 10 feet above the existing ground elevation, with a wooden handrail and steps to provide access and constructed of pressure treated lumber. The floor area will be 8'x8', constructed of 2'x8' joists, 16" O.C. with ¾" plywood supported by four 6"x6" posts. The perimeter of the floor area will be protected by a 4' high wall constructed of 2'x4" studs and ¾" plywood. The entire floor area will be covered with a corrugated tin roof. The roof will provide minimum 6' 6" headroom below the support beams. The inspection tower will be large enough to adequately accommodate a minimum of three people simultaneously.

County Monitors/Inspectors will inspect each load to verify that:

- The truck has been pre-approved and measured.
- The load is eligible.
- The 'percentage filled to' figure is determined and noted on each individual load ticket.

The Monitor will determine the capacity of the truck and estimated load volume (percent capacity) and evaluate the load for contaminants requiring segregation. The Monitor will instruct the driver regarding the appropriate dump location at the site and will verify the truck is completely empty following dumping. The Monitor will complete the load ticket presented for each load delivered to the site.



After inspection, the material will be forwarded to the tipping area supported by a wheel loader with rake and laborers. The laborers will inspect the debris and remove any contaminants. Contaminants that are hazardous will be handled by the Hazardous Toxic Waste Specialist, staged in the Hazmat containment area, and disposed of in accordance with federal, state, and local requirements. Other contaminants, such as metal, will be segregated accordingly.

#### Load Tickets and Reporting

Ceres uses preprinted, five-part carbonless, color coded load tickets. The tickets are available for use on this project if approved by the County. Each ticket has a unique serial number and ample space to record information such as: contractor, date, truck number, load size, driver, and type of material, origination, dumpsite, time, GPS Location, and inspector. Ceres uses a custom Access database program to record ticket information. The entry screen follows the format of the load ticket which greatly speeds up data entry. Tickets are easily verified and combined with a truck inspection table contained in the same database. One data entry clerk with minimal training can enter 700 load tickets (the equivalent of about 21,000 cubic yards) per day. Access also contains powerful report features that aid in ticket reconciliation and truck verification. Data is easily converted between Excel and Access for reporting purposes.

#### Material Segregation

Due to the nature of these operations, material segregation is required in order to properly and efficiently process debris. Collection crews will segregate non-grindable debris to the maximum extent possible during collection and loading operations. The inspection tower will also assume responsibility for the segregation of loads containing contaminants or non-grindables. Those loads, which may contain debris ranging from white goods, household hazardous waste (HHW), e-waste, and other materials, will be segregated and sorted either manually or mechanically to remove the contaminants and then dumped in designated and appropriately lined/fenced areas at the DMS until final disposal.

Metal contaminants will be segregated and baled or otherwise processed for recycling. Concrete will be segregated and transported to a recycling facility and may be crushed prior to transport. Glass, plastic, and other materials will similarly be segregated and recycled to the maximum extent possible. Debris that cannot be processed or otherwise recycled will be disposed of at an approved and lawfully permitted construction and demolition final disposal site.

#### Volume Reduction by Grinding

The wheel loader with rake will push material designated for reduction to the grinder. Great care should be taken to keep the debris free of dirt before processing with a grinder/chipper; this both maintains the value of the product and reduces the cost of grinding. If the mulch produced from grinding is to remain on site for more than four weeks, the mulch piles will then be stacked no higher than 12 feet to minimize the potential for spontaneous combustion.

Horizontal grinders, having a predominately closed grinding chamber, can operate with a minimal exclusion zone projecting out at a 45-degree angle at a distance of 250 feet from each corner of the in-feed conveyor. Tub grinders, if used, will operate with an exclusion zone of 300 feet on the “kick” side of the grinder and 50 feet on the “non-kick” side. Grinders will be shut down in a full tub condition to minimize debris ejection. The Dust Control plan will be implemented to ensure dust from the grinder does not impact the adjacent properties. Lockout/tagout procedures will be used on grinders and strictly enforced. All equipment in the vicinity of the grinders will be equipped with fully enclosed cabs.



### Volume Reduction by Burning

The loader/rake will push clean debris in the direction of the burn pit, taking great care to keep the debris free of dirt. Once the debris is piled in the vicinity of the burn pit area, the backhoe with thumb will feed the Air Curtain Incinerator in such a manner as to promote complete combustion. The backhoe will also set aside any material that would process more efficiently in a chipper/grinder, such as large diameter logs or stumps.



The Air Curtain will be operated at least 100 feet from any stockpile of debris and at least 1,000 feet from any occupied structure. Prior to removal of ash debris from the air curtain incinerator pit, the material will be wetted. Ash stockpiles will be at least 100 feet away from any debris stockpiles.

### Final Disposition

Segregated, processed non-grindables will be recycled to the maximum extent possible and practicable. Metals and concrete will be baled, crushed, or otherwise processed for transport to recycling facilities. Documentation will be retained regarding total type and amount of materials recycled and each recycling destination.

Clean woody materials will be processed to generate mulch. Live bottom trucks loaded with a rollout bucket-equipped wheel loader will be used to haul mulch to the final disposal site. Mulch hauling will be performed simultaneously with grinding. Mulch will be applied or disposed of at a site(s) approved by the County, as appropriate. The handling of Incinerator Ash Material will comply with all federal, state, and local requirements and the Incinerator Ash Material Management Plan.

### Work Hours

Collection crews will typically work up to 12 hours per day, seven days per week unless otherwise specified or limited by contractual requirements. For safety reasons, collection crews will work during daylight hours only. Debris processing sites typically operate 24 hours per day, seven days per week if sufficient lighting is provided during evening hours, unless restricted by the contract.



### Traffic Control

As discussed in other sections, Ceres requires and will provide certified traffic control personnel for debris collection, transportation, and processing operations. Competent and qualified personnel will be trained in traffic control procedures and will be provided necessary safety equipment and communication devices. Traffic control personnel will generally be placed at either end of a work zone in order to properly control the flow of traffic into and out of the work zone.

### Site Restoration

The Site Restoration and Environmental Survey Plan will ensure that restoration of the site will meet the owner's requirements and local regulations. In addition to site cleanup and removal of all debris, the Restoration Plan will include requirements for achieving ground cover through topsoil and seeding specifications. Other requirements may be mandated by the Erosion Control Plan, such as maintenance of straw bales, retention ponds, or erosion control fencing until ground cover is established. An outside independent party may be employed to conduct a post utilization environmental survey in order to ensure satisfactory site conditions. Site closure is normally accomplished within 30 days of receipt of the last load of disaster related debris.

### Demobilization Phase

The PM prepares a demobilization checklist that includes a punch list of items to be completed by staff. The Punch List may include items such as arrangement for future maintenance of erosion control measures. The PM and staff are also responsible for final report to the County which includes lessons learned and results of operations.



## Documentation – Field Operations

### Production Reporting

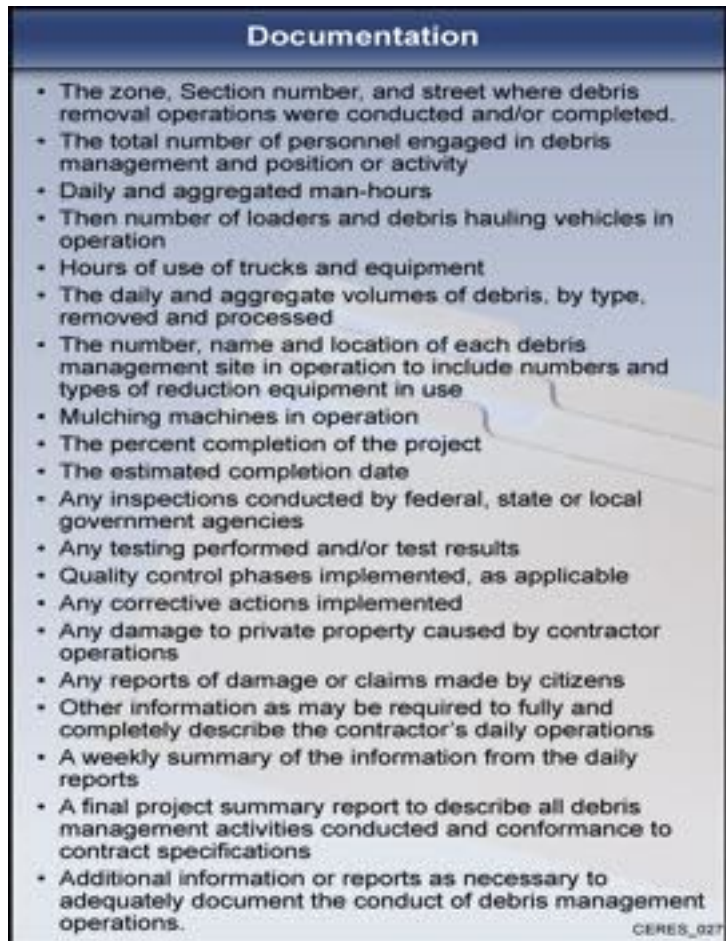
Ceres has developed specific internal procedures to ensure proper audit-quality documentation of daily project activities is captured and provided to the County. This includes project tracking forms, load tickets, truck certification logs, production logs, shift inspection checklists, safety meeting report forms, daily crew reports, and various equipment usage reports. Other reports are prepared and submitted to document project activities, progress, and quality control.

### Quality Control

Daily Contractor Production and Quality Control reports will be completed each day of work and available the following work morning to the County. Original reports are maintained in the Mobile Command Center and daily reconciliation reports are generated to verify information reported on load tickets to information reported on daily production reports. The Project Manager and Project QC Manager will monitor information contained in the Daily Quality Control reports to ensure project activities conform to contractual requirements and that an acceptable level of project quality and workmanship is provided to the County.

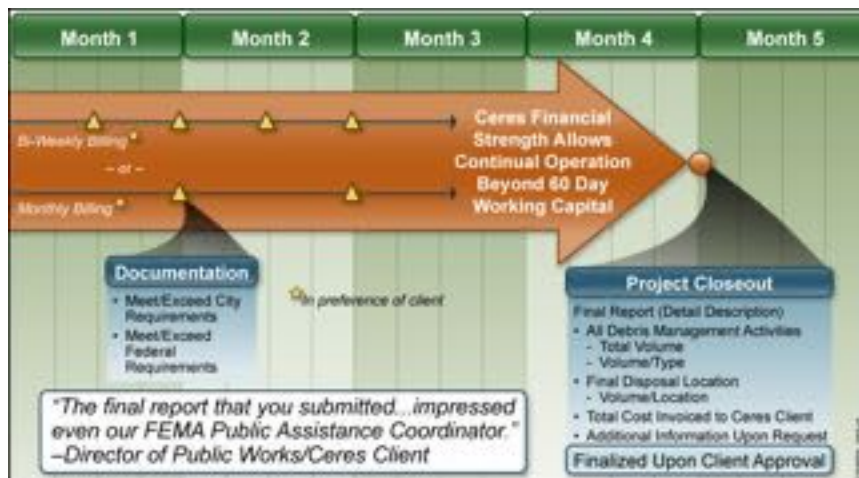
Formalized quality control procedures are applied to each project to ensure documentation procedures are properly and fully implemented and to ensure conformance to project specifications. All personnel, including employees, subcontractors, and suppliers are subject to the provisions of the QC Program. For each project, a Quality Control Plan is specifically developed to detail the QC

organization, individual responsibilities, monitoring procedures of activities and subcontractor activities, documentation requirements for Ceres personnel and all subcontractors, control phases or procedures, and identification and correction procedures for non-conforming activities. The remedies for non-conformance include termination. Exceptional quality control of each project promotes efficiency and avoids investigation and other potential losses.



### Invoicing

Ceres can provide invoices to the County on a bi-weekly, semi-monthly or monthly basis. With each invoice, appropriate documentation will be provided relating to the services provided during the invoice period. Documentation will meet the County requirements and the federal requirements for funding and reimbursement purposes. Ceres will provide technical assistance to the County in the completion of claims filed to FEMA or other agencies for funding and reimbursement. A documentation team will be assembled from representatives of quality control and accounting. This team will assist the County throughout the invoicing and reimbursement process long after the work has been completed.



### Reimbursement Assistance

Ceres is trained and experienced in providing the necessary documentation and assistance toward the preparation of reimbursement claims (Project Worksheets) for the County. If needed, Ceres will provide the County with turnkey services or guidance and technical assistance to ensure proper preparation and submittal of claims for reimbursement and other available funding. Ceres' careful attention to documentation and strict quality control procedures will aid in the acceptance of a claim for reimbursement.

Throughout Ceres' history, no governing entity has been denied reimbursement for work Ceres has performed.

### Program Management Assistance

Ceres is experienced and trained to provide all of the following services to the County:

- Project Worksheet (PW) writing
- Assistance with estimating debris volumes for Initial Damage Assessment (IDA) report
- Expenditures eligible for reimbursement
- Recovery Process Documentation
- Recovery Process Oversight
- Review of records system for applicability to federal and state requirements
- Orientation and training of County personnel on documentation requirements
- Claim documentation

### Project Closeout

A final report will be submitted to the County upon project closeout. Ceres will prepare and submit a detailed description of all debris management activities including total volume of debris by type, final disposal locations and amounts of debris delivered to each, and total cost of the project invoiced to the County. Ceres will also supply additional information upon request of the County and understands that final project reconciliation must be approved by the County.

### Debris Training Program Description

This section discusses the training requirements for all Ceres employees regarding Debris Removal and DMS Management, known as "Debris Training."

The Project Manager or his designee is responsible for the following:

- Implement and administer initial and refresher training programs.
- Determine the appropriate facility-specific training and/or orientation/briefing needed for each employee.

- Ensure employees attend required facility specific training and/or orientation/briefing.
- Ensure employees are assigned positions for which they have received training and/or orientation/briefing.

Project First Line Managers/Foremen are responsible for the following:

- Determine the appropriate facility specific training needed for each employee.
- Ensure employees are only assigned positions for which they have been trained or orientated/briefed, as applicable.

### Initial Training Requirements

There are no educational or experience entry requirements for Debris Training. Comprehension of the English language is required to attend the Debris Training. Comprehension is validated by the successful completion of this training program.

The first step in Debris Training is the designation of an employee as a Debris employee.

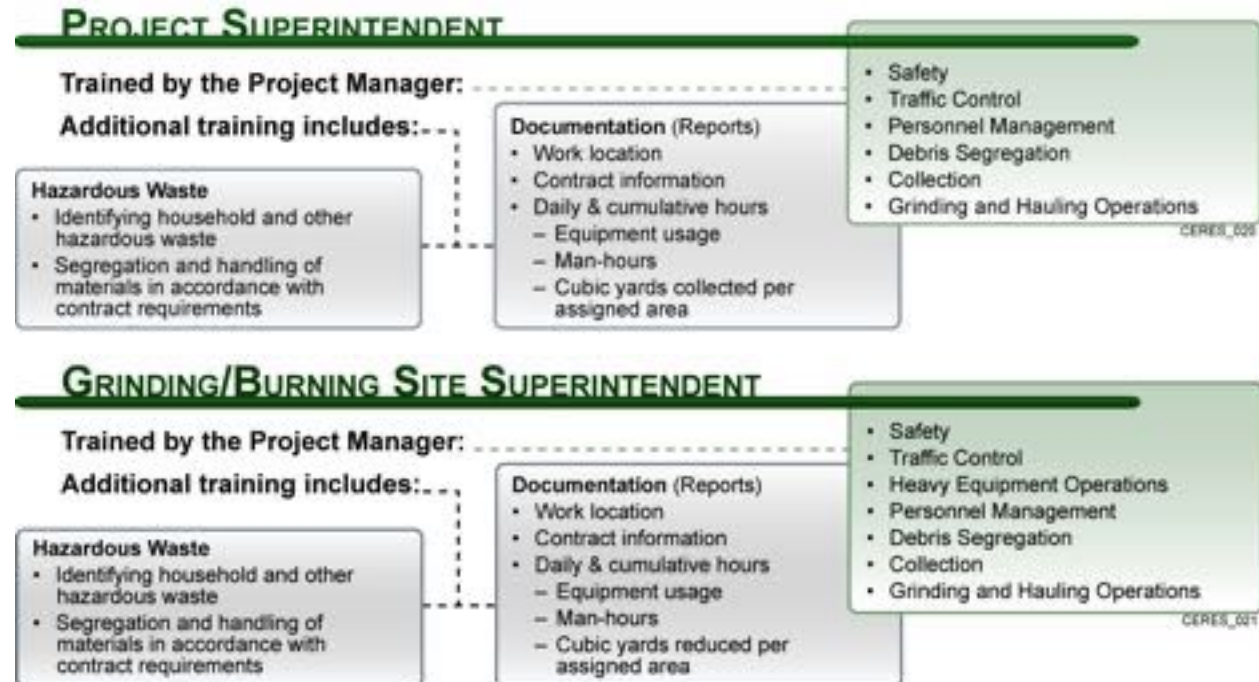
### Training Program Description

The Initial Debris Training Course uses a qualification card that includes a required 90-minute training session that covers review of the FEMA Debris Management training book E/G202, Units 7 and 8 (respectively “Debris Management Site Evaluation and Operation” and “Debris Monitoring”) and an initial safety indoctrination.

Debris Training must be completed prior to assignment and at least every two years thereafter. After the initial 90-minute training/orientation, further project-specific training is conducted by the employee’s immediate supervisor and is conducted on-the-job.

Facility specific training will be conducted regarding the TDSR Site. Topics will include: Fire Prevention, Spill Prevention, Hazardous Materials Handling, Safe Operation of Heavy Equipment, Personal Protective Equipment, and Activity Hazard Analysis training.

Job Descriptions that require specific training are as follows:



## FOREMAN

Trained by the Project Manager or Site Superintendent: -----

- Safety
- Traffic Control
- Heavy Equipment Operations
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

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## CREW LEADER, TRUCK DRIVER, OPERATOR, LABORER

Pre-skilled in functional areas, Separate  
training and evaluation

Additional project specific  
training includes: -----

- Safety
- Traffic Control
- Heavy Equipment Operations
- Personnel Management
- Debris Segregation
- Collection
- Grinding and Hauling Operations

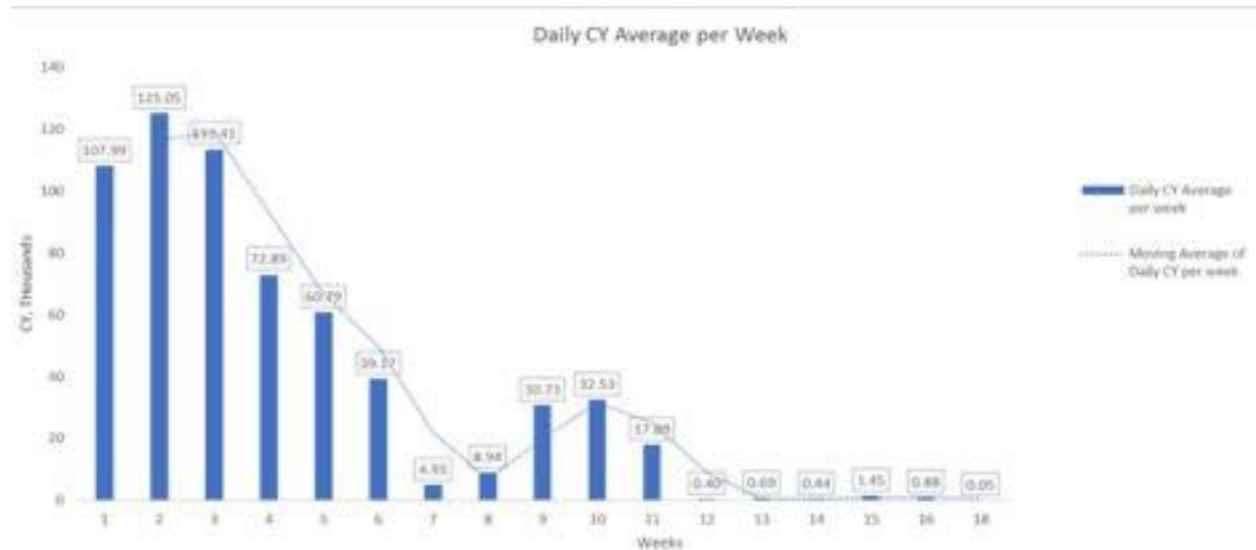
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## E.2 Project Approach – Potential Scenarios

Ceres is expert in quick-response service, as evidenced in a letter from the Superintendent of Public Works of Elizabethtown, Kentucky following a storm debris removal project:

“...Your representatives and employees were cooperative and responsive to our suggestions and requests regarding the progress of the cleanup. **Our town was cleaned up in an amazingly short time and our residents were very thankful.**”

Ceres is also expert in high-volume projects, as shown by our 2018 Hurricane Michael response in Southwest Georgia, where Ceres was activated by the U.S. Army Corps of Engineers (USACE). At the mission’s peak, **Ceres was able to haul 140,000 CYs – 3.3% of the total project – in a single day.** This was accomplished by utilizing 1,628 hauling vehicles and managing 144 subcontracts. The consistency of this type of significant progress allowed us to finish on schedule with the USACE staff drawdown plan. Ceres collected a total of 4.2 million cubic yards of debris.



Ceres is accomplished in all aspects of the work described in the RFP. Some of those tasks are performed in every project, while other activities are performed only in worst case scenarios. Whether Ceres is tasked with the smallest event or the most catastrophic, Ceres has experience and no task is too small nor too large.

As the severity of an event increases, the physical scope of work of a project will grow. A major event will require a wider variety of services, and it will also require a more complex response with a corresponding higher level of management attention. All projects, from an Event Type 1: Spot Job – Localized, or large such as Event Type 7: Catastrophic Event – Total Management –entity-wide will require some basic services including debris loading and hauling. The physical actions of loading debris, cutting trees, hauling debris, reducing debris, managing and closing out a site are similar on small and large events. The larger events also may require additional services including life support (water, ice, food), and as mentioned, the logistics and management abilities required on a larger event are at a higher level. Ceres is qualified to handle all events, large and small, as shown by our successful operations in each of the over 220 FEMA-reimbursed projects we have managed, whether Ceres handled over 13 million cubic yards of debris or less than 10,000 cubic yards of debris.

The estimated cubic yards listed below are general estimates. Likewise, **projected mobilization times and equipment usage given are general estimates.** Graphical displays of approximated past performance on similar sized projects are given as a reference.

The following pages describe 7 projected scenarios and detail projected quantities and production rates. Graphs of hauling production in cubic yards on previous projects performed by Ceres illustrate Ceres’ ability to perform each scope of work in each scenario. The graphs are rough illustrations of vegetative and

construction and demolition debris and may use rounded numbers. The graphs generally do not include stumps, white goods, and other types of materials. Severe one-day drops in production usually indicate a “weather day” of zero hauling for safety reasons.

It is important to note that production rates vary for several reasons. In many cases, the rate of hauling is determined by how quickly citizens bring debris from private property to the curbside. In some cases, such as in Kansas City, the City preferred very quick production. In other cases, the local government wanted Ceres’ hauling crews to stay on the job for an extended time even though production was low, because the citizenry needed time to bring debris to the curbside.

Production rates in an event in the entitie will vary depending on the actual storm event and physical conditions, and also depending on the entity’s wishes, which may relate to how quickly residents can bring material out of their yards to the curbside. Generally, Ceres has the capacity to perform more rapidly than is preferred by the local government.

**Event Type: 1**

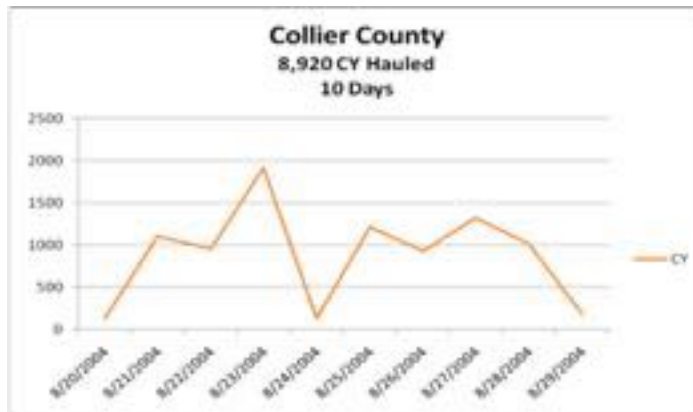
**Spot Jobs – Localized**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** Maximum of 1, no reduction

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 1 acre or more



**Type of Hauling Equipment:** Knuckleboom self-loading trucks, dump trucks/trailers

**Total Expected Cubic Yards of Debris:** less than 10,000 CY

**Quantity of Hauling Equipment:** Ten trucks or less

**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 100% in 24 hours

**Expected Management and Supervision Staff:** 1 project manager, 1 or 2 foremen, 1 project accountant

**Methodology for Scheduling and Routing**

**the Removal of Debris:** Ceres would provide one or more crews consisting of a chain saw crew with flaggers and self-loading knuckleboom trucks. A bobcat type loader may also be used. The crew would be supervised by a foreman who would interface with the entity field representative, and a Ceres project manager would supervise the foreman and interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres’ expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

Ceres will haul the debris to a TDSR site where it will be reduced by compaction (“walking” on the debris with tracked heavy equipment) and then transfer it to a recycling yard for grinding and conversion to mulch for recycling, or other method acceptable to the entity.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be “scaled” or “called” by a entity-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity’s prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.



**Event Type: 2**

**Small Event – Widespread or entity-wide**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** up to 1

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 10 acres

**Type of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers

**Total Expected Cubic Yards of Debris:** up to 30,000 CY

**Quantity of Hauling Equipment:** up to 3 crews with a total of up to 12 trucks and 2 bobcats

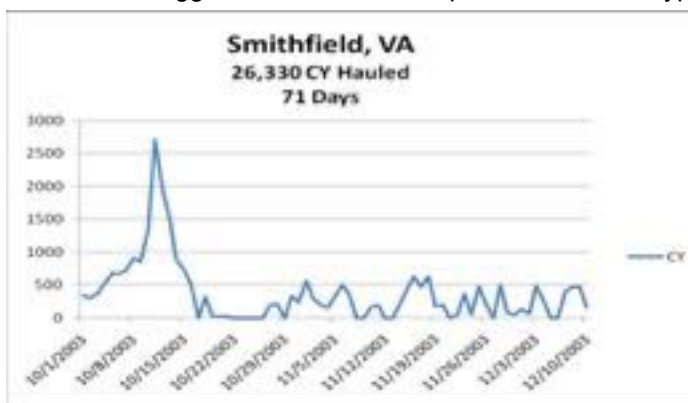
**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 100% in 24 hours

**Expected Management and Supervision Staff:** 1 project manager, 1 superintendent, 1 foreman, 1 project accountant

**Methodology for Scheduling and Routing the Removal of Debris:** Ceres would provide two or three crews consisting of self-loading knuckleboom trucks with flaggers and chain saw operators. Bobcat type

loaders would likely be used to forward material into larger piles for efficient pickup by self-loading knuckleboom trucks. Each crew would be supervised by a lead man, and all crews would be supervised by a superintendent who would interface with the entity field representative. A Debris Management Site (DMS) will be established, a Ceres site manager will be installed who will manage the site operations, which would likely include a dozer, an excavator with grapple, a tub grinder or air curtain incinerator and dump trucks to haul out reduced debris (ash or wood chips). A Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.



loaders would likely be used to forward material into larger piles for efficient pickup by self-loading knuckleboom trucks. Each crew would be supervised by a lead man, and all crews would be supervised by a superintendent who would interface with the entity field representative. A Debris Management Site (DMS) will be established, a Ceres site manager will be installed who will manage the site operations, which would likely include a dozer, an excavator with grapple, a tub grinder or air curtain incinerator and dump trucks to haul out reduced debris (ash or wood chips). A Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

Ceres will haul the debris to a TDSR site where it will be reduced by grinding and then transferred by “live floor” or “walking floor” trucks with approximately 90 cubic yard capacity to a recycling yard for grinding and conversion to mulch for recycling, or other method acceptable to the entity.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be “scaled” or “called” by a entity-authorized monitor and the load call will be recorded on the load ticket.

Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects. Daily reports will be issued by Ceres stating the amounts of debris hauled the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity’s prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

**Event Type: 3**

**Significant Event – Removal, Reduction, Hauling – Woody Debris Only – Widespread or entity-wide**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** 2 or 3

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 15 acres

**Type of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers, other

**Total Expected Cubic Yards of Debris:** up to 400,000 CY

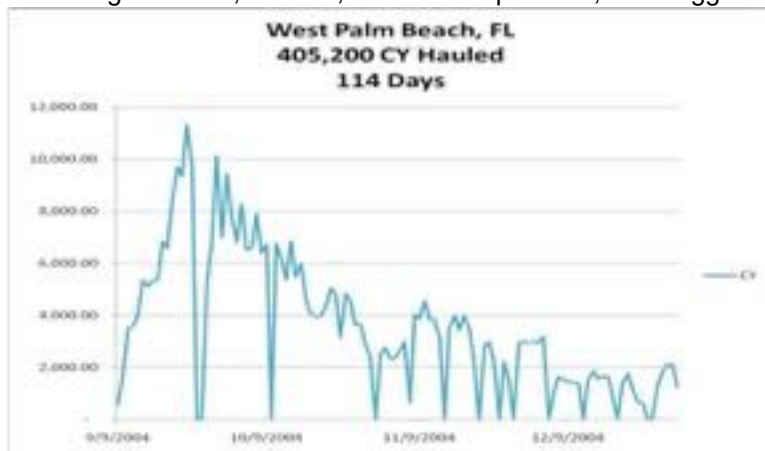
**Quantity of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers, approximately 8 crews with approximately 46 trucks total.

**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 50% in 24 hours, 100% in 48 hours

**Expected Management and Supervision Staff: General Management:** 1 project manager, 1 site superintendent, 1 project superintendent, 2 foremen, 1 quality control officer, 1 administrator, 1 clerk, 1 subcontracting officer, 1 safety and health officer; plus Expected Personnel per TDSR Site: 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

**Methodology for Scheduling and Routing the Removal of Debris:** Ceres would provide several crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be



provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by self-loading knuckleboom trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the entity field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a

tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a entity-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the prior approval of the entity, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.



**Event Type: 4**

**Significant Event – Removal, Reduction, Hauling, and Separating – Mixed Debris – Widespread or entity-wide**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** 3 to 5

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 20 acres

**Type of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers

**Total Expected Cubic Yards of Debris:** up to 775,000 CY

**Quantity of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers, approximately 12 crews with approximately 63 trucks

**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 50% in 24 hours, 100% in 48 hours

**Expected Management and Supervision Staff: General Management:** 1 project manager, 1 site superintendent(s), 1 project superintendent, 3 zone managers, 5 foremen, 1 administrator, 1 accountant, 1 quality control officer, 1 clerk, 1 subcontracting officer, 1 safety and health officer, 1 public relations officer;

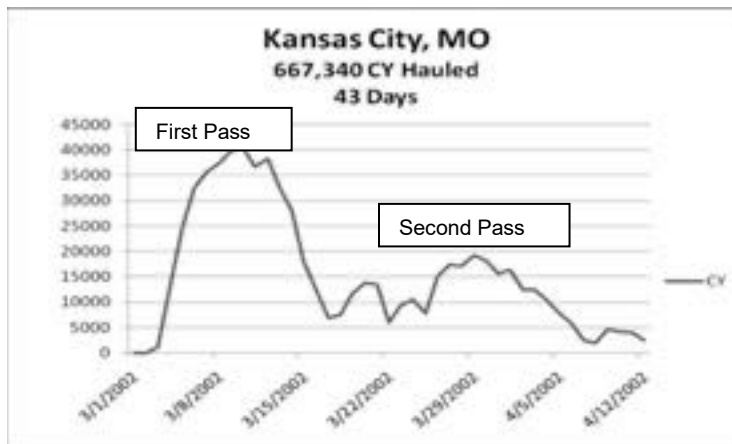
**plus Expected Personnel per TDSR Site:** 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

**Methodology for Scheduling and Routing the Removal of Debris:** Ceres would provide several crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by knuckleboom self-loading trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the entity field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

The project manager together with the project superintendent would interface daily with entity representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from entity representatives.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a entity-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.



**Event Type: 5**

**Catastrophic Event – Removal, Reduction, Hauling, and Separating – Mixed Debris –entity-wide**  
**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** 4 to 6

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 20 acres

**Type of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers

**Total Expected Cubic Yards of Debris:** up to 1,500,000 CY

**Quantity of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers, approximately 32 crews with approximately 87 trucks

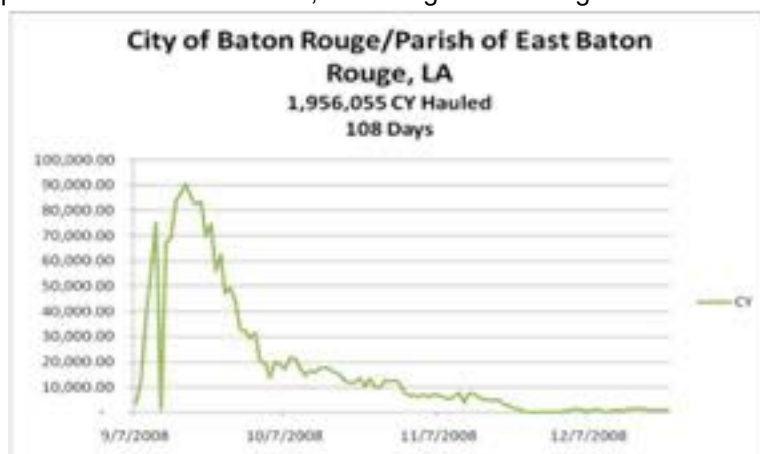
**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 25% in 24 hours, 50% in 48 hours, 100% in 72 hours

**Expected Management and Supervision Staff: General Management:** 1 project manager, 1 project superintendent, 4 site superintendents/zone managers, 10 foreman, 1 FEMA/entity liaison, 1 quality control officer, 1 administrator with 3 clerks, 1 subcontracting officer, 1 safety and health officer, 1 accountant; **plus**

**Expected Personnel per TDSR Site:** 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 5 to 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 1 to 5 additional laborers for segregation and other material handling

**Methodology for Scheduling and Routing the Removal of Debris:** Ceres would provide crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment.



Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by self-loading knuckleboom trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the entity field representative. A Ceres site manager will be installed who will manage the TDSR site operations, which would likely include a tub grinder or air curtain incinerator, a dozer, an excavator with grapple and dump trucks to load out. A

Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

The project manager together with the project superintendent would interface daily with entity representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from entity representatives.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a entity-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

**Event Type: 6**

**Catastrophic Event – Site Management – entity-wide**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office

**Number of TDSR Sites:** 4 to 6

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 20+ acres (possible site layout illustrated below)

**Total expected cubic yards of debris to process and document:** 1,304,369 (see table above)

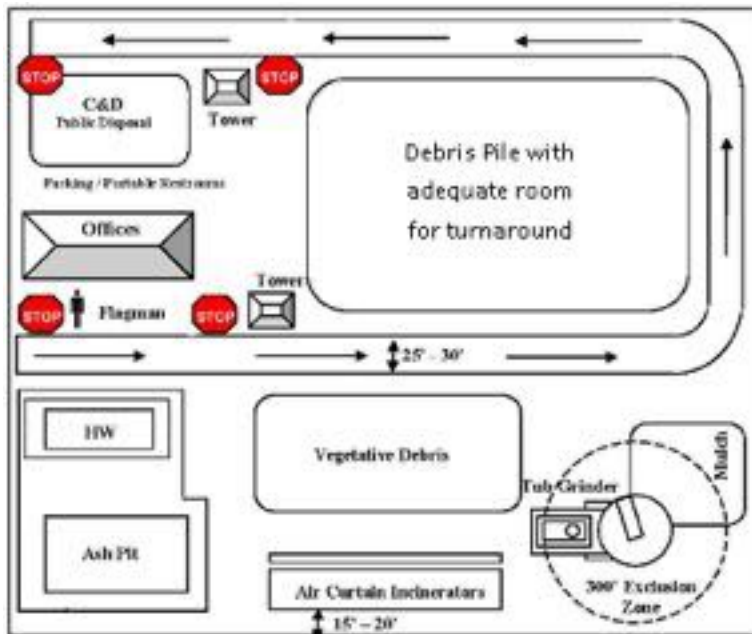
**Time elapsed from Notice to Proceed to first arrival onsite of equipment:** 1 hour

**Time elapsed from Notice to Proceed to complete mobilization:** 25% in 24 hours, 50% in 48 hours, 75% in 72 hours, 100% in 96 hours

**Expected Management and Supervision Staff: General Management personnel:** 1 project manager, 1

assistant project manager, 1 project superintendent, 1 assistant project superintendent, 1 FEMA/entity liaison, 1 quality control officer, 1 administrator with 1 clerk, 1 subcontracting officer, 1 safety and health officer, 1 accountant with 2 clerks and data entry personnel as required; **Expected personnel per TDSR Site:** 1 TDSR Site Manager, 1 foreman with truck and cell phone, 1 assistant foreman, 7 or 8 heavy equipment operators, 2 to 4 flaggers for traffic control, 3 to 5 additional laborers for segregation and other material handling

**Quantity of equipment per site:** 1 grinder, 2 excavators and/or backhoes with grapples, 1 dozer, 1-wheel loader with rake, 1-wheel loader with bucket, 1 maintenance truck, 1 water truck for fire suppression, 1 to 2 inspection towers, 1 hazardous materials containment area.



**Methodology for accepting and measuring of debris:** Inspection – From the constructed tower, the entity’s designated monitor will determine the capacity of the truck and estimated load volume (percent capacity), and evaluate the load for contaminants requiring segregation. The monitor will instruct the driver regarding the appropriate dump location at the site and will verify the truck is completely empty following dumping. The monitor will complete the load ticket presented for each load delivered to the site.

**Unloading -** After inspection, the material will be forwarded to the tipping area supported by a wheel loader with rake and laborers. The laborers will inspect the debris and remove any contaminants. Contaminants that are hazardous will be handled by the hazardous toxic waste specialist, staged in the hazmat containment area, and disposed of in accordance with federal, state, and local requirements. Other contaminants, such as metal, will be segregated accordingly.

**Segregation -** While vegetative debris is generally the most voluminous debris stream, due to the nature of the storm, material segregation is frequently required in order to properly and efficiently process the debris. Collection crews will segregate grindable (vegetative) debris from non-grindable debris to the maximum extent possible during collection and loading operations. These loads, which may contain debris ranging from white goods, household hazardous waste (HHW), e-waste, and other materials, will be segregated and sorted either manually or mechanically to remove the contaminants and then moved to the appropriately lined/fenced areas at the DMS.

**Reduction -** A wheel loader with rake will push material to the excavators and backhoes for loading material into the grinder. If the mulch produced from grinding is to remain on site for more than four weeks, the mulch piles will then be stacked no higher than 12 feet to minimize the potential for spontaneous

combustion. Grinders will operate a safe distance from all other areas of the site to eliminate risk of injury from projectile debris from the grinder. The Dust Control plan will be implemented to ensure dust from the grinder does not impact the adjacent properties. All equipment in the vicinity of the grinders will be equipped with fully enclosed cabs. If burning is allowed, the debris, once piled in the vicinity of the burn pit area, will be fed into the Air Curtain Incinerator in such a manner as to promote complete combustion. The backhoe will also set aside for forwarding any material that would process more efficiently in a chipper/grinder, such as large diameter logs or stumps. The Air Curtain will be operated at least 100 feet from any stockpile of debris and at least 1,000 feet from any occupied structure.

Final Disposal – Once debris measurement and processing operations are complete, the segregates non-grindables will be recycled to the maximum extent possible. Metals and concrete will be baled, crushed, or otherwise processed for transport to recycling facilities. Clean that has been processed into mulch will be loaded into live bottom or similar hauling vehicles for delivery to the final disposal location. Mulch will be applied or disposed of at a site(s) approved by the entity, as appropriate. The handling of incinerator ash material will comply with all federal, state, and local laws and regulations.

Site Closure - The Site Restoration and Environmental Survey Plan will ensure that restoration of the site will meet the owner's requirements and local regulations. In addition to site cleanup and removal of all debris, the site will be returned to its pre-storm condition or better via providing sufficient ground cover, grading, and seeding as necessary. An outside independent party may be employed to conduct a post utilization environmental survey in order to ensure satisfactory site conditions. Site closure is normally accomplished within 30 days of receipt of the last load of disaster related debris.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a entity-authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

**Event Type: 7**

**Catastrophic Event – Total Management – entity-wide**

**Ceres Headquarters Office Location:** Sarasota, Florida permanent office with mobile the entitie office  
Total management would effectively combine the two above Catastrophic Events Types: 5 – Removal, reduction, hauling, and separating mixed debris along with 6 – Site Management

**Number of TDSR Sites:** 6 to 8

**Location of TDSR Sites:** To be determined

**Size of TDSR Sites:** 5 to 20+ acres

**Type of Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers for the ROW/ROE loading and hauling to the temporary sites; and grinders, excavators and/or backhoes with grapples, wheel loader with rake, wheel loader with bucket, maintenance truck, water truck for fire suppression, debris inspection towers, and hazardous materials containment area for site management

**Total Expected Cubic Yards of Debris:** up to 2,300,000 CY

**Quantity of Hauling Equipment:** Self-loading knuckleboom trucks, dump trucks/trailers, approximately 75 crews with approximately 209 trucks

**Expected Management and Supervision Staff: General Management:** entitywide (per site personnel listed separately below): 1 project manager, 1 assistant project manager, 6 to 8 site superintendent(s), 1 project superintendent, 1 assistant project superintendent, 12 to 18 foreman, 1 FEMA/entity liaison, 1 administrator with 4 clerks, 1 quality control officer, 1 safety and health officer, 1 public relations officer, 1 accountant with 1 clerk; **For each TDSR Site, listed as follows:** 1 site manager, 1 assistant site manager, 2 foremen, 1 lead man, 5 to 8 heavy equipment operators, 3 to 6 flaggers for traffic control, 3 to 5 additional laborers for segregation and other material handling per each TDSR site.

**Methodology for Scheduling and Routing the Removal of Debris:** Ceres would provide crews consisting of trucks, loaders, chain saw operators, and flaggers. Trucks and loading equipment would be provided with each crew, including self-loading knuckleboom trucks and other loading and hauling equipment. Bobcat type loaders would likely be used to forward material into larger piles for efficient pickup by knuckleboom self-loading trucks. Each crew would be supervised by a lead man, and each crew would be supervised by a foreman who would report to the Ceres superintendent who would interface with the entity field representative. A Ceres site manager will be installed who will manage the TDSR site operations. Operations at the various TDSR sites would be congruent with the method of operations as listed above, from site inception, preparation, debris acceptance, segregation, processing, haul out, and site closure. A Ceres project manager would supervise the superintendent and DMS site manager and will supervise site restoration. The Ceres project manager will also interface with the entity administrators to assist with FEMA reimbursement including writing the Project Worksheet. Ceres' expert FEMA reimbursement staff would be available to assist further with FEMA reimbursement issues.

The project manager together with the project superintendent would interface daily with entity representatives to review the previous day's progress and would assign streets and geographic territories to crews based on previous progress and input from entity representatives.

**Administration:** All trucks would be placarded and certified by Ceres and entity personnel, and each load would be ticketed by a entity-authorized monitor. All loads will pass under an inspection tower and will be "scaled" or "called" by a entity authorized monitor and the load call will be recorded on the load ticket. Ceres will use its proprietary load ticket software that has been successfully used for twelve years on FEMA-reimbursed projects.

Daily reports will be issued by Ceres stating the amounts of debris hauled, the types of debris, and the zones from which the debris originated. Additional information will be provided by Ceres as requested by the entity. Ceres, with the entity's prior approval, will make available updates to citizens through internet access, including information on which areas have been cleared, and the proposed schedule for future clearing of debris.

### E.3 Added Value Benefits

Throughout our proposal, we have highlighted the experience and capabilities that make us an excellent choice to support Franklin County in the event of a disaster. Ceres has 45 years of experience in disaster recovery and employs a professional and managerial staff with exceptional experience in the field. Ceres has access to more than 1,000 pieces of equipment through contracts with its wholly-owned subsidiary, Ceres Environmental, Inc. Additionally, we have a database of more than 2,500 trusted subcontractors to support our disaster relief efforts. The company is financially secure, with a bonding capacity of more than \$1,500,000,000 per project.

#### Ceres Unique Capabilities

We know that Franklin County will receive proposals from several other qualified disaster relief firms. Why choose Ceres above the others? Beyond our experience and capabilities is our reputation: we always get the job done. Some of the highlights of our reputation include:

- **Ceres Environmental Services, Inc. has never defaulted on a contract or failed to complete any work awarded**

Throughout exemplary performance on over \$2.5 billion dollars of Emergency Debris Management contracts awarded by various government agencies within the past nearly 30 years on over 220 FEMA-funded contracts, Ceres has **never** defaulted or failed to complete a contract.

Ceres has, on more than one occasion, stepped in when other prime contractors could not complete the work they were obligated to perform and has taken over as prime contractor. For example, when a devastating hurricane hit Isle of Wight County in Virginia, the prime contractor could not perform due to other contractual commitments. Ceres stepped in and performed as prime, earning a Letter of Recommendation and appreciation from the County Director of Public Works which reads, in part:

*"Through this very trying and difficult period Ceres has given us exemplary service. They have been responsive in the needs that are unique to our County, they have advised us of FEMA regulations, they have made suggestions to save the County money and most importantly they conducted their business in a professional manner.*

*I have been most impressed by their thoroughness and flexibility. As one may well expect, during such a disaster as this hurricane, plans often go down the drain. They have in many instances put planned duties aside to respond to emergency requests without sacrificing the overall goal."*

- **No client of Ceres has been denied reimbursement for work Ceres has performed**

Ceres' professional staff assists our local clients, upon request, with their preparation and submission of project worksheets for FEMA and other federal agencies.

Ceres' personnel are trained in FEMA regulations and are schooled in the use of FEMA Public Assistance Debris Management Guide FEMA 325/July 2007, as well as additional resource books Public Assistance Guide FEMA 322/June 2007 and Public Assistance Policy Digest 321/January 2008. Ceres personnel are also familiar with the Public Assistance Program and Policy Guide, as well as 2 CFR Part 200 Procurement Standards.

- **Ceres has the proven capacity to handle multiple response situations simultaneously without sacrificing schedules or quality**

In 2018-2019, Ceres was activated by the U.S. Army Corps of Engineers in 13 counties located in southwest Georgia following Hurricane Michael while also performing work for individual jurisdictions in Florida. In addition to this work, Ceres was still actively providing disaster recovery services throughout North and South Carolina as a result of Hurricane Florence.

In 2017, Ceres received 54 major contract activations from cities, counties, and the U.S. Army, including an ACI activation in the U.S. Virgin Islands (USVI) for debris removal and off-island debris disposal. For that work, Ceres received an **Exceptional overall rating – the highest possible contract evaluation** for its Hurricanes Irma and Maria response.

In 2016, Ceres was already working in Louisiana following heavy rains and flooding when Hurricanes Hermine and Matthew hit the U.S. coast within a month of each other. Ceres responded to several

counties in Florida and Georgia after Hurricane Hermine and to an additional 14 jurisdictions in Florida, Georgia, South Carolina and North Carolina after Hurricane Matthew.

Our successful experience in multiple response situations as well as our substantial resources and teaming relationships, assures that Ceres performance on this contract will be to the County's utmost satisfaction.

- **Ceres is Operations, not Marketing, based**

Ceres employs a full staff of Project Managers, Project Superintendents, Quality and Safety Managers and other debris management experts to ensure that we are always ready and able to self-perform. Our Sarasota office location ensures that we will arrive swiftly before or during an event.

- **Ceres' multiple locations ensure that, even if an event affects Ceres' Florida locations, other offices will swiftly take over to meet the needs of the County**

During 2005, Ceres' pre disaster event contracts with Terrebonne Parish, LA and Palm Beach Gardens, FL were activated in response to Hurricanes Katrina and Wilma. Ceres had management staff on the ground before either hurricane made landfall. Katrina and Rita work in other places already had Ceres fully mobilized and in the midst of moving millions of cubic yards of debris and installing thousands of temporary roofs in Mississippi and Florida. Nevertheless, the City of Palm Beach Gardens received such a high level of service that they evaluated Ceres' performance as "Exceptional."

Ceres also has servers storing company documents in multiple locations throughout the country. If one server is lost in an event the data will not be lost and will not prevent Ceres from performing any work for any of its clients.

- **Ceres is completely self-sufficient**

Ceres has a number of containerized offices that can be used mobile command centers. These can be moved to the disaster zone via low bed trailers and semi tractors. These mobile offices can be onsite, equipped with satellite communications and internet, and fully operational within hours. Ceres can also provide a wide variety of emergency housing options, including fully containerized bunkhouses that can be trailered to a Franklin County location.

- **Ceres' Corporate Officers are in the field ensuring the job gets done**

Ceres is structured so that one or two of the corporate officers can be absent from headquarters for extended periods of time in order to manage projects from the field. There are always one or two remaining at the headquarters to ensure continuity of management. This proved very useful when Ceres was awarded a \$1 billion contract by the U.S. Army Corps of Engineers to perform a disaster debris contract following Hurricanes Katrina and Rita in which two of Ceres' corporate officers were in the field in Louisiana for over six months.

Ceres' management is also experienced in a wide variety of geographic conditions. Their work histories include all of the U.S. Gulf states, Hawaii, Alaska, Puerto Rico, Thule, Greenland, Ascension Island, Haiti and New Zealand.

- **Ceres' excellent financial stability means that it can provide performance and payments bonds from treasury-listed carriers in amounts in excess of \$1,500,000,000 per single project**

With liquid working capital and additional credit lines in excess of \$200M available, a lack of financial resources is never an obstacle for Ceres. During Hurricanes Harvey, Irma and Maria, and NorCal wildfires in 2017-18, Ceres carried \$98 million in open invoices with no work stoppages or delay in subcontractor payments. Ceres was able to maintain a steady pace in all of the recovery projects by ensuring that personnel were provided for, equipment was maintained, and subcontractors received prompt payments.

After 45 years of doing demanding work in almost every U.S. state and territory, Ceres is still known for keeping its promises: **Ceres has never defaulted on a contract, failed to complete a contract, nor had any client denied reimbursement.** An evaluation from the Department of the Navy is typical: "*perhaps the finest contractor I have worked with....*" Ceres always adheres to the highest standards of quality, integrity and safety, and that's a promise we do not hesitate to make to Franklin County.

## List of Training/Educational Services

Planning and training is available free of charge to Ceres clients and includes:

- Hurricane Debris Volume Estimation Using the U.S. Army Corps of Engineers Model
- The FEMA Paperwork Process: From IDA to PW and All Points In Between
- Measuring a Truck/Trailer the FEMA Way
- Load Tickets – Who Fills Out What and Why
- Stumps, Stumps, Stumps
- Determining Your Force Account Capabilities or When Will I Need Help
- FEMA Eligibility – What a “Good” Contractor Will Tell You

## Team Introduction

Upon contract award and at Franklin County’s request, a personal visit by a Ceres Project Manager can be scheduled. The purpose of this visit is the personal introduction of key members of each party’s team; discussion of the planning, training and disaster response preparedness needs from the County’s perspective; and a review of Ceres’ Debris Management Plan, from mobilization to the Final Report. Tours of each of the sites identified for the following uses will be jointly conducted:

- Equipment Staging
- Temporary Debris Staging and Reduction
- Local Landfills Authorized for Final Disposal
- City Public Works Offices
- City Administration

This meeting typically requires the better part of a normal workday. Discussion will loosely follow a prepared script designed to address the critical elements of resource requirements and knowledge-base known to significantly enhance the County’s level of disaster response preparedness.

This is step one in the strategic pre-positioning of the interpersonal knowledge of both parties’ teammates. Getting to know each other prior to an event is very important in maintaining a seamless transition into an actual disaster recovery mission.

## Annual Hurricane Exercise Participation and Technical Training

Ceres is qualified and able to participate in Franklin County’s annual hurricane exercise or pre-event training days and agrees to have at least one Ceres representative available at each event for the term of the contract, if requested. Ceres is also qualified to provide other training related to technical aspects of disaster recovery. This training includes FEMA worksheets, the available methods of recording project data from tickets and truck certifications onto electronic records, and databases and field operations.

## Disaster Response Typical Event Training

Ceres’ training also covers topics included in a list of typical events that occur in a disaster response (**Source: FEMA Public Assistance Policy Digest**), creating further opportunities to develop the relationships between Norman’s staff and Ceres personnel that will help to ensure a successful debris management operation. FEMA topics covered include:

- Local response – emergency operations center activation – declaration of state of emergency
- Continue emergency work-maintain records (labor, equipment, materials, and contracts)
- Compile initial estimated damage. Report to State emergency management agency
- Evaluate needs and request State/Federal assistance
- Federal/State survey of need—Preliminary Damage Assessment (PDA)
- Governor’s request for Federal assistance
- Presidential declaration
- Designation of applicant’s agent
- Attend Applicant’s Briefing and submit a Request for Public Assistance
- Attend Kickoff Meeting with Public Assistance Coordination (PAC) Crew Leader—discuss project formulation
- Prepare Project Worksheets—work with the PAC Crew Leader



- Address applicable Special Considerations (floodplain management, insurance, hazard mitigation and compliance with environmental and historic preservation laws)
- Complete application for Federal funds
- Maintain required documentation (labor, equipment, materials, and contracts)
- Receive payment of small projects—for Federal share and possibly State share
- Complete approved disaster work within time allowed
- Request final inspections
- Submit documents for final inspection, program review, and close-out

Keep all documentation for 3 years from date of final Financial Status Report, or follow State and applicant record retention policies if they require retention beyond 3 years

### Additional Services

Ceres Environmental Services, Inc. can supply Franklin County with additional services that may not be covered in the RFP Pricing Schedule. These include re-establishing communications, supplying temporary housing and restroom facilities, beach and shoreline restoration, and canal and river debris removal and restoration, as well as others described below. Teaming relationships with subcontractors experienced in marine recovery efforts allow us to handle sunken vessel removal.

Pricing for any of these additional services must be determined by negotiation in accordance with FEMA guidelines to supply services that are reimbursable by FEMA to Franklin County. The *Public Assistance Guide, FEMA 322* is an invaluable reference especially the section in “Chapter 2: Eligibility” headed ‘Categories of Work’ beginning on page 66.

### Emergency Road Clearing-Cutting and Pushing Public Right of Ways

This important service is described in detail in our proposal **Section E.1 Project Management Approach**. By adding “cut and push”, if it is not already part of a contract, Franklin County enjoys a continuity of service that many of our customers find invaluable.

### Right of Entry (ROE) Private Property Debris Removal (PPDR)

If requested by Franklin County, Ceres can remove hazardous vegetative or C&D debris from private property, when said debris is the result of a declared disaster and when Ceres is tasked with the work by Franklin County. Ceres can assist Franklin County in requesting FEMA’s assistance for such work in advance of performing it. Each property is assessed using digital camera/video recordings to document the pre and post condition of the property. Utility companies are notified, and all utilities are located and marked prior to any work being done. Once all proper documentation, access, and Right of Entry forms are completed, work may commence. Most recently, following the 2011 Alabama Spring Tornadoes, Ceres successfully completed private property work under contract with the USACE for both Lawrence and Limestone counties. As stated above, this is usually done only following FEMA pronouncement that such work shall be reimbursable.

### Removal and Replacement of Sand and Debris

With a task order from Franklin County to the Project Manager, Ceres crews will segregate, collect, transport, process, and dispose/replace sand and debris displaced by the event. Each general clean-up crew will likely consist of the following equipment.

- One Wheeled Loader with Rake/Bucket
- One to six Semi-Tractor(s) with Trailer(s)
- One Screening Plant
- One Front-end Mechanical Broom Sweeping

As directed by Franklin County, Ceres will provide a front-end mechanical broom sweeper to clear streets, gutters, and storm-drains of scattered tree debris. Work will be assigned by sections or quadrants. Debris will be consolidated into piles of approximately five CYs and located as to not disrupt pedestrian or vehicular traffic. Piles will then be loaded and hauled. Sand will be handled as directed by Franklin County.

### Temporary Housing - Base Camps and Bunkhouses

Ceres can provide Franklin County with a wide variety of emergency housing options. Fully containerized bunkhouses can be trailered to a Franklin County location, or more long-term solutions can be built such as large housing tents and hard wall constructions.

### **Food Service/Catering**

Ceres can provide meals as directed by Franklin County either through a mobile kitchen or in a variety of ready-to-eat formats upon issuance of a Franklin County task order. We can provide a mobile kitchen supported by a reefer container that is capable of feeding 250-1000 personnel three basic meals per day. We can supply more elaborate meals if desired.

Supplying our personnel and subcontract personnel with meals is done using the most cost-effective method. When a large number of personnel with similar schedules are housed together, we have used group dining. Ceres provides food service through various subcontracting relationships. Meal options can be as simple as self-heating single meals, or full-service dining, with temporary kitchen facilities and a dining galley.

### **Temporary Restroom and Shower Facilities**

If sewer and water utilities are unavailable, Ceres can supply a range of temporary restrooms and shower facilities. These include single stall, standardized port-a-johns, multiple-stall comfort stations, completely containerized shower facilities, and assembled corral-type showers. Ceres works with Franklin County personnel to identify specific needs and arrange to have sufficient facilities in place to accommodate every need.

During our Hurricane Katrina response, Ceres provided life support including meals, shelter, showers and sanitary facilities for 400 people. We also supplied travel trailers for our own personnel due to the unavailability of housing. Following Hurricane Ike in Texas in 2008, Ceres provided Chambers County with hot meals in four locations plus showers and sanitary facilities.

### **Potable Water and Ice Delivery**

Ceres will supply Franklin County with appropriate potable water, ice, and also necessary refrigeration and freezer units to store food, water and ice if required.

### **Temporary Power Generation**

Through agreements with various suppliers, Ceres can provide many options for temporary power generation. Both gas and diesel generators ranging from 5kw up to 1,600kw can be onsite, available for use in short order.

### **Temporary Roofing Facilities (Dry-In)**

Ceres is well versed in temporary roofing operations and has been successfully installing temporary dry-in on facilities since our response to Hurricane Georges in 1998. Roofing materials would vary depending on the size of repair and severity of damage; however, most common repairs would be completed with high quality plastic sheeting, furring strips and nails. Payment is based upon per square foot of roof covered.

### **Government Temporary Trailer Installation**

If required, Ceres will provide crews to install government supplied housing (travel trailers). We have performed installations ranging from simply setting and securing the trailer to full installations including routing sewer lines, water taps, power poles, and building ramps/steps for easy access.

### **Sewer, Culvert, and Catch Basin Cleaning**

If required, Ceres will supply full-service cleaning/pumping for sewers, culverts, and catch basins. We will provide qualified crews and can supply diesel and gas powered, trash, submersible hydraulic, double diaphragm and centrifugal pumps to allow for cleaning of pipes from an 8-inch diameter up to and beyond 5-foot diameter pipes.

### **Mobile Office Command Center**

Ceres has a number of containerized offices that can be used mobile command centers. These can be moved to the disaster zone via low bed trailers and semi tractors. We also have access to additional units through our partnering relationships. These mobile offices can be onsite, equipped with satellite communications and internet, and fully operational within hours.

### **Roll-off Hauling**

Two separate roll-off-related services might be requested by Franklin County. The services may require 10 and 40 cubic yard roll-offs. The roll-off service will use sufficient trucks to ensure roll-offs are filled repeatedly with minimum wait time.

### Beach Restoration

Ceres will screen debris-laden sand from beach areas and will remove sand if acceptable adjacent borrow areas exist, to replace sand lost to storm activity. If appropriate borrow areas do not exist, Ceres will transport Franklin County purchased sand at trucking prices consistent with existing proposal trucking prices. Ceres will use a trommel screen or equivalent onsite at the beach for screening and will use appropriate dump trucks or off-road dump trucks to transport clean sand. Ceres will use a long-boom hydraulic excavator to excavate borrowed sand adjacent to the beach and will use a wheel loader to place the sand after dumping.

### River and Canal Shore Line Restoration

Ceres will transport and place fill material purchased by Franklin County to river and canal shorelines. The material will be transported by on-road and off-road dump trucks and placed by wheel loaders.

### Community Relations Support

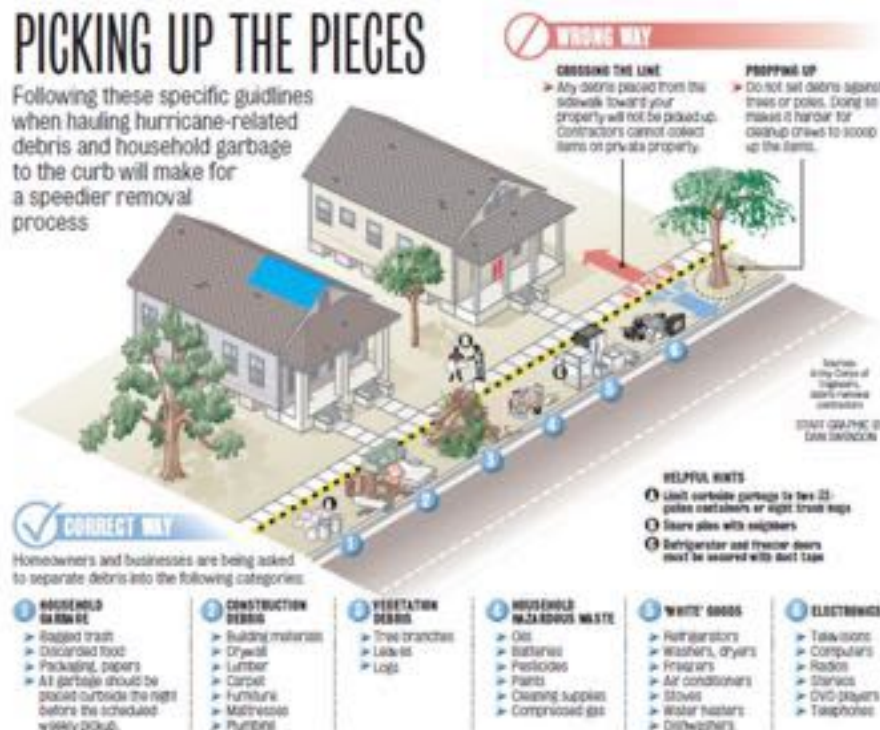
One of the most important support functions that Ceres Environmental Services, Inc. can provide our clients in the event of a natural disaster is to help Franklin County officials engage in community relations. Ceres provides important resources for keeping residents informed on the progress of cleanup.

Announcements will be provided to news media including newspapers, radio and television. Ceres will institute a "Hot Line" for toll-free calls to answer questions and to take requests for "Hot Spot" service for debris removal or other services or complaints.

A series of announcements to citizens may follow this progression of themes and estimated timeframes:

- |  |              |
|--|--------------|
| 1. Segregate your debris by type and place it in the right of way (curbside)                             | NTP* + 1 day |
| 2. Work crews have begun debris pickup and will arrive in your neighborhood shortly for the first pass   | NTP + 2 days |
| 3. First pass is nearing completion; place debris on the right of way in preparation for the second pass | NTP + TBD    |
| 4. Second pass is underway   | NTP + TBD    |
| 5. Project is nearing completion, be sure to place debris on right of way                                | NTP + TBD    |
| 6. Debris cleanup will be complete in one week   | NTP + TBD    |

\*NTP = Notice To Proceed



### **Toll Free Hotline and E-Mail Management**

Large phone and e-mail traffic from concerned residents are a part of every natural disaster. Ceres maintains a toll free Storm Hotline that is staffed and accessible 24 hours a day, 7 days a week to handle questions, concerns or complaints related to clean-up: **1-877-STORM12**. The number is prominently displayed on all Ceres equipment working the clean-up area. Ceres monitors call and e-mail volume, and establishes additional toll free numbers and enlists additional staff whenever greater capacity is required to ensure maximum community responsiveness.

Call center staff keep a log of incoming calls and e-mails, recording the address of the reported incident, resident's name, reported complaint, date and time of reported incident, and the truck number (if applicable). This group compiles incoming resident communications and organizes them into date/time of receipt and response priorities. Ceres sorts through messages to identify time-sensitive incidents such as broken water lines that need immediate attention. Each incident is investigated, and ultimately we locate the responsible crew if fault is found. Reports from this database will be accessible daily or weekly and can be disbursed to Franklin County officials accordingly.

### **Catastrophic Events with Loss of Electronic Communication Systems**

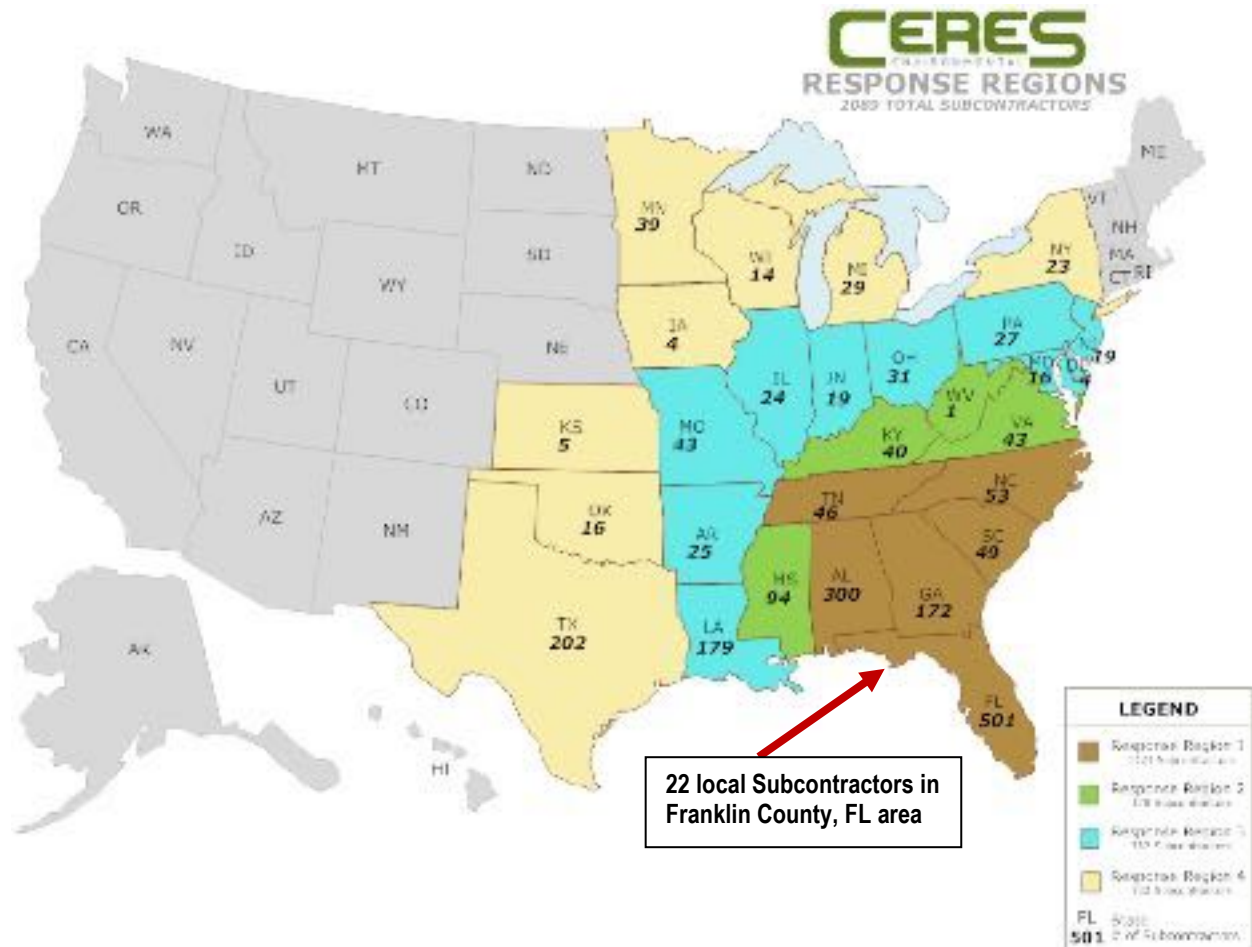
Franklin County has a significant risk of an impact by a catastrophic or other major event in which traditional community messaging methods would be disrupted. Ceres is committed to ensuring adequate information is available about the scheduling and progress of recovery operations. As every disaster situation is different, Ceres' plans use a combination of non-electric post-disaster information systems that include Disaster Recovery Centers; variable message boards; and/or a signage system similar to the message system used by highway crews.

Disaster Recovery Centers are statically placed in a disaster area to ensure an impacted community has a one-stop point of contact for recovery-related services. The Centers are initiated by the local emergency management agency and are supported by local, state, federal and nonprofit organizations that provide disaster recovery services. Posting debris curbside segregation information, cleanup schedules and cleanup progress reports at these centers will provide anyone looking for disaster information in their community with access to the debris recovery process.



Variable message boards will be placed at the entrance of neighborhoods to alert the residence of when to expect the next debris collection pass. As citizens of Franklin County are likely accustomed to obtaining information from roadway median signs, information about cleanup can be posted in a similar manner.

## E.4 Subcontracting Plan



### Introduction

Our objective at Ceres Environmental Services, Inc. is to perform all work associated with this contract in an efficient and safe manner through the effective administration and management of our equipment, personnel, subcontractors, and suppliers. In accordance with Ceres' policies and programs, the work plan for this contract will be developed and executed assisting, counseling, advising, and utilizing, to the maximum extent possible and to the extent consistent with Franklin County's interest, Local and other Small Businesses (SB) as well as Small Disadvantaged Businesses (SDB) such as HUBZone, Veteran-owned (VO), Service Disabled Veteran-Owned (SDVO), Woman-Owned (WOSB) for the provision of equipment, labor, services and supplies.

It is important for Ceres to provide opportunities for local companies and their employees to work on any project that may result from this contract. Additionally, Ceres may directly employ individuals to work for Ceres on a project. Ceres has a very well developed subcontracting plan, and Ceres also has a stellar record of implementing our plan and making payments to local subcontractors on past projects performed when Ceres is the prime contractor.

During our Hurricane Katrina response, Ceres was very successful in subcontracting with local companies. Our first priority is to give opportunities to local firms and it is our commitment to meet or exceed other small business and minority hiring goals of Franklin County. We recognize the importance of bringing in local companies and thereby further assisting in the economic recovery of the local area.

Ceres paid local subcontractors 59.5% of subcontracted dollars during our response to Hurricanes Katrina and Rita in Louisiana, and successfully subcontracted to Small Disadvantaged Businesses (10.77%), Women Owned Businesses (18.25%) and Veteran Owned Businesses (8.38%).

Additionally, over the 2011 Alabama tornado season, Ceres paid 80% of subcontracting dollars to Alabama businesses. Ceres employs a Subcontract Manager who is dedicated to soliciting and involving local businesses with our projects. We look forward to using our subcontracting plan to further involve local businesses with work opportunities with Ceres.

### Subcontracting To Firms within the Area of the Project

It is the intention, policy and practice of Ceres to utilize **local** subcontract services in the performance of the proposed contract to the maximum extent possible as consistent, within the requirements of **the Stafford Act**, Sec. 307, Use of Local Firms and Individuals (42 U.S.C. 5150), the prime contract and sound business practices and management policies. In General - In the expenditure of Federal funds for debris clearance, distribution of supplies, reconstruction, and other major disaster or emergency assistance activities which may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the area affected by such major disaster or emergency. We recognize the advantages obtainable by utilizing other responsible and experienced firms who are capable of furnishing specialty services and products of high quality. First priority will be given to those subcontractors who are from or do business in the surrounding area.

A separate program will be included for local contractors that do not necessarily have goals established under the contract requirements. Ceres' internal subcontractor databases, on-line databases, online local business directories, and local government offices will be used to identify contractors in the immediate area. This is the process used quite successfully by Ceres on previous projects. The search and identification will validate the speed and performance level to mobilize contractors on site and begin the physical work. Our internal subcontractor database includes subcontractors who have expressed an interest in or assisted our firm in the successful completion of emergency response contracts. All efforts will be made to also procure supplies, materials and labor from local vendors.

Ceres has and will continue to communicate with local authorities, elected officials, and community organizations, its desire to hire local and small business enterprises and subcategory businesses to meet the requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones. Copies of the contract will be sent to Plan Rooms servicing the particular region in addition to our office in the project area. The contract will also be posted to a web site and potential subcontractor registration will also be available via web, FAX, direct contact (1-877-STORM12). A dedicated toll-free telephone service will be established specifically for subcontractors interested in contracting with Ceres. Ceres has made as many resources available to subcontractors as possible in order to initiate and facilitate communication.

The Manager of Administration and the Subcontract Manager will notify regionally based subcontractors of the issuance of a notice to proceed. Ceres' subcontractor database currently contains more than 2,000 disaster debris management prospective subcontractors who have contacted Ceres with an interest in subcontracting. More than 1,100 of these subcontractors have worked on Ceres' disaster projects, providing, along with Ceres' owned fleet, more than 7,000 pieces of loading and hauling equipment. While our database of qualified subcontractors is very large, it is our intention to select from a more regionally based group and have established for Franklin County four unique response regions. These are based on relative distance from your area and use straight-line miles and/or drive time to establish which region each state of potential subcontractors belongs in.

Listed below is information taken directly from our subcontractor database, showing the home state of operation and numbers of subcontractors, by the approximate drive times to Franklin County. A list of prospective Florida subcontractors is included in this proposal. Should you desire a listing of the Region 1-4 subcontractors by name and location; Ceres can provide such a list upon request.

Response Region 1: 240 straight-line miles or 6-8 hours driving time			
<b>Alabama</b>	98	<b>North Carolina</b>	69
<b>Florida</b>	520	<b>South Carolina</b>	57
<b>Georgia</b>	181	<b>Tennessee</b>	50
Subtotal of firms within 6-8 hours driving time = 975			

<b>Response Region 2: 360 straight-line miles or 8-10 hours driving time</b>			
<b>Kentucky</b>	41	<b>Mississippi</b>	74
<b>Virginia</b>	44	<b>West Virginia</b>	2
Subtotal of firms within 8-10 hours driving time = 161			
<b>Response Region 3: 360 straight-line miles or 8-10 hours driving time</b>			
<b>Arkansas</b>	28	<b>Delaware</b>	5
<b>Maryland</b>	17	<b>Missouri</b>	46
<b>Illinois</b>	32	<b>New Jersey</b>	20
<b>Indiana</b>	20	<b>Ohio</b>	33
<b>Louisiana</b>	214	<b>Pennsylvania</b>	29
Subtotal of firms within 8-10 hours driving time = 444			
Total Number of Subcontractors Within One Days Driving Time = 1,580			
<b>Response Region 4: greater than 600 straight-line miles or more than 14 hours driving time</b>			
<b>Iowa</b>	7	<b>New York</b>	27
<b>Kansas</b>	6	<b>Oklahoma</b>	20
<b>Michigan</b>	35	<b>Texas</b>	217
<b>Minnesota</b>	41	<b>Wisconsin</b>	15
Subtotal of firms greater than 14 hours driving time = 368			
Total Number of Subcontractors Within Two Days Driving Time = 1948			

### **Ceres Subcontract Manager and Duties**

The Ceres Subcontract Manager is:

Tia Laurie  
Subcontract Manager  
Ceres Environmental Services, Inc.  
6968 Professional Parkway  
Sarasota, FL 34240  
(800) 218-4424  
[tia.laurie@ceresenv.com](mailto:tia.laurie@ceresenv.com)

Ms. Laurie's responsibilities include:

- Identification, development, and maintenance of source lists of small, small disadvantaged, and women-owned small business concerns. Verifying the list of subcontract entities, or database, is properly maintained.
- Develop outreach programs through advertising; broadcast fax solicitations; networking with local and national organizations such as SBA, applicable trade unions, Chambers of Commerce etc.
- Ensuring the inclusion of targeted business concerns in all solicitations for services or products; and ensuring that all solicitations are structured to permit the maximum possible participation by targeted concerns.
- Ensuring that certain solicitations or sources sought are restricted to SDB concerns (competitive basis).
- Ensuring the establishment and maintenance of records of all subcontract awards to ensure appropriate documentation of non-selection of bids submitted by targeted enterprises.
- Ensuring the preparation and submittal of all compliance reports.
- Maintaining records and measuring performance against established goals.
- Advise, train, and foster project management personnel on the purposes of the SB Subcontracting Program.
- To ensure any provided study or reports are formatted in a manner compliant with the contract or otherwise acceptable to the County.
- Encouraging all employees and subcontractors to attend off-site training courses offered by public and private entities in small business development and small business program goals. Arranging for the conduct of training for purchasing personnel regarding the intent and impact of Public Law Public Law 99-661, Section 1207 and Public Law 100-180, Section 806 on purchasing procedures.

- Participate in voluntary federal programs which encourage the private sector to utilize SDBs, SBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.
- Ensuring periodic rotation of potential subcontractors on bidder's lists.
- Identification of other SB concerns when the number of prospective sources is not adequate using the internet or other mass media as a resource.
- Review and approval of SB subcontracting plans submitted by large businesses.
- Maintaining requirements of the prime contract in subcontract agreements. Verification that subcontract agreements contain flowdown clauses.
- Prepare and submit semi-annual and annual subcontracting reports.
- Reporting progress in achieving goals under this program to senior level management.
- Implementation of an "in-reach" program that provides targeted businesses access to project managers and key personnel.

### **Methods Utilized To Develop and Achieve Subcontracting Goals**

Ceres will utilize a minimum of one subcontract manager and/or specialists in the execution of this contract. All personnel are familiar with and recognize Ceres' commitment to Public Law 99-661, Section 1207 and Public Law 100-180, Section 806 and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 and Public Law. Ceres will conduct internal training seminars and workshops to assure staff compliance with requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.

In addition to technical and field work subcontracted in association with this contract, buyers will make every effort to identify and utilize SBs & SDBs for supplies and services including but not limited to the following: Office and temporary housing service, Cleaning and supplies, Housekeeping Services, Laboratory Supplies and Services, Safeguarding and Security Services, and other supplies and services not typically identified for subcontract opportunities to targeted firms. Additionally, large business subcontractors will be counseled on the identification, evaluation, solicitation, and utilization of targeted businesses within their scope of services. Historically, principal items or areas we have identified for subcontract opportunities to SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones under these similar contracts include:

- Trucking and Hauling
- POL Products
- Nursery and Landscape Products and Services
- Sand and Aggregate
- Field vehicle supply, parts and service/maintenance
- Labor housing (tent and food service supply)
- Portable Toilet supply and service
- Office and temporary housing service, cleaning and supplies
- Office and clerical support staff
- General Laborers
- Parts, fuel, maintenance, and related equipment service
- Heavy Equipment Rental/Lease concerns
- Specialty services such as, but not limited to: sewer cleaning services, solid waste hauling, and recycling, tree removal and trimming, and demolition.

Through the application of Ceres' proven capabilities relative to technical performance and contract administration, it is our intent that the Owner be provided with the highest level of performance while still achieving our participation goals and capturing opportunities for these businesses while acquiring an expanded base of qualified small businesses; obtaining more competitive pricing on procurement opportunities resulting in cost savings; and achieving an increase in small business program goal accomplishments.



Achievement of these goals will be realized through the application of the following functions and activities:

- Identification and maintenance of a qualified potential Internal Subcontractor Database, which includes business status within each level of government.
- Developing and maintaining bidder's lists for each new project of SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones from all possible resources to include but certainly not limited to the Internal Database.
- Identification of all federal, state, and local government and private associations/coalitions for targeted businesses.
- Solicit, counsel, and discuss subcontracting opportunities with representatives of targeted business firms, and encourage certification of these firms prior to commencement of work.
- Provide assistance to business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Ensuring that procurement packages are designed to permit the maximum possible participation.
- Ensure that SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones concerns have an equitable opportunity to compete for subcontracts, and that other subcontracts and services are identified that will be restricted to competitive SDB bids. Identification of subcontracts for restricted competitive bid should consider all potential services and supplies and not only those traditionally awarded to SB or SDB firms. See also DFARS 219.705-4(d).
- Provide internal motivational training to encourage purchasing and contract administration personnel to meet or exceed these goals.
- Provide assistance to potential subcontractors in completing the System of Award Management (SAM)
- Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status for the purpose of obtaining a subcontract intended to be included as part or all of a goal contained within this subcontracting plan.
- Conduct reviews of subcontractor performance, providing feedback to SB and SDB firms relative to competency, abilities, experience and capacity and provide technical assistance to any firms as appropriate, based on the outcome of the review. This review may be done prior to award or at any time post-award, but must be completed prior to completion of any awarded work. Reviews may not be conducted for those firms with whom Ceres has had a prior working relationship and who have already demonstrated appropriate competency, ability and capacity to perform the required work or service. Ceres also makes every effort to establish long-term working relationships with SBs and SDBs to include long-range project plans (e.g. joint ventures, teaming agreements, etc).
- Submit the required reports and documentation of all efforts used to identify and solicit targeted business concerns.
- Participate and cooperate in any studies or surveys that may be requested by the Owner or other agencies.

### **Utilization of Small Business Concerns and Small Disadvantaged Business Concerns**

It is the policy of Ceres and its agents, hereinafter referred to as "contractor" or "contractor plan," to hire small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals. Ceres agrees to carry out this policy in awarding to subcontractors, to the fullest extent possible, consistent with the efficient performance of this agreement and its options. Ceres agrees to cooperate in any studies or surveys that may be conducted by the County as may be necessary to determine the extent of Ceres' compliance with this clause.

As used in this plan, the term "small business concern" (SB) will mean a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations. The term "small business concern owned and controlled by socially and economically disadvantaged individuals" (SDB) will mean a business concern:

- (1) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially or economically disadvantaged individuals; and
- (2) Whose management and daily business operations are controlled by one or more such individuals.

Ceres will presume that socially and economically disadvantaged individuals include Black-Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans and other minorities, or any individual found to be disadvantaged by the Administration pursuant to 8(a) of the Small Business Act.

### **Utilization of Service Disabled-Veteran, Veteran-Owned and Women-Owned Small Business Concerns**

It is the policy of Ceres to hire small business concerns and small business concerns owned and controlled by service-disabled veterans, veterans, and women. Service disabled veteran and women owned, as used in this clause, means businesses that are at least 51 percent owned by veterans, service disabled veterans or women who are United States citizens and who also control and operate the business. Ceres agrees to use its best efforts to give veteran, service disabled veteran, and women-owned small businesses the maximum practical opportunity to participate in subcontract awards to the fullest extent consistent with the efficient performance of this contract plan.

### **Utilization of HUBZone Small Business Concerns**

It is the policy of Ceres to hire HUBZone small business concerns. HUBZone small business concern means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns Maintained by the SBA.

### **Description of Efforts to Ensure That SBs, Service Disabled Veteran Businesses, Woman-Owned Businesses, HUBZone Businesses, and SDBs Have an Equitable Opportunity to Participate In the Acquisition**

Ceres agrees to use its best efforts to give targeted business the maximum practical opportunity to participate in subcontract awards to the fullest extent consistent with the efficient performance of this contract plan. Ceres will assist small business and small disadvantaged concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Payment schedules will be adjusted to allow for participation of all firms with cash flow concerns. Materials, Supplies, Equipment and Services will be identified and discussed with these concerns. These items include POL products, Parts and Equipment, and Services (Equipment rental, equipment subcontracting, etc.).

### **Records and Source Documents**

The types of records maintained and procedures adopted to demonstrate compliance with the requirements and goals of the Small Business Subcontracting Plan include the following:

1. Source Lists (The following source lists for targeted firms are representative and are not intended to be construed as sole sources of this information. Ceres is making every effort to identify, log, and procure the necessary contractor data to allow for the fair and equitable participation in this contract. The following listings are provided as an immediate source of contractors that qualify as SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones:

- SBA Dynamic Small Business Search
- List of Federally Registered Contractors for Contractor Compliance
- American Business Information Business USA
- List of Minority Businesses Councils
- Business Development Agencies
- DOD Subcontracting Directory
- Department of the Treasury, Small Business Subcontracting Opportunities
- Small Business Administration, Subcontracting Opportunities Directory
- State and Regional Small Business Administration (SBA) Resources
- National Minority Purchasing Council Vendor Information Service
- Research and Information Division of the Minority Business Development Agency in the Department of Commerce
- Trade Associations for SB, VO, SDVO, HUBZone SB, SDB, and WOSB Concerns.
- Dun and Bradstreet Procurement Planning Directory
- Participation in various local, regional, and national SB trade associations and conferences

- Membership in SB organizations, development organizations, and various government organizations
- SBA Commercial Market Representative (CMR)

Additionally Ceres has contacted city, county and municipal minority business development offices as additional resources to identify SB and SDB firms.

2. For each subcontract solicitation resulting in an award of more than \$ 10,000.00, Ceres will retain documentation to indicate:

- Whether small business concerns were solicited and if not, why not
- Whether small disadvantaged business concerns were solicited and if not, why not
- Whether women owned small business concerns were solicited and if not, why not
- The reason award was not made to a small business concern
- Records of outreach efforts to contact:
  - Trade Associations
  - Business Development Organizations
  - Conferences and Trade Fairs
  - Records of Internal Guidance
  - Records of Subcontractors Award Data

### 3. Ceres Subcontractor Database Management

Ceres' existing subcontractor database has been developed through out-reach efforts including, but not limited to: advertising; broadcast fax solicitations; networking with local and national organizations such as the AGC, applicable trade unions, and Chambers of Commerce, etc. This database contains thousands of subcontractors who have registered with us on-line at [www.ceresenvironmental.com](http://www.ceresenvironmental.com). This registration process requires potential subcontractors to indicate their small business subcategory status. The database is continually updated and used by Ceres in recruiting and hiring appropriate subcontractors to meet the requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003 and meet specified goals for hiring SDBs, SBs, WOSBs, VOs, SDVOs, and HUBZone subcontractors.

The Subcontract Manager will ensure that the subcontractor database modified for this project is appropriate for the type of information required to be retained and suitable in terms of generating utilization data and contract information for bid solicitations. Specific elements of the management of this system include:

Addition and Deletion from Master List of Subcontractors including the following:

- Contact Person
- Company
- Address
- Telephone
- Email if available
- Equipment Available
- Labor Available
- Time Needed to Mobilize
- Status, Category

Additional Requirements of Contractors when Added to Master List

- Annual business updates, faxed or mailed
- Request to be maintained on Ceres qualified subcontractor list
- Insurance Capability
- Bonding Capability
- Subcontract Package to Include Subcontract Forms and Standard Government Contract Clauses

Addition and Deletion of Resource Centers such as:

- Contractor Associations
- State, Federal, and Local Subcontractor Management
- Procurement Automated Source System
- National Minority Purchasing Council Vendor Information Service
- Council Vendor Information Service
- Research and Information Division of the Minority Business Development Agency
- Sources used are the SBA's procurement automated source system (PASS)
- National Purchasing Council Vendor Information Service
- Minority Business Development Agency
- U.S. Department of Commerce
- Local Minority Business Development Centers
- Economic Development Centers
- National American Indian Enterprise Development

At present, Ceres' subcontractor database includes SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones utilized by Ceres on past projects totaling in excess of 500 Million Dollars, those who have responded to a solicitation by Ceres by means of a letter of interest inquiry executed by a company representative having signatory authority, and those who have been otherwise identified as a potential subcontractor by the Subcontract Manager through various means mentioned herein.

In addition, Ceres modified the corporate website ([www.ceresenvironmental.com](http://www.ceresenvironmental.com)) to include an electronic means of potential subcontractor registration with our firm. This website provides potential subcontractors the opportunity to register with Ceres their pertinent company information, current business status, and capabilities. This information is linked to upload into our database facilitating more ready access by means of database inquiry to locate specific types of contractors, specific types of business concerns, and/or specific locations. The information required to be submitted by each potential subcontractor, which is retained in the database, includes:

Information provided by the subcontractors in the registration includes the following:

- Contractor Name
- Address
- Phone/Fax Number
- Email Address
- Business Type (SBs, SDBs, WOSBs, VOs, SDVOs, and HUBZones)
- Ownership Information
- Years in Business
- Insurance Information
- Equipment Available (type and quantity)

All potential vendors and subcontractors will be integrated into the Ceres Subcontractor Database modified specifically for this project. This (Access) database retains basic subcontractor information (name, address, and contact information), types of equipment or services provided, any pricing agreement, and business status. In addition, this system tracks work or services provided by each organization, amounts invoiced, and goals. This active vendor base will continue to be broadened throughout the performance of this contract as additional potential vendors and subcontractors are identified and/or as additional needs/solicitations arise. Efforts to broaden this vendor database will also be in conformance to those requirements of FAR 19.704(a) and 52.219-9(d), DFARS Subpart 219.5, 219.704(a)(1), 219.705 and 252.219-7003. The provision of certain services or materials sought in support of this contract may be restricted to competitive bids received from only SDBs. Such restrictions will be identified by the Project Manager and communicated to the appropriate buyer(s) or contract administrator assisting in solicitation of competitive bids.

Ceres is able to utilize the information in this database, then, to contact potential subcontractors who may be interested and capable of providing specific services to our company. By identifying any parameters, such as service type or business location, Ceres can quickly generate an extensive list of potential

subcontractors, meeting the criteria of a disadvantaged business as discussed in this plan, for the purposes of soliciting a competitive bid for such services.

Award to any given subcontractor will be contingent upon the provision of basic company information, current licensing, as required, and the verification of current insurance information (general liability, automobile, and workers compensation). Other factors may include capacity, capability, experience, and abilities of the firm. The Subcontract Manager can provide direction and assistance to any such firms not readily meeting all of the required or desired business elements in an effort to assist the firm in overcoming such obstacles.

4. Records of internal guidance and encouragement provided to acquisition personnel through workshops, seminars, training programs, incentive awards, and monitoring to evaluate compliance with the programs requirements.

### Past Performance

Ceres was one (1) of three (3) prime contractors selected for the Butte County Wildfire Cleanup. The “Camp Fire” was the largest in California history and one of the top three (3) disasters in California in terms of damage caused. The project was State sponsored and required tracking and reporting of various disadvantaged business enterprises’ contractual performance.

In 2018, Ceres responded to the USACE Debris Mission in the U.S. Virgin Islands. Ceres was very successful in subcontracting with local companies, with 72% of the money spent to complete the contract staying within the U.S. Virgin Islands; 100% of the subcontractors used on this project were small businesses. Ceres responded to the USACE, Lake, Mendocino, and Napa County Fire project in 2018 as well. More than half of the subcontractors were considered small businesses and all the subcontractors were from California. Ceres made a huge effort to involve as many Native American tribes from the fire affected areas. Additionally, on USACE projects performed in Louisiana in response to Hurricanes Katrina and Rita in 2005-2006, 59.5% of subcontracted dollars went to local businesses and 76.1% of the dollars subcontracted to small business went to local small businesses.

On USACE projects performed by Ceres, in Puerto Rico during the 1998 and 1999 hurricane seasons (Hurricane George), 100% of all subcontracting dollars went to locally-based Small and various Disadvantaged Business concerns. Additionally, on USACE projects performed in Louisiana in response to Hurricanes Katrina and Rita, 59.5% of subcontracted dollars went to local businesses and 76.1% of the dollars subcontracted to small business went to local small businesses. While utilizing 1,619 vendors and subcontractors, Ceres exceeded all of its subcontracting goals of USACE contract number W912P8-D-05-0024. During Ceres’ the Alabama tornados response in 2011, Ceres used over 80% local and minority subcontractors to complete various projects.

During the performance of the above mentioned contracts Ceres successfully utilized several hundred local SB and SDB firms, and was able to exceed the proposed award goals for SB, SDB, WOSB, VO, SDVO, and HUBZone firms. Numerous other government projects have been completed by Ceres over the course of the past 25 years with successful utilization (meeting or exceeding established goals) of local and other Small Businesses, SDBs, WOSBs, VOs, SDVOs and HUBZone small businesses.

Based on our historically successful contract performance and utilization goals, Ceres anticipates that the completion of work under this contract for Franklin County will also be successful in meeting, minimally, the stated goals contained within this plan.

### Potential Subcontractors

**Category Key:** SB = Small Business; WO = Woman-Owned Small Business; VO = Veteran-Owned Small Business; SDVO = Service-Disabled Veteran Owned Small Business; 8a = Currently 8a Certified; SDB = Small Disadvantaged Business; HUB = HUB Certified

### LOCAL Subcontractors

Company	Contact Name	Address	City	State	Scope of work	Certs
814 Sand Inc	BJ Pitts	12030 Highway 77	Panama City	FL	Debris Removal	WO, SB
AAA Tree Experts, INC.	Stephen Pichard	3610 N. Monroe Street., Suite 1	Tallahassee	FL	Debris Removal	SB
Air-Sea Systems	Jim	113 S Monroe Street	Tallahassee	FL	Marine	SB



Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
AMC Infrastructure LLC	James Green	4123 Woodville Highway	Tallahassee	FL	Debris Removal	SB, SDB
B&M Transport Llc	Rebecca Weaver	1153 comanche ln	Tallahassee	FL	Hauling	
BKW, Inc.	Bill Webb	8132 Pittman Avenue	Pensacola	FL	Debris Removal	WO
Brooks Environmental Solutions	Marco Brooks	104 N. Gulf Blvd., Ste. E	Panama City	FL	Waste Management	8(a)
Captain Jambo's Construction	Melissa	616 Fifth St	Destin	FL	Debris Removal	
Coastal Clearing LLC	Sean Akins	815 Linda Lane	Panama City Beach	FL	Debris Removal, Tree Trimming	SB
Contractors Enterprises	Nicoliss	1903 high rosd	Tallahassee	FL	Debris Removal	SB, DBE
Cutchins Tree Service	Edward Cutchins	3390 Fairmont Street	Pensacola	FL	Debris Removal, Tree Trimming	
Emerald Coast Builders, Inc.	Kevin Trusler	1455 Little Creek Drive	Pensacola	FL	Debris Removal	SB
Florida Developers Inc Of Tallahassee	Jermaine	642 W. Brevard St	Tallahassee	FL	Debris Removal, Construction	SDB
K H Fendley	Keith Fendley	7310 W Jackson St	Pensacola	FL	Debris Removal	SB,
Prestige Carriers LLC	Jeffrey Barnes	5633 Mossy Top Way	Tallahassee	FL	Debris Removal	
Progressive Business Enterprise LLC (PBE)	James Maduro Jr	2305 Don Andres	Tallahassee	FL	Debris Removal, Construction	DBE
Richbourg Landscaping	Jamal "AJ" Al-Jazra	5700 Mavilla St	Pensacola	FL	Debris Removal, Tree Trimming, Blue Roof	SB, SDVO
Takem Out Tree Service	Crystal Thompson	1703 Monticello dr	Tallahassee	FL	Debris Removal, Tree Trimming	
Thomas Concrete And Construction Services,LLC	Brandon Thomas	9216 Strawhill Lane	Tallahassee	FL	Debris Removal, Construction	SB
Trail Guides	Joshua Saint	5251 NW State Road 270	Bristol	FL	Debris Removal, Construction, Other Services	
WM.H.Briggs Well Drilling	William Briggs	9415 old st Augustine road	Tallahassee	FL	Other Services	

**Florida Subcontractors**

Company	Contact Name	Address	City	State	Scope of work	Certs
12D Services	Mandy Green	143 Dusk Way	Fort Pierce	FL	Debris Removal	SB
1st Class Restorations LLC	Joshua David Jacquard	539 95th Street Ocean,	Marathon	FL	Debris Removal	SB
2 G Planr Trucking	Sebastien D.	4436 laurel place	Weston	FL	Debris Removal, Suppliers and Material Providers, Construction, Other Services	SB, WO, VO
411Junk LLC	Jacob Damergi	49 N Federal Hwy #268	Pompano Beach	FL	Debris Removal	SB

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Company	Contact Name	Address	City	State	Scope of work	Certs
5B Land Clearing & Hauling	Jenna Blankenbaker	6504 Salerno Rd	Fort Pierce	FL	Hauling	SB, WO
7-H Enterprises, LLC.	Donald D. Holifield	45 Poole Creek Road	Laurel	FL	Debris Removal	
814 Sand Inc	BJ Pitts	12030 Highway 77	Panama City	FL	Debris Removal	WO, SB
A Great Fence, LLC & AGF Sourcing	Darrick Bailey	751 NW Enterprise Drive, Unit 105	Port Saint Lucie	FL	Debris Removal	SB
A Native Tree Service	Cathy Evensen	15733 SW 117th Avenue	Miami	FL	Debris Removal, Tree Trimming	SB, WO
A Shaping Inc.	Gary. Anderson	11906 NE 112th St.	Okeechobee	FL	Debris Removal	SB
A Sun State Trees, Inc.	Randy Nellis	1580 S Hwy 17-92	Longwood	FL	Debris Removal	
A&e Transport Llc	Clarence Harris	13310 nw 24 ave	Miami	FL	Debris Removal	
A&J Transport, Inc.	Elsa Ramirez	20075 SW 180 Avenue	Miami	FL	Debris Removal	SB, WO
A&mglobalen Export Corp	Andy	po.box 420471	Miami	FL	Debris Removal,	SB
A&S Clearing Llc	Adam Oliver	1259 nw 34th street	Okeechobee	FL	Debris Removal	SB, WO
A+ND2 Inc	Bruno Gagnon	30725 US 19 N #222	Palm Harbor	FL	Debris Removal, Blue Roof, Construction	SB
A1 Environmental Inc Dba A1E Group	David Curtiss	8095 NW 64th St	Miami	FL	Debris Removal	
AAA Service Company	Courtney Mahler	5060 110TH AVE N	Clearwater	FL	Debris Removal and other services	
AAA Tree Experts, INC.	Stephen Pichard	3610 N. Monroe Street., Suite 1	Tallahassee	FL	Debris Removal	SB
Abba's Tree Service LLC	Michael Klopp	13595 NE1st Street Rd	Silver Springs	FL	Debris Removal, Tree Trimming	WO, SDVO
ABC Transfer, Inc.	Carolina Bentancor	307 E. Aztec Ave	Clewiston	FL	Hauling	SB, WOB, SDB
ABO Engineering Contractors	Enrique Acosta	13357 SW 135 Ave	Miami	FL	Debris	
Above & Beyond Landscaping, LLC	John S. Essenwine, III	PO Box 975	Palm City	FL	Debris Removal	
Absolutely DTB LLC	Debra Brown	11289 YELLOW TAIL AVE,	Weeki Wachee	FL	Debris Removal, Tree Trimming	SB
Ace Tree Service Of Florida, LLC	Michael Glynn	264 chicago ave	Hamilton	FL	Debris Removal, Tree Trimming	SB
AcmeGrapple Service, LLC	Janice Robinson	5785 Spanish Oaks Ln	Naples	FL	Debris Removal	
Action Boats LLC	Bernard	24 Abaco Rd	Key Largo	FL	Vessel Removal	SB
Adam Boyd Bobcat Service, Inc. DBA ABS, Inc.	Adam Boyd	PO Box 2365	Riverview	FL	Debris Removal	
Adams And Nichols	Sara	19046 Bruce B Downs Blvd.	Tampa	FL	Debris Removal	SB

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Company	Contact Name	Address	City	State	Scope of work	Certs
Ecological Consultants, Inc.						
Advantage	Robert Washington	833 22nd Street South	Saint Petersburg	FL	Debris Removal	
Advantage Environmental Services, Inc.	Steve Stearns	2325 5th Ave. N	Saint Petersburg	FL	Environmental Consulting	SB, WO, HUB Zone, FL MBE
Agricultural Fuels Corp.	James Meade	5361 Young Pine Rd	Orlando	FL	Fuel	SB
Air, Water & Soil Engineering, Inc.	Curtis Dokken	3304 Pebble Beach Drive	Lake Worth	FL	Environmental Contractor	SB
Air-Sea Systems	Jim	113 S Monroe Street	Tallahassee	FL	Marine	SB
AJO Services	Rich Wilkins	1178 Wilde Drive	Celebration	FL	Hauling	
Albert Moore, LLC	Albert Moore	5238 Phillips Oak Ln.	Orlando	FL	Debris Removal	
Alberto William Lawn Service LLC	407-936-4288	2405 s lake ave	Sanford	FL	Debris Removal	SDB
Alfys Trucking	Alfred Agarie	4371 Dixie Hwy	Palm Bay	FL	Demolition, Debris Removal	SDB
All Around Building	Kyle Robinson	271 ne 13th st	Delray beach	FL	Debris Removal, Snow Removal	SB
All Design Concrete Corp	Angel Corpas	1225 w 35 st 18a	Hialeah	FL	Debris Removal, Construction	SB, WO
All Florida Tree & Landscape, Inc	Alan	5855 N. W. 47 Place	Coral Springs	FL	Debris Removal, Tree Trimming	
All Out On A Limb, LLC	Stephen Quillen	1109 15th Street SE	Ruskin	FL	Debris Removal	SB
All Season Lawnsapes LLC	Tyler Barnes	156 N Bay St	Fellsmere	FL	Debris Removal, Tree Trimming	SB
All Seasons	Brent Champagne	7660 Whisper way #203	Reunion	FL	Debris Removal	SB
Alliance Satcom	Suzanne St-Laurent	8840 SR 78 W	Okeechobee	FL	Debris Removal	WO
Allied Dumpster Rentals	Henry	38606 foss lane	Zephyrhills	FL	Dumpster Rental	SB
Alph Futchs Tree Service	Red Or Robin Futch	1845 4th Lane	Vero Beach	FL	Debris Removal	SB
Alpha-Omega Training And Compliance Inc	Kyle Halidy	1535 N. Cogswell St C-26	Rockledge	FL	Safety	VO
Amazing Services Group, LLC	Danny Hutcheson	9509 E Hwy 92	Tampa	FL	Debris Removal	SB
AMC Infrastructure LLC	James Green	4123 Woodville Highway	Tallahassee	FL	Debris Removal	SB, SDB
American Hauling And Grading	Lane	16746 e Wiltshire dr	Loxahatchee	FL	Debris Removal, Tree Trimming	SB
Amos Trucking	Frank Alagna	3157 CR 774	Webster	FL	Debris Removal	SB
Anderson Storm Cleanup	Danielle Anderson	357 Main Park Rd, Santa Rosa Beach, FL 32459	Santa Rosa Beach	FL	Debris Removal, Tree Trimming	WO
Andy Kemner	Andrew Kmner	12011 Baytree Dr	Riverview	FL	Debris Removal	SB
Answer-The Call, LLC	Bobbie Williams	11398 SW Fieldstone Way	Port St. Lucie	FL	Courier and Delivery	SB, VO, SDVO



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Company	Contact Name	Address	City	State	Scope of work	Certs
Apex Tree And Landscape	Kary	12925 River Road	Myakka City	FL	Debris Removal	SB
APRO Construction Services, LLC	Isaac Natal	6845 Narcoossee Rd Ste 58	Orlando	FL	Debris Removal, Construction	
AR Ramos Enterprises, Inc	Angel Roland Ramos	17560 SW 73 Ct	Palmetto Bay	FL	Debris Removal	SB
Arborist Aboard, Inc	Mark Hughes	8611 Vivian Bass Way	Odessa	FL	Debris Removal, Tree Trimming	
Asphalt Repair Inc	James Scott	7737 Cr 747	Webster	FL	Debris Removal	SB
ASU Enterprises Inc	Matt Lanman	901 SW Martin Downs Blvd	Palm City	FL	Debris Removal, Construction	
Atlantic Coast Transport	Freddy	3120 Rogers Rd	Fort Pierce	FL	Debris Removal	
Atlantic Custom Landscape	Jim Chalmers	4995 Conley Place	Fort Pierce	FL	Debris Removal, Tree Trimming	
Atlantic Trucking & Warehousing	Frank Vega	2131 NW 139 St., #22	Opalocka	FL	Trucking	SB
Atlas Grinding & Recycling Group LLC	Ricardo Echeverria	15851 SW 200 Street	Miami	FL	Grinding	SB
Axe Home Services	Alex Janos	321 banana road	Palm Harbor	FL	Hauling	
Azzarelli Paving/Site Development	Jay	7825 Depot Lane	Tampa	FL	Debris Removal, Construction	
B&M Transport Llc	Rebecca Weaver	1153 comanche ln	Tallahassee	FL	Hauling	
Back Forty, inc	Justina Hopkins Connelly	PO Box 643	Fort Pierce	FL	Debris Removal, Construction	SB, WO, SDB
Barry Recycling	John Barry	12801 Tower Rd	Bonita Springs	FL	Recycling	SB
Bay To Bay Tree Service Inc.	Glen Yarbrough	368 5th st NW	Largo	FL	Debris Removal	SB
BeacCorp (Bell) Corp	Randolph Bell	21 Plumage Lane	West palm beach	FL	Debris Removal	
Beccera Construction of Central FL, Inc.	Joseph Becerra	6035 Taylor Road, Ste # 107	Punta Gorda	FL	Construction, Debris Removal	
Beejai Dasrat Lawn Service And Hauling	Beejai Dasrat	914 n nowell st	Orlando	FL	Debris Removal	SB
Bennett Restoration Corp.	Lois N. Hill	1043 S. Hiawasse Road #3111	Orlando	FL	Debris Removal	
Big League Landscape Of Daytona Beach	Tommy Ganz	1533 Harmony Ave	Ormond Beach	FL	Debris Removal	SB
Big Tree, Inc.	Kristen Bock	5175 Country Lakes Drive	Fort Myers	FL	Tree Removal	WO
Bigfoot Inc	Chris Clarke	7378 W Atlantic Blvd, #210	Margate	FL	Debris Removal	SB
Bills Discount, LLC	Bill Edwards	5091 Booker Ln	Jay	FL	Debris Removal	SB
Biocarbon Technologies Inc	SHAWNA SINGH	8201 PETERS ROAD STE. 1000	Plantation	FL	Debris Removal	
BKW, Inc.	Bill Webb	8132 Pittman Avenue	Pensacola	FL	Debris Removal	WO

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Company	Contact Name	Address	City	State	Scope of work	Certs
Blankenbaker Land Services Inc	Carol	PO BOX 193	Fort Pierce	FL	Debris Removal	SB, WO
Blue Ridge Recovery LLC	Debbie Or Don Wagner	PO Box 932	Intercession City	FL	Debris Removal	SB, WO
Blue Skies Enterprises INC	Michael Pascarella	28151 lake jem road	Mount Dora	FL	Debris Removal	SB
BMI Group	Dick Baker	931 12th St	Vero Beach	FL	Debris Removal	SB, WO
Bob Cantrell Trucking, LLC	Bryan Riddle	7900 S.E Bridge Road	Hobe Sound	FL	Debris Removal, Construction	
Branching Out Tree Care	Jeremy Hill	3158 Swails Rd	Alford	FL	Debris Removal	
Breen Aquatics, Inc	Michael	PO Box 1004	Loxahatchee	FL	Debris Removal	SB
Brent's Lawn Care	Brent Ahern	26 marker road	Rhotuna West	FL	Debris Removal	SB
Brian's Hauling	Patti Thompson	4997 Damascus Church Road	Graceville	FL	Debris Removal	SB
Brink Roofing LLC	Caleb Bruce Cross	32 se second ave, apt 421	Delray Beach	FL	Blue Roof, Construction	
Brooks Environmental Solutions	Marco Brooks	104 N. Gulf Blvd., Ste. E	Panama City	FL	Waste Management	8(a)
Building Essentials And Training LLC	Sheldon Kemp	2285 NW 101 street	Miami	FL	Debris Removal	SB
C & D Heavy Equipment LLC	Jelitza Oliveras	3141 Simpson rd	Kissimmee	FL	Debris Removal, Construction	SB, SDB
C & S Property Services LLC	Stefan	20520 sw 48 pl	Southwest Ranches	FL	Debris Removal	SB
C & W Global	Kris M. Creeden	703 Hennis Rd	Winter Garden	FL	Debris Removal	
C. Miller Construction, Inc.	Cory Miller	109 S. Disston Ave.	Tarpon Springs	FL	Debris Removal, Construction,	SB
Cacella Construction Inc.	Miles J Cacella	954 nw 12th ter	Stuart	FL	Debris Removal, Construction	SB
Cambridge Project Development Inc.	Adrian	14100 SW 81 Ave	Miami	FL	Debris Removal	SB
Camelot Debris Removal	Frank Knight	455 Longwood Rd	Sebring	FL	Debris Removal	SB, WO, VO
Canary Date Sculpting Inc	Justin Hatmann	4651 Salisbury Road	Jacksonville	FL	Debris Removal Emergency Road Clearance Site Management	
Canpol Transport	Jorge Galvez	19230 NW 87 Ave	Hialeah Gardens	FL	Debris Removal	SB
Captain Jambo's Construction	Melissa	616 Fifth St	Destin	FL	Debris Removal	
Caribbean Marine System Corp	Juniel Verdecia	4924 nw 5 st	Miami	FL	Marine Debris	SB
Caribe Construction Inc.	Sherrie Lee	17304 WALKER AVE	Miami	FL	Construction	SB, WO
Caruva INC	Wilber Valdes	15735 SW 76 terr	Miami	FL	Debris Removal	
Caseys Tree Service	Casey	407 61st St NW	Bradenton	FL	Debris Removal, Tree Trimming	SB

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Company	Contact Name	Address	City	State	Scope of work	Certs
Casey's Trees & More, LLC	Casey Conlin	1269 Chat Holley Rd	Santa Rosa Beach	FL	Debris Removal, Tree Trimming	SB
Catfish Development Solutions	Rachel Holcomb	119 Balsa Road	Fort Pierce	FL	Debris Removal, Construction	SB, SDVO
CBC Real Estate LLC	Abel	9498 SW 221 LN	Cutler Bay	FL	Rental, Housing	SB
CDM Trucking Inc	Daryl Williams	1707 canova street unit 1	Palm bay	FL	Debris Removal	SB
Cecil Field Inc	Cecil Field	7620 Industrial Road	West Melbourne	FL	Debris Removal	
Cesani International	Emily Lamb	PO Box 942	Palm Beach	FL	Debris Removal	SB, WO
Chain Reaction Tree Services LLC	Daniel Jackson	1122 Darity st	Apopka	FL	Debris Removal, Tree Trimming	SB
Champion Services of FL LLC	Karen Lowdermilk	2532 Pemberton Drive	Apopka	FL	Debris Removal, Tree Trimming	
Chris E Price LLC	Chris Price	178 Fox Run Circle	Crawfordville	FL	Debris Removal	SB
Ciotti's Lawns & More For Life Inc.	Kerry Ciotti	5656 Lake Ave	Sanford	FL	Debris Removal	SB
Circle B Express, Inc.	Ryan	1287 highway 173	Graceville	FL	Other Services	
CKKS Transport, LLC	Cedric Cray	411 SE Evergreen Drive	Lake City	FL	Hauling	SDB
Classic Cuts & Landscaping Llc	Justin Dill	3135 Pinewoods Dr	Crestview	FL	Debris Removal, Tree Trimming	SB
Clean All Products, Inc.	Rick Borosky	12945 SE Suzanne Drive	Hobe Sound	FL	Debris Removal, Blue Roof	SB
Cliffs Land Development LLC	Clifton Kerr	306 skywood dr.,	Valrico	FL	Debris Removal	SB
CMS Crawford Maintenance Services LLC.	Marina Crawford	14028 Palm Way	Largo	FL	Debris Removal, Construction	SB, WO, SDB
Coastal Building Solutions Specialists	Jason Coffman	802 Banbury	Port Orange	FL	Debris Removal, Construction	SB
Coastal Clearing LLC	Sean Akins	815 Linda Lane	Panama City Beach	FL	Debris Removal, Tree Trimming	SB
Coastal Tree Service Llc	James	440 Avilla Avenue	Saint Augustine	FL	Debris Removal, Tree Trimming	SB
Coastline Solutions Inc	Chip	5582 Heckscher Dr	Jacksonville	FL	Other Services	
Code 3 Enterprises	Ross Alexander	37248 orange blossom lane	Dade City	FL	Debris Removal	SB, SDB, VO
Code Red Enterprises, Llc	Matthew Hypes	3301 Hammock Grove Road	Groveland	FL	Debris Removal, Construction	SB, VO
Commercial Maintenance Group	Keith Mayo	2010 N Twig Pt	Inverness	FL	Debris Removal	SB
Commercial Residential Construction, LLC	Jeff McGalliard	10107 132nd. St.	Live Oak	FL	Debris Removal, Construction	SB

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Company	Contact Name	Address	City	State	Scope of work	Certs
Community Tree & Landscape Service Inc	David Noakes	PO BOX 1347	Port Salerno	FL	Debris Removal, Tree Trimming	
Complete Landscaping and Spray Services	Clyf Champion	15236 Duggan Road	Dade City	FL	Debris Removal, Landscaping	WO
Conrad Tree Service (DBA) Flyway Access, LLC	Nancy Appleton	4400 SE 73rd Street	Ocala	FL	Tree Trimming, Debris Removal	
Continental Heavy Civil	David Juelle	13131 SW 132nd street	Miami	FL	Debris Removal, Construction	
Contractors Enterprises	Nicoliss	1903 high rosd	Tallahassee	FL	Debris Removal	SB, DBE
Cornerstone Nine LLC	Giancarlo Peluso	13415 Sw 12 TEr	Miami	FL	Debris Removal	SB
Coros Trucking LLC Dba Coros Transport	Orlando Coro	115 W 15th Street	Hialeah	FL	Debris Removal	SB
Corpac Steel Products	Mike Santellan	20803 Biscayne Blvd Ste 502	Aventura	FL	Suppliers and Material Providers	
County Line Services Llc	Mike Szpara	7 Sunny Rd	Ormond Beach	FL	Debris Removal, Blue Roof	SB
County Waste, Inc	Jason Santiago	8040 Mainline Parkway	Fort Myers	FL	Snow removal, Debris Removal and other services	SB, SDB
CR2 Services, LLC	Richard	8255 Lake Dr #307	Doral	FL	Debris Removal	SB
Cross Environmental Services, Inc.	Mary Catherine Cook	39646 Fig Ave.	Zephyrhills	FL	Debris Removal	
Crossroads Site Development, LLC	Bj Lorenzo	96 Driftwood Avenue	Omron Beach	FL	Debris Removal,	SB, WO
Crush-It, Inc.	John Wohlwend	PO Box 1210	Osprey	FL	Debris Removal	SB
Cutchins Tree Service	Edward Cutchins	3390 Fairmont Street	Pensacola	FL	Debris Removal, Tree Trimming	
D&D Tree Service LLC	David Ross	29626 SR 54	Wesley chapel	FL	Debris Removal, Tree Trimming	SB
D&G Logging & Trucking, LLC	Greg Betts	18431 NW JAP AUSTIN RD	Blountstown	FL	Debris Removal	SB
D.O.M.E.W.O.N Tri-Investments, LLC	Anthony Cooper	721 NW 23rd ter	Pompano Beach	FL	Debris Removal	SB, HUB
DAK Resources, Inc.	David Moorefield	50 North Laura Street, 25th floor	Jacksonville	FL	Staffing, Recruiting, Security	SB, VO, SDVO
Davis Contracting	Duane Davis	34941 Prospect Rd	Dade City	FL	Debris Removal	SB
Davis Development And Construction	Tavaris Davis	6906 N. 30th st.	Tampa	FL	Debris Removal, Blue Roof, Construction	
DC Engineering & Construction Group, Inc.	Danislav Cussianovich	11431 Lakeside Dr, No: 1301	Doral	FL	Debris Removal, Construction, Other Services	
Del-Mar Solutions Inc	Jean Exantus	P.O Box 1013	Winter Park	FL	Construction	
Deluxe Trucking & Transport LLC	Raymond Hernandez	13131 48th Ct N	Royal Palm Beach	FL	Debris Removal	SB

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Company	Contact Name	Address	City	State	Scope of work	Certs
DeMich Business Development Group, LLC	Mike Brown	2810 E. Hillsborough Avenue Unit 11504	Tampa	FL	Debris Removal, Construction	SB
Dirty Deeds Land Services	Alan Weierman	1800 SW Cameo Blvd	Port St Lucie	FL	Debris Removal	WO
Disaster Emergency Support, Inc.	Jake Linton	P.O. Box 189	Marianna	FL	Debris Removal	
Disaster Strikes Again Llc	Michael Amis	2979 Fast Trot trail	Lake wales	FL	Debris Removal	
DMC Tree Services LLC	Dagoberto Monroy	6749 Paul Revere Ct	Orlando	FL	Debris Removal, Tree Trimming	
DMTM Enterprises, Inc.	Dan Minzes	7220 Financial Way, Suite 500	Jacksonville	FL	Debris Removal, Construction	-
DMW Logistic	Dwight Williams	157 east cowpen lake rd	Hawthorn	FL	Debris Removal	SB
Don Pedro And Sons LLC	Peter Etchebest	6024 NW FAVIAN AVE.	Port Saint Lucie	FL	Debris Removal	
Double D's Lawn Service, Inc.	David Duran	PO Box 2991	Stuart	FL	Debris Removal, Tree Trimming, Stump	
DSW Logistics	Jonathan L Dotson	610 NW 183rd Street, Suite 103	Miami Gardens	FL	Debris Removal	SB
D-Three Enterprises, Inc.	Duncan McQuarrie	1473 Hancock Lone Palm Road	Orlando	FL	Debris Removal	SB
Dynamic Scapes Llc	Christopher Alarcon	11333 sw 165 terrace	Miami	FL	Debris Removal	SB
Eagle Engineering And Land Development, Inc.	Jimmy	3960 Radio Road, Suite 107	Naples	FL	Debris Removal, Construction	SB, 8(a)
EarthBalance	Jim Everett	2579 N. Toledo Blade Bld	North Port	FL	Debris Removal	SB
East Coast Earthworks & Excavating	Nicholas Marcias		Vero Beach	FL	Debris Removal	FL DBE
Eastern Waste Systems, Inc.	Angelo Marzano	1660 NW 19th Avenue	Pompano Beach	FL	Debris Removal	
ECO Services DBR	David Bautista	245 SW 159th Way	Sunrise	FL	Debris Removal	WO
ECO-2000, Inc.	Sara Merritt	P.O. Box 2275	Bushnell	FL	Debris Removal, Construction	
EE&G Disaster Response, LLC.	Timothy R. Grip	5751 Miami Lakes Dr. E.	Miami Lakes	FL	Debris Removal	SB
Elegant Landscape and Design, Inc.	Eric Koepfel	13495 Tournament Drive	Palm Beach Gardens	FL	Debris Removal, Tree Trimming	
Elite Investments Group Corp	Nick Garcia	3151 southwest 4 st	Miami	FL	Other services	
Elite Quality Services LLC	Bob D Higginbotham	6008 Raleigh St., #2301	Orlando	FL	Debris Removal, Other Services	SDB
Ellis Debris Haul	Lloyd Ellis	14891 Bicky Rd	Orlando	FL	Debris Removal	SB
Emerald Coast Builders, Inc.	Kevin Trusler	1455 Little Creek Drive	Pensacola	FL	Debris Removal	SB
EMI	JON EWING	105 PARKWOOD PLACE	Orlando	FL	Debris Removal, Construction	SB
Empire Property Services Llc	Greg Oconnell	5601 carriage lane	Davie	FL	Debris Removal	SB, WO

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Company	Contact Name	Address	City	State	Scope of work	Certs
Envio Logistics, LLC	Cedric Gaskin	8205 NW 72nd Avenue	Tamarac	FL	Debris Removal	SDB
Environmental Care	John Fitzgerald	6620 Katherine Rd	West Palm Beach	FL	Debris Removal	
Environmental Cleaning Services	Ron Clifton	1326 S Ridgewood Ave, Ste 11	South Daytona	FL	Debris Removal	SB
Environmental Restoration Group	Jade Smith	201 SW Flagler Ave.	Stuart	FL	Debris Removal	
Enviro-Tech Systems, Inc.	Bryan hopper	2308 S Parrott Avenue	Okeechobee	FL	Debris Removal, Blue Roof, Construction	SB
EnviroTrac LTD	John H. Ferrill	5309 56th Commerce Park Blvd	Tampa	FL	Debris Removal	
Express Boat Transport Corp	Alfred Luna	3800 Fudge Rd	Apopka	FL	Debris Removal, Boat, Marine	SB
FG Construction LLC	Bao Dang	2701 NW 55th Ct	Tamarac	FL	Construction, Debris Removal	
First 2 Truck Inc	ANGEL GIL	8630 BYRON AVE APT 2A	Miami Beach	FL	Debris Removal	
First Choice Management Services, Inc.	Renee Bush	1525 S. Alafaya Trail, Ste. 101	Orlando	FL	Operations Support	SB, WOB, SDB
First Impressions Outdoor Inc.	Brandon Towe	25603 miss Ollie dr	Astatula	FL	Debris Removal, Tree Trimming	SB
First Rank Property Management LLC	Anthony Riccelli	380 Douglas rd e	Oldsmar	FL	Debris Removal	
Fitsaw Construction LLC	Heath Ruskin	11110 W Oakland Park Blvd, Suite # 252	Sunrise	FL	Debris Removal, Construction	
Florida Boys Site Development	Christina M Guerrero	841 E RD	Labelle	FL	Debris Removal, Tree Trimming	WO
Florida Contractors LLC	Sara Louis	5500 Division Drive Suite 2	Fort Myers	FL	Debrsi Removal, Construction	SB
Florida Developers Inc Of Tallahassee	Jermaine	642 W. Brevard St	Tallahassee	FL	Debris Removal, Construction	SDB
Florida Home Masters	Chris Brisson	1246 Brake Rd	Westville	FL	Construction	
Florida Organic Solutions, Inc.	Eric Carl	6727 CR 579	Seffner	FL	Other Services	SB
Florida Paving & Trucking Inc	Luis Dilan	30451 SW 217 Ave	Homestead	FL	Debris Removal, Construction	WO
Florida Roof Design, inc.	Loma Moser	1350 SONN CT NW	Palm Bay	FL	Blue Roof, Construction	SB, WO
Florida Steel Masters	Gino Gentile	205 Appaloosa Avenue	Clewiston	FL	Debris Removal, Blue Roof	SB
Forristall Enterprises, Inc.	Michael Forristall	2712 63rd Avenue East	Bradenton	FL	Debris Removal, Construction, Demolition	WO
Four R Equipment	Lisa Ruiz	3701 sw 128th ave	Miramar	FL	Debris Removal	SB, WO
Fouraker Mechanical Heating And Air	Joel	8094 Graybar PI	Bryceville	FL	Debris Removal	SB
Franklin Ray Group, LLC.	Brian Ray	2801 SW 81st terrace	Miramar	FL	Debris Removal, Tree Trimming	

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Friendly Tire Service	Lorenzo Gonzalez	444 W columbus dr	Tampa	FL	Debris Removal	
Fulford Citrus, Inc.	Perry Fulford	PO Box 701416	Wabasso	FL	Debris Removal	SB
FUV Transport LLC	Carlos Saavedra	15807 Alderman Turner Road	Wimauma	FL	Debris Removal	
G3 Construction Group	Sharon Gilbert	16998 NW Charlie Johns Street	Blountstown	FL	Debris Removal	
G5 Unlimited LLC	Angela George	5333 Cortez Ct	Cape Coral	FL	Debris Removal, Tree Trimming	VO
General Property Solutions	Greg Piacentino	3107 sw 7th ave	Cape Coral	FL	Debris Removal	SB
George Can Fix It Inc.	Ihona Gonzalez	1732 S Congress Ave. Suite 350	Palm Springs	FL	Debris Removal, Construction	
GH Builders Inc.	Clemente Vera	8180 NW 36 street	Doral	FL	Debris Removal	SB, SDB
Gibbons Fence Company	Josh Gibbons	2050 ountry Manor St	Bartow	FL	Debris Removal	SB
GLE Associates	Paul Zak	2228 NW 40th Terrace, Ste C	Gainesville	FL	Environmental Consulting	
Global Construction And Home Repair LLC	Michael Walker	522 s saint cloud ave	Valrico	FL	Debris Removal	SB
GNA Hauling	Tavaria Hamilton	27 Harbour Isle Dr. W 303	Fort Pierce	FL	Debris Removal	SB, WO
Go Digga Inc	Adrian Zamarripa	81 S Elm St.	Fellsmere	FL	Debris Removal	SB
Gomez Brothers Enterprise	Daniel Gomez	8126 E 98th Ave	Vero Beach	FL	Debris Removal	SB
Gradall Bobcat & Landscaping	Carlos Myers	4800 SW 76th Ave	Davie	FL	Debris Removal, Landscape	SB
Gradall Bobcat and Landscaping	Carlos Mayers	4431 SW 18 St	West Park	FL	Debris Removal, Tree Trimming	SB
Green Innovative Services Inc	Kristin Lighty	737 Sugarfoot Ln	Fruitland Park	FL	Debris Removal, Tree Trimming	SB, WO
Green Side Up Land Management	Robert Ellerby	2755 Border Lake Rd. Suite 107	Apopka	FL	Debris Removal, Construction	SB
Greg Bear Tree Service, LLC	Greg Bear	2956 Notre Dame Dr.	Orlando	FL	Debris Removal, Tree Trimming	SB
Griffin Global Systems	Homer Zulaica	600 SANDTREE DRIVE SUITE 212	Palm Beach Gardens	FL	Debris Removal, Construction, Blue Roof	SB, WO, HUB Zone
Groundwerks INC	Butch Chen	Po Box 3074	Winter Park	FL	Debris Removal	
Gulf Atlantic Roofing Corp	Lisa Willett	2879 Bellarosa Cir	Royal Palm Beach	FL	Blue Roof	WO
Gulf Coast Equipment Services	Jamie Tollison	917 west river road	Palatka	FL	Equipment Rental	SB, WO
Gulf Coast Planning, Inc.	Jay Campbell	14202 Banbury Way	Tampa	FL	Debris Removal, Blue Roof	WO, VO
GUTI Landscaping & Maintenance, LLC	Nick	1458 Mt Laurel Dr.	Winter Springs	FL	Debris Removal	
Halls Debris Removal Inc	Sandra Hall	1787 River Rd	Caryville	FL	Debris Removal	SB

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Hammock Tree Service	Brian Hammock	1764 W New Lenox Ln, Www.hammocktreeservice.com	Dunnellon	FL	Debris Removal, Tree Trimming	SB
Handy Randys Services	Randy Dietz	1693 Tallapoosa Dr	Geneva FL	FL	Debris Removal	
Hard Core Construction	Orlando Sanz	15638 se 38 terrace	Miami	FL	Debris Removal	SB
HaulinDixon	Adrian Dixon	8567 SE Fern St	Hobe Sound	FL	Debris Removal	SB
Hayden Bertrams Lawn Care Tree Care And Handyman Services	Hayden Bertram	6736 w linden dr	Homosassa	FL	Debris Removal, Tree Trimming	SB
HD Marine LLC	Chip Childers	5582 Heckscher Dr	Jacksonville	FL	Debris Removal, Blue Roof	SB
HDD of Florida LLC	Lenny Waln	Po Box 2125	Winter Park	FL	Debris Removal, Tree Trimming	
Heiderman Relief & Restoration	Kevin Heiderman	20661 51st Drive	Lake City	FL	Debris Removal, Tree Trimming	
HernandoAg, Inc.	David Ledbetter	13096 Moon Road	Brooksville	FL	Debris Removal	
HighSteele LLC	Chris Steele	5113 Bradford dr	Milton	FL	Debris Removal, Blue Roof	
Highstyle Engineering And Construction Services LLC	Jean Gaboton	5521 Mainship Dr	Greenacres	FL	Debris Removal, Blue Roof, Construction	SB, SDB
Hilda Ever Mac John Lic	Tantaneshia Wright	601 Bill France Blvd	Daytona Beach	FL	Other Services	
Hishsteele LLC	Chris Steele	5113 Bredford Dr.	Milton	FL	Debris Removal	
Hollywood Restoration, Inc.	Theo Xydis	110 N Dixie Hwy	Hollywood	FL	Debris Removal, Construction	SB
Homes Made To Irder, LLC	Lawrence Ellis	4537 Flintlock Drive	Orlando	FL	Debris Removal, Construction	SB, VO
Honc Industries	Jayson Rider	10101 Mallory Pkwy	St. James City	FL	Debris Removal, Construction, Other Services	SB
Horsepower Service Llc	Ruben Davila	22051 SW, 192 Ave	Miami	FL	Debris Removal	SB, WO
Howell Concrete & Land Service Inc	Will Howell	P.O. Box 607	Englewood	FL	Debris Removal, Construction	SB
Hurricane Hero LLC	Taimoor Bajwa	312 Denton Ave	Auburndale	FL	Debris Removal	SB
Ideal Estate Service Group	Malcolm	1927 Chesapeake ct	Oldsmar	FL	Debris Removal	SB
In Touch Logistics LLC	Denise Sibley	1020 NW 163rd Drive Ste 35	Miami Gardens	FL	Debris Removal, Construction	SB, SDB
Infinity Landscape	Brian Solano	PO BOX 3091	Riverview	FL	Debris Removal	SB
Innovative Environmental Services	Craig Conway	1311 SW 19th Street	Boca Raton	FL	Debris Removal	SB, WO
Instant Clean Property Management	Calvin Leggett	1910 e. noel	Tampa	FL	Debris Removal	SB, WO, SDB
Integrete Construction	Joel Percy	10550 W. Midway Rd.	Fort Pierce	FL	Debris Removal	SB



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Integrity Landscape	Tim Kutskos	145 Seminole ave	Jupiter	FL	Debris Removal, Tree Trimming	SB
International Subsea Consultants	Derrek Offutt	14300 Iroquois Ave	Largo	FL	Debris Removal, Construction	SB
Interrail Signal Incorporated	John Hall	12443 San Jose Blvd. Suite 1103	Jacksonville	FL	Debris Removal	SB, WO
Island Recovery Services	Oniel Bromfield	3900 NW 34th Terr	Lauderdale Lakes	FL	Debris Removal	SDB
J & J Property Maintenance And Tree Service	Rex	2059 GREENBRIAR BLVD,	Clearwater	FL	Debris Removal	SB
J.J.S Tree Service, LLC	John Golden	150 JEFFIE TUCKER RD, PO BOX 163	Eastpoint	FL	Debris Removal, Tree Trimming	
Jam Logistics, Llc	Cindy Ramirez	9015 SW 125th Ave	Miami	FL	Debris Removal, Construction	SB,
James L King & Associates Inc	Wilson Townsend	474 Peninsula Dr	Ft Pierce	FL	Debris Removal	SB, WO
Jamoa Enterprise LLC	Jose Amoa	8019 nw 71st ct	Tamarac	FL	Debris Removal	
Jansay Trucking LLC	Adriana Fernandez	2021 N 61st ST	Tampa	FL	Debris Removal	SB, WO
Jason Branch Farms	Jason	7338 shady Grove rd, , , ,	Grand ridge	FL	Debris Removal, Tree Trimming	SB
Jax Debris Removal	Robin Huckemeyer	1830 E. 21st Street	Jacksonville	FL	Debris Removal, Tree Trimming	
JCoombs Enterprises Inc	Jimmy Coombs	2979 Plaza Terrace Dr	Orlando	FL	Debris Removal	SB,
JCP Enterprises,LLC	Jackson Phillips	174 Dusk Way	Fort Pierce	FL	Debris Removal	SB, VO
JD Tree Service	John	218 oak ridge dr	Welaka	FL	Debris Removal, Tree Trimming	SB
JDF Home Improvements, LLC	JOSHUA	12057 105th ave n	Seminole	FL	Debris Removal, Construction	SB
Jdmf Llc	Joseph D Fannin	1901 blackwood ave	Gotha	FL	Debris Removal, Tree Trimming	SB
Jep Pros Enterprise	John Poke	1410 Wilton Ave	Orlando	FL	Debris Removal	
Jets Property Services Llc	Justin	309 w warren ave	Tampa	FL	Debris Removal	
JJs Tree Service Llc	John Golden	Po box 163	Eastpoint	FL	Debris Removal	SB
JMJ Equipment, LLC	Joe Diccico	1278 Thoreau Circle	Venice	FL	Equipment Rental	WO
JMR Services	Justin Roberts	121 Sirena Way	Lake Placid	FL	Debris Removal, Construction	
JPJ International Golf LLC	Pat Ridgway	10989 150th St	McAlpin	FL	Other Services	
JT Hauling	Timothy Forbes	25208 SW 117 PLACE	Homestead	FL	Debris Removal	WO
K H Fendley	Keith Fendley	7310 W Jackson St	Pensacola	FL	Debris Removal	SB,
K&R World Electrical Contractor's Inc.	Laron	2313 Lee street	Hollywood	FL	Debris Removal	SB,
KB & JO Trucking Corp	Kiamy Perez	11355 SW 143rd Court	Miami	FL	Debris Removal, Tree Trimming	SB
KFGreene, LLC	Kelly Greene	955 58th Ave	Vero Beach	FL	Debris Removal	SB

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Khaos Recovery Corp	Abraham Blitch	13550 Ne County Road 339	Trenton	FL	Debris Removal	SB
Kimmers Fleet Management Service	Donovan	7525 West County Highway 30A	Santa Rosa Beach	FL	Debris Removal, Construction, Blue Roof	
Kissimmee B-Logistic Service	Juan Ayala	11774 Airport Park Drive	Orlando	FL	Debris Removal	SB, SDV
KLBz Backhoe Services	Adalbento Vigic	10 High Point RD A-2	Tavernier	FL	Debris Removal	
KLBz Landscaping And Tree Service	Adalbento Vigic	Adalberto Vigil	Key Largo	FL	Debris Removal, Tree Trimming	SB, WO
Kleen Sweep, Inc.	Steven Michalewski	1720 N Ronald Reagan Blvd	Longwood	FL	Street Sweeping	SB, Orange County SDVO
Krebs Land Development	Stewart Krebs	184 W Bannerville Road	Palatka	FL		SB
L T Group, Inc	Lucia Or Tony Rodriguez	10 coconut dr	Key Largo	FL	Debris Removal	WO
La Ceiba Nursery	Edwin Cartagena	22850 sw 217 ave	Miami	FL	Debris Removal	SB
Lake Area Tree Services	Tim McCarthy	1653 SE 81st Street	Starke	FL	Debris Removal, Tree Services	
Landmark Landscape & Property Maintenance	Ryan Christensen	5670 Allen Street	Hollywood	FL	Debris Removal, Tree Trimming	SB
Landshark Land Management L.L.C.	Tyler Hackenberger	7001 Scenic Hills Blvd	Lakeland	FL	Debris Removal, Tree Trimming	SB
LandTek Environmental Services LLC	Andrew Cleaver	3600 Laura Ave	Sanford	FL	Debris Removal, Tree Trimming	SB
Landworkz South, Llc	Sean Whitney	24059 Sw 115th av	Homestead	FL	Debris Removal, Tree Trimming	
Lanstar	Liuba Garcia	299 Live Oaks Blvd,	Casselberry	FL	Debris Removal	SB, WO, DBE
Lara's Trucking	Luis Lara	125 Avocado Ave	West Palm Beach	FL	Debris Removal	SB
Largo Logistics And Fuel Management, LLC	Andy Sikora	P.O.Box 373051	Key Largo	FL	Fuel	SB
Larios Trucking Inc	Frانيا Larios	17200 US HWY 441	Canal point	FL	Debris Removal, Tree Trimming	SB
Larkins Landscape Irrigation	Larkin Donald	p o box 255	Clarcona	FL	Debris Removal, Tree Trimming	SB
Laster Holdings, LLC	Kevin Laster	520 South Peninsula, Unit 2D8	New Smyrna Beach	FL	Debris Removal, Construction	SB
Latasha Collins Lawn Care	LATASHA COLLINS	p.o. box 550011	Orlando	FL	Debris Removal, Tree Trimming	SB
Layers Asphalt	Ron Purcell	504 avocado circle	Brandon	FL	Debris Removal, Construction	SB,
LE Land Clearing LLC	Leon Edenfield	152 Bostwick Cemetery Rd	Palatka	FL	Debris Removal, Tree Trimming	SB, SDVO
Lester D. Plain & Son, LLC	Daniel L. Plain	4031 South State Rd. 53	Madison	FL	Debris Removal, Construction	SB

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Lezcano Enterprises Llc	Francis Lezcano	5292 Lake Osborne drive	Lake Worth	FL	Debris Removal	SB, SDB
Liberty Hauling, Inc.	Ruth Wagner	7144 Evergreen Blvd.	Polk City	FL	Debris Removal	WBE, SB, SDB
Lightning Bay Industrial	Robin Doughty	1235 82nd St	Tampa	FL	Debris Removal, Construction	SB, WO
LIGLightning Commercial Cleaning Service, LLC	Randolph Wallace	8309 FAIRWAY ROAD	Sunrise	FL	Debris Removal	
Linda Trucking	Julio Perez Falcon	1610 NE 7th ST	Cape Coral	FL	Stump	SB, SDB
Lira Sod	Jose Lira	310 BRENHAVEN RD	Lake Placid	FL	Debris Removal	
LNA Maint	Noe	2403 ROYAL PALM DRIVE	Fort Pierce	FL	Debris Removal, Blue Roof	SB
Load Masters Management, Inc.	Amaya	18701 SW 358 Street	Homestead	FL	Debris Removal	SB, WO
Loyal Source Government Services, LLV	Samanatha Lindsey	3680 Avalon Park E. Blvd. Suite 310	Orlando	FL	Other Services	SB, SDVO
LT Group	Pedro Carillo	16641 SW 149th Avenue	Miami	FL	Debris Removal	
M&S Citrus, Inc.	Mike Studstill	PO Box 690128	Vero Beach	FL	Debris Removal	
M.O.D.	George Beys	900 Osceola dr	West Palm Beach	FL	Debris Removal	WO
M2 Group	Ryan Morales	401 Wilderness Way	Santa Rosa Beach	FL	Debris Removal, Construction	
Main Gate Enterprises Inc	Brooke Knight	240 Stenstrom Rd	Wauchula	FL	Construction	
Major Site Development	Ali Major	1313 Goodrich Ave	Sarasota	FL	Debris Removal	SB
Manny Estrada	Manny Estrada	17755 SAW 27th CT	Miramar	FL	Debris Removal	
Marion Bray	Pete	412 yucatan dr	Orlando	FL	Debris Removal, Construction	SB
Marquez Trimming Inc	Marcos Marquez	804 Laredo Ave	Lehigh Acres	FL	Debris Removal, Tree Trimming	
Martin Arborcare LLC	Joseph	3762 43rd Ave north	Saint Petersburg	FL	Debris Removal, Tree Trimming	SB
Mastercraft	Edwin	4603 N. 19th St.	Tampa	FL	Debris Removal	
Matthew McCabe	Matt McCabe	13721 89th Ave.	Seminole	FL	Debris Removal	SB
Maytin Engineering, Corp.	Rolando Maytin	13900 NW 112th Ave.	Hialeah Gardens	FL	Engineering	SB
Mbi Project Management, LLC	George Modric	9469 deer creek circle	Lake Worth	FL	Debris Removal, Construction, Blue Roof	
McCall Aircraft Consulting, LLC	Mitchell McCall	4931 SW 168th AVE	Southwest Ranches	FL	Debris Removal,	SB
McCulley Marine Services, Inc.	Joshua McCulley	2309 N Old Dixie Hwy	Fort Pierce	FL	Debris Removal, Other Services	SB
McTurn Investments LLC	Thomas Turner	1806 Old Okeechobee Road	West Palm Beach	FL	Debris Removal	SB
Meyers Turf LLC	Hope D'Alessandro	7920 N. Military Trail	West Palm Beach	FL	Debris Removal, Tree Trimming	SB
Mhd Marketing Inc	Melvin Slade	8975 sw 6th street	Boca Raton	FL	Debris Removal	SB

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Michael Lane's Tree Service	Michael Lane	18785 Lansing Rd	Orlando	FL	Debris Removal, Tree Trimming	SB
Miguel Lopez Jr Inc	Miguel Lopez Jr	21005 Taft Street	Pembroke Pines	FL	Debris Removal, Tree Trimming	SB, HUB, 8A
Mike Navin LLC	Mike Navin	5251 sw 82nd ave	Davie	FL	Debris Removal	
Mike's Construction	Mike	5801 sw 58 st	Cape coral	FL	Blue Roof, Construction	WO
MMS Restoration Services, LLC	Stephen Smith	2561 SW 3rd Avenue	Okeechobee	FL	Debris Removal	SB
Modern Scapes of South FL, LLC	Michael Cardinez	5300 SW 164 Ter	Southwest Ranches	FL	Debris Removal	
Motorway Inc	ROBERT	PO box 1822	Deland	FL	Debris Removal	SB
Mr. Restore Services	Michael Reed	2250 Old Dixie Hwy SE	Vero Beach	FL	Debris Removal	
Mr. Restore Services	Michael Reed	2250 Old Dixie Hwy SE	Vero Beach	FL	Debris Removal	SB
MVS Industries	Max Vega-Sanz	12420 SW 64 ST	Miami	FL	Debris Removal, Construction	SB, DBE
MY Contractors, Inc.	Lee Bell	1333 W. Beavers St.	Jacksonville	FL	Debris Removal, Tree Trimming	WO, HUB, SDB
Myers Lawn Maintenance	Reid Myers	17028 ne sr 65	Hosford	FL	Debris Removal, Tree Trimming	SB
National Fire Contracting	David	81 SW Buena Vista road	Dunnellon	FL	Debris Removal	
NDM Group, Inc	Nauman Mazhar	1212 E Whiting St #205	Tampa	FL	Construction	SB
NEC Keystone, Inc.	Jonathan Culpepper	3517 East 7th Avenue	Tampa	FL	Construction	WO
Nidiquar Services Llc	Elijah	22521 sw 114 pl	Miami	FL	Debris Removal	SB
No Limit Diesel Performance INC	Joshua Gilley	6130 Clark Center Ave Unit 104	Sarasota	FL		SB
O.D.Jones Const	Russell Bryant	4802 Charro Lane	Plant City	FL	Debris Removal, Blue Roof, Construction	SB
Olive Branch Ent of FL Inc.	Luke Davis	2904 45th St E	Bradenton	FL	Tree Removal	SB
On-Site Excavation & Septic Services, Inc.	Nestor Rovira	3402 West Kirby st	Tampa	FL	Debris Removal, Suppliers and Material Providers, Construction, Other Services	SB, SDB
Optimal Recovery, LLC	Matt Wyne	34618 Mission Bell Lane	Dade City	FL	Debris Removal, Tree Trimming	SB
Optimum Services, Inc.	Dan Eastman		Indiantown	FL	Debris Removal	SB, VO
Orchid Island Millworks	John Wirth	855 24 Ave	Vero beach	FL	Debris Removal	SB
OShea Contracting	Tommy	4535 Lemon st	Cocoa	FL	Debris Removal	SB
Oversize Transport LLC.	Jumilco Menedez	9909 Boggy Creek Rd	Orlando	FL	Debris Removal	
P&R Renovations & Procoatings, Inc.	Robert Leslie	2078 Weaver Park Drive	Clearwater	FL	Debris Removal, Blue roof	

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Palm Beach Tree & Landscape	Jonathan Kies	3200 Summit Blvd. #16617	West Palm Beach	FL	Debris Removal, Tree Trimming	SB
Parthenon Restoration & Remodeling Inc.	Tony Oikonomou	4712 bigloop	New Port Richey	FL	Debris Removal, Construction	SB
PBC Group LLC	Steve Halford	109 N Brush St Suite 300	Tampa	FL	Debris Removal, Construction	SB
Peach Contracting Services, Inc.	Mike Peach	1520 Harlock Road	Melbourne	FL	Tree Removal	
Peight Timber Company Inc.	Dave Peight	3961 NE Bobay Rd	Arcadia	FL	Debris Removal	SB
Pellicer Home Improvement L.L.C.	Jason Pellicer	35 Lago Vista Place	Palm Coast	FL	Debris Removal	SB, VO
Pequeno Harvesting, LLC	Lionel Pequeno	137 S Industrial Loop unit 6	LaBelle	FL	Debris Removal	SB
Perfect Property Resources LLC	W. Frank Murray	4529 SW 26th Stret	West Park	FL	Debris Removal, Blue Roof, Other Services	
PES, LLC	Joseph L. Perez	203 East Bay Street	Winter Garden	FL	Engineering, Surveying	SDV, MBE, FEMA
Peyson Transport LLC	Trae Quinn Dawnica Hall	18561 Misty Lake Drive	Jupiter	FL	Debris Removal	WO, SB, SMDA, VO
Pine Lake Nursery & Landscape	Ivan Martinez	2122 Henley Road	Lutz	FL	Debris Removal, Tree Trimming	
Powell's Lawn And Landscape LLC	Gene Powell	1303 Windy Bluff dr	Minneola	FL	Debris Removal,	SB, WO
Precise Contracting LLC	Derrick Yarde	223 E Lake Ave	Auburndale	FL	Debris Removal, Construction	SB
Precision Emergency Response LLC	Scott Brock	2251 Hwy. 173	Bonifay	FL	Debris Removal, Construction	WO
Premium Automall	BRENT BATISTA	1642 se collette ct	Port Saint Lucie	FL	Other Services	SB
Prestige Carriers LLC	Jeffrey Barnes	5633 Mossy Top Way	Tallahassee	FL	Debris Removal	
Primo Enterprises Of Tampa, Inc.	Paul Primacio	17433 New Cross Circle	Lithia	FL	Debris Removal	
Priority One Landscaping Professionals	Michael Sposato	6613 Wellington place lane	Jacksonville	FL	Debris Removal, Tree Trimming	SB
Pro Logistic Transport	Paul Bevder	13506 Summerport Village Pkwy, Suite 1029	Windemere	FL	Debris Removal	SB
Pro Tree Specialists, Inc	Tom Cheshire	4836 W Bay Court Ave	Tampa	FL	Debris Removal, Tree Trimming	SB
Progressive Business Enterprise LLC (PBE)	James Maduro Jr	2305 Don Andres	Tallahassee	FL	Debris Removal, Construction	DBE
Prosource	Robert	7619 Seashore Dr	Port Richey	FL	Construction	SB
PSA Management, Inc.	Patrick Aliu/Phaedra Tillman	1516 E. Hillcrest Street Ste. 310	Orlando	FL	Consulting, Mgmt	SDB

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Quality Choice Transportation Services	Mike Shannon	5564 Elizabeth Rose Square	Orlando	FL	Hauling	
Quisqueya Landscaping Services	Junior Encarnation	1923 morning Dr	Orlando	FL	Debris Removal, Tree Trimming	SB, SDB
Raidan Development, LLC	Danny Rodriguez	4916 SW 72 Ave	Miami	FL	Debris Removal	
Raucci Unleashed Inc	Christian Raucci	6099 Estates Dr	North Port	FL	Other services	
Rausa Builders	Nelson Hernandez	7111 sw 42 st	Miami	FL	Debris Removal, Blue Roof, Construction	SB
RDB Lawn Service And Landscape	Rafael Cancino	6680 ne 11th street	Okeechobee	FL	Debris Removal	SB
Realtree, Inc.	Tori Gross	1070 S. Wickham Road	West Melbourne	FL	Debris Removal	-
Recovery Right LLC DBA Gator Junk Removal	Lisa Bowman	7012 SW 103 Place	Miami	FL	Debris Removal	-
Reliability Plus LLC	Gary Buckles	325 Peniel Church Rd.	Palatka	FL	Debrsi Removal	
Reliable Maintenance	Gina Moreno	1038 W. Hillsborough Ave.	Tampa	FL	Debris Removal	SB, WO
Relyc Contractor Corp.	Jose Leon	7547 W 24th AVE, S-200	Hialeah	FL	Debris Removal, Construction	
Renew Construction Services	Renew Construction Services	5508 N 50th St N, #18	Tampa	FL	Debris Removal	SB, WO, SDB
Rhino International LLC.	Mark Calibrone	13718 Saxon lake dr.	Jacksonville	FL	Debris Removal, Construction	SB, VO
Richbourg Landscaping	Jamal "AJ" Al-Jazra	5700 Mavilla St	Pensacola	FL	Debris Removal, Tree Trimming, Blue Roof	SB, SDVO
Rich's Lawn Service & Irrigation, LLC	Rich Wilkins	1178 Wilde Dr	Celebration	FL	Debris Removal	
Rikedom LLC	Jorge Lima	6 Wendy Lane	Stuart	FL	Construction	SB, 8A
RIM Express Inc.	Ivan Radosavljevic	3934 Marlborough Place	Sarasota	FL	Construction	
Riverside Citrus Harvesting, LLC	Adrian Morales	PO Box 1479	Fort Pierce	FL	Debris Removal	
Roadway Trucking Inc.	Yunior Jimenez	411 SW 51 Ct	Miami	FL	Debris Removal	SB
Robert Foster	Robert	26458 SNAKE CREEK ROAD	Hilliard	FL	Debris Removal	SB
Rockline Construction LLC	Joe Shurette	3184 E. Porter Street	Inverness	FL	Debris Removal, Construction	
Rogers Brothers Land Clearing	Jena Rogers	9856 SW Rogers Lane	Bristol	FL	Debris Removal, Tree Trimming	SB, HUB, VO
Rogue Response LLC	Matthew Bongo Lionel	601 N Congress Ave Suite 432	Delray Beach	FL	Debris Removal	SDVO
Royal Tree Service, Inc.	David Hansson	8415 SW 200 ter	Cutler Bay	FL	Debris Removal, Tree Trimming	
RPM Landworks Inc	Richard	13673 82nd Ln N	West Palm Beach	FL	Debris Removal, Tree Trimming	SB

Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
RTD Construction, Inc.	Dannie	38038 North Ave	Zephyrhills	FL	Debris Removal, Construction	
S & P Brush Removal	Stephen Berube	1444 General Custer Ave.	Daytona Beach	FL	Debris Removal, Tree Trimming	SB, VO, SDVO
S R Trucking	Scott Reser	7 slate wood ct	Palm coast	FL	Hauling	SB
S&S Landscaping & Lawn Service, Inc.	Sara Delarosa	1201 Camellia Avenue	Immokalee	FL		
Sabrina's Trucking LLC	Nathaniel Johnson	6707 Trixie Dr	Seffner	FL	Hauling	SB
Sade Transport, LLC	Mercedes Smith	4564 Dickson rd	Greenwood	FL	Hauling	WO
Sampson Enterprises-Scattered Pines Sawmill	Heather Davis	P.o. box 1146	Madison	FL	Debris Removal	
Sanks Refuse Services, Inc	Nicole Frith	7380 County Road 208	Saint Augustine	FL	Debris Removal	SB, WO
Sansom's Tree Service	Pick Sansom	4025 Johnson Road	Mulberry	FL	Debris Removal, Tree Trimming	SB
Scionti Construction Group LLC	Ann Maria Farro	433 PLAZA REAL SUITE 275	Boca Raton	FL	Construction	SB
Scott McClain LLC	Scott McClain	1617 Hulett Dr, 1617 Hulett Dr	Brandon	FL	Debris Removal	SB
SDAC	Reid McMilion	14510 SW 284	Homestead	FL	Debris Removal, Tree Trimming	SB, SDB, HUB Zone, 8(a), VO
Seaside Grounds Maintenance Inc	Erik	350 crowndale rd	Cantonment	FL	Debris Removal	SB, WO
Select 3	Guy W Rette	861 Pine Forest Trl W	Port Orange	FL	Debris Removal	SB
Senior Enterprises L.L.C.	Clifford Yeazel	401 Mc Coy rd	Sebring	FL	Debris Removal	
SeoaneFJ Inc.	Francisco Seoane	1174 ne 110 st.	Miami	FL	Debris Removal	SB
Shear Quality Demolition & Site Work, LLC	Lee Messenger	1070 S Wickham Rd.	West Melbourne	FL	Debris Removal, Demolition, Construction	SB
Siles And Sons Inc.	Carol Siles	8097 Wellsmere Cir	Orlando	FL	Debris Removal	SB
SiteWorx Commercial & Industrial Services LLC	Diana Evers	1007 Maldonado Drive	Gulf Breeze	FL	Debris Removal	SB, WO
South Coast Equipment LLC	David Presmanes	21313 sw 147 ave	Miami	FL	Equipment	
South Florida Grading	Timothy Reynolds	839 S KINGS HWY	Fort Pierce	FL	Debris Removal, Construction	
South Florida Land Clearing, Inc.	Lisa White	15701 Orange Ave.	Fort Pierce	FL	Debris Removal, Tree Trimming	
South Florida Palmetto Harvesting, LLC	Chelsea Wallace	7600 SW Fox Brown Rd.	Indiantown	FL	Debris Removal, Tree Trimming	WO

Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
South Florida Tree Company	John-Wiley Bell	7515 se crane street	Hobe Sound	FL	Debris Removal, Tree Trimming	SB
Southeastern Crane Academy	Tyler Robinson	1520 NE 40th Ave	Okeechobee	FL	Debris Removal	SB
Southern Bobcat Services LLC	Danielle Costello	2843 Fisher Cir	Middleburg	FL	Debris Removal	
Southern Coast Land Services	Rob Watrous	12351 Iona Rd.	Fort Myers	FL	Debris Removal, Tree Trimming	
Southern Concrete Construction	Ken Talton	2930 1st Lane SW	Vero Beach	FL	Construction	SB
Southern Drainage Systems	John Perrie	550 N. Highland Ave	Tarpon Springs	FL	Debris Removal	SB
Southern Timber, LLC	Larry Jimenez	1808 Via Chianti Street	Plant City	FL	Debris Removal, Tree Trimming	WO
Southern Tree Experts Llc	Jamie Green	4052 thunder heights lane	Middleburg	FL	Debris Removal, Tree Trimming	
Southwest Florida Seafood Import And Export, LLC	Rebeca Brown	3561 nw 21st Terrace	Cape Coral	FL	Debris Removal, Construction	SB, WO, VO
Souvenir Builders, Inc.	Stanley	po box 261675	Tampa	FL	Debris Removal, Construction	SB, VO
Spanish Trail Farms	Trenton Childs	7202 Old Spanish Trail	Grand Ridge	FL	Debris Removal	
Spaulding Decon	Nancy Freeman	3615E. 7th Av.	Tampa	FL	Debris Hauling	WO
SRG Government Services	Travis Hire	405 N. Reo Street, suite 255	Tampa	FL	Debris Removal, Tree Trimming	SB
STAG Industries, LLC	Steve Deputy	5718 Yates Road	Lakeland	FL	Debris Removal, Construction, Other Services	WO
Sunset Bay Landscaping	Shane Schanstra	21409 west county line rd	Lutz	FL	Snow Removal, Debris Removal	
Sunshine Outdoor Services Llc	Micah Davis	330 ne 690 st	Old Town	FL	Debris Removal, Tree Trimming	SB, WO, DBE
Sunshine State Framing, Inc.	Cassie Watson	5840 Red Bug Lake Rd #65	Winter Springs	FL	Blue Roof, Construction	SB, WO
Surveve INC	Surujnarine Singh	9511 Bent Oak Ct	Jacksonville	FL	Demolition	SDVO
SWEETS: Crisis & Disaster Solutions, LLC	Jonathan Sweet	8815 Conroy-Windermere Road #371	Orlando	FL	Debris removal, Tree Trimming	VO, SDVO
T&B Debris Removal Services, LLC	Bert Sparks	134 East Teague Bay Dr	Saint Augustine	FL	Debris Removal	WO
Takem Out Tree Service	Crystal Thompson	1703 Monticello dr	Tallahassee	FL	Debris Removal, Tree Trimming	
TakeStock, Inc	David Thomnpson	14352 sw 160 terr	Miami	FL	Debris Removal, Other Services	SB, SDB
Taps Tree Service	William Tapley	1193 harmony drive north	Jacksonville	FL	Debris Removal, Tree Trimming	SB
Tate Transport Corporation	Juan Carlos	2830 W State Rd 84 #102	Fort Lauderdale	FL	Debris Removal	
TCOR Consulting Group	Thomas Corbett	39 Escambia St	Westville	FL	Environmental Consulting	SB, VO



Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
Team Farrell	Trish Kley	6835 Commerce Ave	Port Richey	FL	Debris Removal	
Team Ten Group Construction Corp	Luis E Vargas	2940 nw 151 trr	Miami Gardens	FL	Debris Removal	SB
Team Waterbury LLC	Ken Waterbury	550 Valkaria Rd	Palm Bay	FL	Debris Removal	SB
Teddy Bear Timber Corporation	Troy S Cunningham	3190 Highway 277	Vernon	FL	Debris Removal, Construction	SB
Teovaldo Construction Llc	Jose Rangel	2909 Tanbark ct	Tampa	FL	Debris Removal, Construction	SB
Terrascope LLC	Christopher Brown	3409 Flagan Ave	Orlando	FL	Debris Removal, Tree Trimming	SB, WO
Terrific Turf Lawn Care Landscaping	AJ Condercuri	5400 Ward lake drive	Port orange	FL	Debris Removal, Tree Trimming	SB
The BG Group, LLC.	Ivy Fradin	15560 Lyons Road	Delray Beach	FL	Demolition	WO
The Branch Manager	Marc White	2152 Cordelia Street	Jacksonville	FL	Debris Removal, Tree Trimming	
The Combined Group Corp	Carlos Adrian Sotolongo	7344 sw 48 st suite 101	Miami	FL	Debris Removal, Construction	SB, SDB, 8(a)
The Franklin Ray Group, Inc	Brian Ray	15327 NW 60th Ave, Ste 230	Miami Lakes	FL	Debris Removal,	SB
The Harrell, Group	Gloria	1103 Kingswood Lane	Fort Pierce	FL	Debris Removal, Blue Roof	SB, WO, SDB
The LSH Group, LLC	Linda Hanwacker	PO Box 07332	Fort Myers	FL	Debris Removal, Tree Trimming	SB, WO
The Plant Man Landscape & Design	Alex Kantor	po box 442	Lloyd	FL	Debris Removal, Tree Trimming	SB
The Zenith Group Enterprises Corp	Carl Toussaint	10511 nw 8th st	Pembroke Pines	FL	Debris Removal, Construction	SB, VO
Thielen Environmental LLC	Caleb Thielen	PO Box 1817	Eagle Lake	FL	Debris Removal	SB
Thomas Concrete And Construction Services,LLC	Brandon Thomas	9216 Strawhill Lane	Tallahassee	FL	Debris Removal, Construction	SB
Thomas Maintenance Service LLC	Miles Thomas	16205 SW 117 AVE, 7	Miami	FL	Debris Removal, Tree Trimming	SB, WO
Thompson Contracting Group, Inc.	Buck E. Thompson	397 SW Sun	Palm City	FL	Debris Removal, Construction	SB
Three D's Tractor Service, LLC	Devin Sprenger	86 N Broadway St	Fellsmere	FL	Debris Removal, Tree Trimming	SB
Thunderstruck Grading And Land Clearing, Inc.	Sean Guest	PO Box 8050	Sebring	FL	Debris Removal, Tree Trimming	
Tip Top Restoration	Daniel	1843 Plantation cir se	Palm Bay	FL	Debris Removal, Tree Trimming, Blue Roof	SB
TJays Tree Service LLC	Timothy Stinson	3338 36th Ave SE	Ruskin	FL	Debris Removal, Tree Trimming	

Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
Toon Town Trash	Kevin Jeffries	102451 overseas hwy	Key Largo	FL	Debris Removal, Tree Trimming	SB
Top Notch Property Solution Of South Florida	William	2811 Wiley St	Hollywood	FL	Debris Removal, Tree Trimming	
Total Restoration & Stucco	Mike Hill	1253 Valley Creek Run	Winter Park	FL	Suppliers and Material Providers, Blue Roof Construction, Other Services	SB, WO
Trail Guides	Joshua Saint	5251 NW State Road 270	Bristol	FL	Debris Removal, Construction, Other Services	
Training And Supervision Of Brigades	George	200 172nd Apt420, 12	Sunny Isles	FL	Suppliers and Material Providers, Blue Roof, Construction, Other Services	WO
TrashHelp / JA Daniel Management Inc.	Josh Daniel	4448 Palm Ave.	West Palm Beach	FL	Debris Removal	SB, WO
Travis Contracting Services	Benjamin J. Travis IV	7654 SW Jack James Dr	Stuart	FL	Debris Removal, Construction	
Tree Man	Charles Riddle	5091 N 30th street	Tampa	FL	Debris Removal, Tree Trimming	SB,
Tree Meister, LLC	William Stokes	18241 Hawthorne Road	Fort Myers	FL	Debris Removal, Tree Trimming	SB, DBE, 8A, VO, SDVO
Tree Service Express, Inc.	Nick Rocco	1766 Canova St. SE	Palm Bay	FL	Debris Removal, Tree Trimming	SB
Tree Wise Urban Forestry	Cuizhu Zhao	863 Moonluster Drive	Casselberry	FL	Debris Removal, Tree Trimming	SB, WO, DBE
Tri County Tree And Bobcat Service	Bobby Weddle	1219 kapok circle	Clearwater	FL	Debris Removal, Tree Trimming	
Tropical Disaster Disposal	Manny Martinez	21 n.w. 1st avenue	Dania	FL	Debris Removal, Tree Trimming	SDB, VO
True Tree Inc	Monty Clark	905 Cattlemen Rd	Sarasota	FL	Debris Removal, Emergency Road Clearance, Tree Trimming & Removal, Stump Removal	
TSK Exteriors LLC	Shelly Krisle	2044 Pirie Pl	Saint Cloud	FL	Blue Roof, Construction	SB, WO
Tucker Enterprise Services, Inc.	LJ Tucker	303 Scarlet. Blvd.	Oldsmar	FL	Debris Removal, Other Services	SB, SDB
Universal Contracting And Construction, Inc.	Jason Wadsworth	9075 Ellis Road	West Melbourne	FL	Debris Removal, Construction	SB, WO
Universal Partners Group	Oscar Quintero	2040 sw 139ct	Miami	FL	Construction	
USA Paint Colors LLC	PABLO	4840 Stone Acres Circle	Saint Cloud	FL	Debris Removal, Blue Roof	

Franklin County  
RFP for Disaster Debris Removal and Disposal Services

Company	Contact Name	Address	City	State	Scope of work	Certs
V&M Tree Services, Inc.	Mike Mccoy	912 Highlands Blvd	Palm Harbor	FL	Debris Removal	
Walker Quality Property Maintenance	Brian Walker	2010 cindy circle	Palm Harbor	FL	Construction, Debris Removal	
Walker Tree Services	Brian Walker	2010 Cindy Circle	Palm Harbor	FL	Debris Removal, Tree Trimming	SB
Wall Brothers Construction LLC	Pete Lance	310 Delaware Ave.	Saint Cloud	FL	Debris Removal, Blue Roof, Construction	SB
Waste Star Services	Earl Brocklehurst	1650 Holiday Drive	Holiday	FL	Debris Removal	SB,
Wastetech	Greg Rhategan	2019 grant st	Fort Lauderdale	FL	Debris Removal	WO
White and Blue Group LLC	Carlos Y Elicier	1019 MALAGA ST	Orlando	FL	Debris Removal	SB
White Crane Service, Inc.	Linda White	379 North Roscoe Blvd	Ponte Vedra	FL	Debris Removal	SB
Wholesale Kingdom, LLC	Lawrence D. Ellis	4537 Flintlock Drive	Orlando	FL	Debris Removal	
Wiggins Hauling & Transfer Svc	Rechard	1506 comanche	Tampa	FL	Debris Removal, Construction	SB, SDB
Wilkerson Hydrology Service Inc	Susan Michel	100 SW 4th ST	Mulberry	FL	Debris Removal, Tree Trimming	
Wise Choice Hauling	Kyle Schoonmaker	1355 nw 106th st	Okeechobee	FL	Debris Removal	SB
WM.H.Briggs Well Drilling	William Briggs	9415 old st Augustine road	Tallahassee	FL	Other Services	
Work Horse Temps, LLC	Kelvin Young	5401 S. Kirkman Road	Orlando	FL	Staffing Agency	SB, SDB, SDVO
Xtreme Land	Louis Oldoni	9257 nw 3rd court	Coral Springs	FL	Debris Removal	SB, WO
Xtreme Property Services Inc.	Danielle Shockley	819 SE 9th Ct	Okeechobee	FL	Debris Removal, Tree Trimming	SB, WO
XUMA Equipment	Tara	2260 Whitfield Park Ave	Sarasota	FL	Equipment	WO
YG Construction Inc	Yosvanys Garcia	20100 Meadow Lane Road	Fort Myers	FL	Debris Removal, Construction	MBE
Youtzy Sitework, Inc.	Catty Lucas	PO Box 100244	Palm Bay	FL	Debris Removal, Construction	SB
Zone Protection	Winston Blake	1845 NW 33rd street	Pompano Beach	FL	Safety	

## Unit Cost Fee Rate Schedule

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>MOBILIZATION AND DEMOBILIZATION</u>	L.S.	\$0.00

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>EMERGENCY ROAD CLEARING AND REMOVAL OF DEBRIS FROM THE PUBLIC RIGHT-OF-WAY</u>		
Backhoe - Rubber Tire Type, J.D. 310 or equal w/bucket & hoe	Hour	\$119.00
Bucket Truck - 50 Ft.	Hour	\$194.00
Bucket Truck - 50' to 75'	Hour	\$214.00
Chipper w/2-man Crew	Hour	\$172.00
Crane - 100 Ton (8 Hr. Minimum)	Hour	\$550.00
Crane - 50 Ton	Hour	\$375.00
Crane 30 Ton or larger	Hour	\$250.00
Dozer -D-6 or equivalent	Hour	\$145.00
Dozer-CAT D4 or equivalent	Hour	\$125.00
Dozer-Cat D8 or equivalent	Hour	\$175.00
Dump Truck - 5 CY	Hour	\$75.00
Dump Truck - Trailer, 50-80 cubic yard	Hour	\$92.00
Dump Truck-Tandem, 14-18 cubic yard	Hour	\$79.00
Dump Truck-Trailer, 24-40 CY	Hour	\$88.00
Dump Truck-Trailer, 41-60 CY	Hour	\$92.00
Dump Trailer w/Tractor, 30 to 40 CY	Hour	\$82.00
Dump Trailer w/Tractor, 41 to 50 CY	Hour	\$88.00
Dump Trailer w/Tractor, 51 to 60 CY	Hour	\$92.00
Dump Truck - 10 to 15 CY	Hour	\$79.00
Walking Floor Trailer w/Tractor, 100CY	Hour	\$124.00
Equipment Transports	Hour	\$115.00
Excavator - Cat 320 or equivalent	Hour	\$145.00
Excavator - Cat 325 or equivalent	Hour	\$160.00
Excavator - Cat 330 or equivalent	Hour	\$175.00
Excavator - Rubber Tired with debris grapple	Hour	\$182.00

*This document in its entirety must be completed and returned with your Submittal*

**Unit Cost Fee Rate Schedule (Page 2 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<b>EMERGENCY ROAD CLEARING AND REMOVAL OF DEBRIS FROM THE PUBLIC RIGHT-OF-WAY (CONTINUED)</b>		
Farm Tractor w/Box blade	Hour	\$85.00
Feller Bunchers 611 Hydro-Ax or equivalent	Hour	\$15.00
Forklift - Extends Boom with debris grapple	Hour	\$74.00
Jetter Vac Truck	Hour	\$218.00
Loader - Bobcat, 753 or John Deere 648-E with debris grapple or equivalent	Hour	\$98.00
Loader - Front End, 544 or equal with debris grapple or equivalent	Hour	\$138.00
Loader - Knuckle boom -216 Prentice or equivalent	Hour	\$135.00
Loader - Self, Knuckle Boom Truck, 25-35 CY Body	Hour	\$175.00
Loader - Self, Knuckle Boom Truck, 35-45 CY Body	Hour	\$185.00
Loader - Skid Steer-753 Bobcat w/Bucket or equivalent	Hour	\$95.00
Loader - Steer-753 Bobcat Skid with Street Sweeper or equivalent	Hour	\$90.00
Loader - Towed w/Tractor, Prentice 210 or equivalent	Hour	\$135.00
Loader - Wheel JD 644, or equivalent, with debris grapple or equivalent	Hour	\$144.00
Loader - Wheel, Cat 955 or equivalent	Hour	\$138.00
Loader - Wheel, Cat 966 or equivalent	Hour	\$144.00
Loader - Wheel, JD 644, 2-3 CY Articulated w/Bucket or equivalent	Hour	\$144.00
Log skidder-JD 648E, or equivalent	Hour	\$115.00
Motor Grader-CAT 125 - 140HP or equivalent	Hour	\$145.00
Pickup Truck - Unmanned	Hour	\$22.00
Portable Light Plant	Hour	\$31.00
Power Screen	Hour	\$88.00
Loader-Self, Scraper CAT 623 or equivalent	Hour	\$125.00
Stacking Conveyor	Hour	\$41.00
Stump Grinder/ Vermeer 252 or equivalent	Hour	\$48.00
Street Sweeper	Hour	\$95.00
Sweeper – open air broom	Hour	\$75.00
Track hoe 690 J.D. or equivalent	Hour	\$170.00

**Unit Cost Fee Rate Schedule (Page 3 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<b><u>EMERGENCY ROAD CLEARING AND REMOVAL OF DEBRIS FROM THE PUBLIC RIGHT-OF-WAY (CONTINUED)</u></b>		
Truck - 1 ton Pickup	Day	\$240.00
Truck - 1/2-ton Pickup	Day	\$176.00
Truck - 3/4-ton Pickup	Day	\$220.00
Truck - 6 Wheel Drive Heavy Off Roads	Hour	\$114.00
Truck - Box	Day	\$72.00
Truck - Service	Hour	\$88.00
Truck - Supplies	Hour	\$58.00
Truck - Water	Hour	\$92.00
Utility Van	Day	\$220.00
Other (List)		
Other (List)		
Other (List)		

**Unit Cost Fee Rate Schedule (Page 4 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<b><u>DEBRIS REMOVAL SERVICES</u></b>		
Debris Removal from Event Site and Hauling to DMS 0-30 Miles.	CY	\$9.94
Debris Removal from Event Site and Hauling to Landfill or Final Disposal Site* 0-30 Miles.	CY	\$10.24
Debris Removal from DMS and Hauling to Landfill or Final Disposal Site* 0-30 Miles.	CY	\$4.38
Debris Removal from Event Site and Hauling to DMS 31-60 Miles.	CY	\$10.89
Debris Removal from Event Site and Hauling to Landfill or Final Disposal Site* 31-60 Miles.	CY	\$10.98
Debris Removal from DMS and Hauling to Landfill or Final Disposal Site* 31-60 Miles.	CY	\$5.69
Debris Removal from Event Site and Hauling to DMS 61+ Miles.	CY	\$11.24
Debris Removal from Event Site and Hauling to Landfill or Final Disposal Site* 61+ Miles.	CY	\$11.48
Debris Removal from DMS and Hauling to Landfill or Final Disposal Site* 61+ Miles.	CY	\$7.98
White Goods removal, segregation, and disposal at approved location*	Item	\$51.00
HAZWASTE removal, segregation, and packaging at DMS for disposal by others	Pound	\$6.89
Freon Management, Recycling and Disposal*	Per unit	\$38.00
Carcass Removal, Transportation and Disposal* (Removal of debris that will decompose such as animals or organic)	Pound	\$0.98
Waterway Debris Removal <i>Debris removal from canals, rivers, creeks, streams &amp; ditches</i>	CY	\$76.98
Sand Collection and Screening <i>Pick up, screen and return debris laden sand/mud/dirt/rock</i>	CY	\$18.92
Vessel Removal	Unit	\$650.00
Demolition of Private Structure	CY	\$17.75 *
Vehicle Removal	Unit	\$175.00
Electronic Waste <i>Removal of electronic debris that contain hazardous materials, such as cathode ray tubes. Includes computer monitors and televisions</i>	Unit	\$31.00
Biowaste Removal of waste capable of causing infection to humans <i>(Animal waste, human blood, pathological waste)</i>	Pound	\$12.50

\*NOTE: Contractor will pay tipping fee or other disposal fee at final disposal site(s) and charge the Entity at cost. All final disposal sites must be approved by Entity.

**Unit Cost Fee Rate Schedule (Page 5 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>TREE OPERATIONS, INCLUDING HAULING</u>		
Hazardous Trees Removal 6" diameter to 12" diameter	Tree	\$55.00
Hazardous Trees Removal >12" diameter to 24" diameter	Tree	\$125.00
Hazardous Trees Removal >24" diameter to 36" diameter	Tree	\$185.00
Hazardous Trees Removal >36" to 48"	Tree	\$235.00
Hazardous Trees Removal >48" +	Tree	\$285.00
Hazardous Limbs Removal >2"	Tree	\$89.00
Hazardous Stumps Removal >24" – 36"	Stump	\$175.00
Hazardous Stumps Removal >36" – 48"	Stump	\$225.00
Hazardous Stumps >48" +	Stump	\$275.00
Stump Fill Dirt <i>Fill dirt for stump holes after removal</i>	CY	\$28.75

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>MANAGEMENT AND REDUCTION</u>		
Grinding <i>Grinding/chipping vegetative debris</i>	CY	\$2.54
Air Curtain Burning <i>Air Curtain Burning vegetative debris</i>	CY	\$1.98
Open Burning <i>Opening burning vegetative debris</i>	CY	\$0.89
Compacting <i>Compacting vegetative debris</i>	CY	\$0.79
Debris Management Site Management <i>Preparation, management, and segregating at debris management site</i>	CY	\$1.45

Tipping Fees at Franklin County Landfill

Vegetation \$45.00/TON

All Other Debris \$65.00/TON



**Unit Cost Fee Rate Schedule (Page 6 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>FINAL DISPOSAL</u>		
Tipping Fees (Vegetative) <i>Fee includes negotiated contract price or pass-through amount for vegetative</i>	CY	Pass-through
Tipping Fees (Mix) <i>Fee includes negotiated contract price or pass-through amount for mix</i>	CY	Pass-through
Tipping Fees (C&D) <i>Fee includes negotiated contract price or pass-through amount for C&amp;D</i>	CY	Pass-through

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>MISCELLANEOUS EQUIPMENT &amp; SERVICES</u>		
Hay bales	Each	\$8.70
Staked Silt Fence	LF	\$6.55
Fill Dirt	CY	\$28.75
Tree Protection, as required	LF	\$6.25
Dewater, as required	Hour	\$41.00 *
Bagged Ice, 50/100 lbs.	per	\$23.75
Bottled Water, Palletized Truck Load	Lb.	\$0.39
Bulk Water, Tanker	Gal	\$2.85
Water Tanker for Bulk Water, Tanker	Gal	\$2.85
Light Tower w/Generator	Day	\$310.00
Office Trailer, 40 ft	Day	\$550.00
Portable Toilet, Single	Day	\$55.00
Portable Toilet, Single	Week	\$385.00

Note:

\* 95HP pump with minimum 25' intake and 200' discharge hoses.

**Unit Cost Fee Rate Schedule (Page 7 of 7)**

DESCRIPTION OF SERVICE	UNIT	UNIT COST
<u>PERSONNEL RATES</u>		
Traffic Control Personnel	Hour	\$41.00
Laborer	Hour	\$41.00
Survey Person w/Truck	Hour	\$65.00
Inspector w/Vehicle	Hour	\$65.00
Chainsaw w/Operator	Hour	\$48.00
Foreman w/Truck	Hour	\$59.00
Superintendent w/Truck	Hour	\$75.00
Climber w/Gear	Hour	\$56.00
Mechanic w/Truck and Tools	Hour	\$53.00
Ticket Writers / Individual	Hour	\$32.00
Clerical / Individual	Hour	\$32.00
Program Management Services – Professional	Hour	\$75.00
Program Management Services – Administrative	Hour	\$32.00
Other (List)	Hour	
Other (List)	Hour	
Other (List)	Hour	

# ***Franklin County Non-exclusive Contract for Debris Removal and Disposal Services***

THIS CONTRACT, including Attachment A (Submitted Proposal for Franklin County RFP Debris Removal, dated June 14, 2021), is made this the 7th day of September 2021, by and between **Crowder Gulf** (herein referred to as "**Contractor**") and the **County of Franklin** a political subdivision of the **State of Florida** (herein referred to as "County").

## **RECITALS**

WHEREAS, it is foreseen that it is in the public interest to provide for the expedient removal of qualified storm debris eligible for removal pursuant to law within the unincorporated limits of **Franklin County** during a declared state of emergency and

WHEREAS, the provision of recovery Technical Assistance to the appointed and elected officials resulting from a future storm or manmade event during a declared state of emergency is beneficial to the public; and

WHEREAS, **Franklin County** has in the past suffered the full force and effects of major storms and the resulting destruction brought upon Franklin County by such storms or manmade disasters; and

WHEREAS, the Public Health and Safety of all the citizens will be at serious risk; risk during declared emergencies; and

WHEREAS, the immediate economical and efficient recovery of **Franklin County** and its citizens is a concern and priority during recovery; in a fiscally prudent and publicly responsible manner subject to the public's trust; and

WHEREAS, the availability of experienced prime storm debris contractors may be severely limited; and

WHEREAS, **Crowder Gulf** has the experience, equipment, manpower, permits and licenses to perform all storm related debris services in a fiscally sound and prudent manner; and

WHEREAS, **Franklin County** and **Crowder Gulf** have agreed to the Scope of Services, prices, terms and conditions as set out in this Contract; and

THEREFORE, in considerations acknowledged by both parties, said parties do agree to the following stipulations and conditions.

## **1.0 Services**

### **1.1 Scope of Contracted Services:**

The Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely removal and lawful disposal of all **eligible storm-generated debris (herein referred to as "debris")**, including hazardous and industrial waste materials

and within the time specified in this Contract. Emergency push, debris removal and demolition of structures will be limited to: 1) That which is determined to eliminate immediate threats to life, public health, and safety; 2) That which has been determined to eliminate immediate threats of significant damage to improved public property; and 3) That which is considered essential to ensure the economic recovery of the affected community to the benefit of the community at large.

This is a non-exclusive contract. Franklin County has other debris removal contractors. This Agreement does not guarantee the contractor that its services will be utilized during a declared emergency and, if activated, does not guarantee that the contractor will receive any minimum amount of debris to remove. Contractor may be required to work with one or more other debris removal contractors depending upon the extent of debris which accumulates during a declared state of emergency.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris accumulated on all public, residential and commercial properties, streets, roads, other right-of-ways and public-school properties, including any other locally owned facility or site as may be directed by the County. Contracted services will only be performed when requested and as designated by the County. **Contract excludes Cities and non-public properties.**

**1.2 Emergency Push / Road Clearance:**

The Contractor shall accomplish the cutting, tossing and/or pushing of debris from the primary transportation routes as identified by and directed by the County. This operational aspect of the scope of contracted services shall be for the first 72 hours after an event and will be billed on a time and material basis. Once this task is accomplished, the following additional tasks will begin as required.

**1.3 Right-of-Way (ROW) Removal:**

The Contractor shall remove all debris from the ROW of the County when directed to do so by the County. The Contractor shall use reasonable care not to damage any County or private property not already damaged by the storm event. Should any property be damaged due to negligence on the part of the Contractor, the County may either bill the Contractor for the damages or withhold funds due to the Contractor.

**1.4 Demolition of Structures (if implemented by Franklin County):**

The Contractor will remove structures designated for removal by and at the direction of the County. The Contractor agrees to remove in a timely manner all structures as determined by the County as set out in Section 1.1 of this Contract.

**1.5 Private Property Waivers: County excludes private property.**

**1.6 Disaster Recovery Duty Performance:**

The Contractor will perform disaster recovery duties to assist appointed officials within the County. This service may include Debris Program assistance as required by the County. This is the concept of complete recovery support where the Contractor would assist a local government applicant on aspects of the recovery process. Contractor personnel cannot assume the sovereign duties and functions of the County officials.

## **2.0 PERFORMANCE OF SERVICES**

### **2.1 Description of Service:**

The Contractor agrees to perform the contracted services in a professional and workmanlike manner and in compliance with all applicable laws, ordinances, rules, regulations and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the Contract documents or meeting the approval of the County may be rejected without costs. Replacements and/or rework, as required, will be accomplished at no additional cost to the County.

#### **2.1.1 Cooperation:**

The Contractor agrees that it shall reasonably cooperate with Franklin County's Debris Monitoring service provider as directed by the County.

### **2.2 Cost of Services:**

The Contractor shall bear the costs of performing all contracted services hereunder, as directed by the County, including but not limited to that which is set out in Section 1.0, plus applicable permit and license fees and all maintenance costs required to maintain its vehicles and other equipment in a condition and manner adequate to accomplish and sustain all contracted services as set out in this Contract.

### **2.3 Matters Related to Performance:**

#### **2.3.1 Subcontractor(s):**

The Contractor will utilize the service of local subcontractors, where feasible, and shall be responsible for the acts or omissions of its subcontractors to the same extent the Contractor is responsible for the acts and omissions of its employees. The Contractor shall ensure that all its subcontracts have and carry the same major provisions of this Contract and that the work of their subcontractors is subject to said provisions. Nothing contained in this Contract shall create any contractual relationship between any subcontractor and the County. The Contractor shall supply the names and addresses of subcontractors and materials suppliers when requested to do so by the County.

### **2.3.2 Indemnification:**

The Contractor agrees to indemnify, hold harmless and defend the County from and against any and all liabilities, suits, actions, legal proceedings, claims demands, damages, costs and expenses (including reasonable attorney's fees at both the trial and appellate level) rising out of any act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

### **2.3.3 Insurance:**

The Contractor agrees to keep the following Insurance in full force and effective during the term of this Contract. The Contractor must also name the County, as additional insured, while working within the boundaries of the County.

### **2.3.4 Worker's Compensation:**

- ◆ **As required by law.**

### **2.3.5 Automobile Liability:**

- ◆ **As required by law.**

### **2.3.6 Comprehensive General Liability:**

- ◆ **As required by law-** and shall be in the minimum amount of \$300,000.00 per occurrence. Franklin County shall be named as an additional insured on same policy of insurance.

### **2.3.7 Insurance Cancellation/ Renewal:**

The Contractor will notify the County at least thirty (30) days in advance of cancellation, non-renewal or adverse change to the required insurance. New certificates of insurance are to be provided to the County at least ten (10) days following coverage renewals or changes.

## **3.0 STANDARDS OF PERFORMANCE**

### **3.1 Contractor Representative:**

The Contractor shall have a knowledgeable and responsible Representative report to the County's designated Contract Representative within 24 hours following the activation of this contract. The Contractor's Representative shall have the full and unrestricted authority to implement all actions required to begin the performance of contracted services as set out in this Contract and the Contractor's General Operations Plan.

### **3.2 Mobilization:**

When the written Notice to Proceed has been received by the Contractor and/or the on-site Contractor Representative, he/she will make all necessary arrangements to mobilize a minimum of 50% of the required resources within 24 hours and 100% of the required resources within 72 hours to commence and conduct these contracted services.

### **3.3 Payment and Performance Bonds:**

Contractor shall provide payment and performance bonds 7 – 10 days following activation of contract. A penalty of \$100 per day thereafter shall be imposed for the failure to deliver written evidence of such bonds to the County.

### **3.4 Time to Complete:**

The Contractor shall complete all directed work as set out in Section 1.0 of this Contract within (number of days will be determined once extent of damage has been determined) working days and in accordance with Section 5.8 of this Contract.

### **3.5 Completion of Work:**

The Contractor shall be responsible for removal of all debris up to the point where remaining debris can only be described as storm litter and additional collection can only be accomplished by the use of hand labor or as otherwise determine exclusively by Franklin County.

#### **3.5.1 Extensions (optional):**

In as much as this is a “time is of the essence” based Contract; the commencement of contracted services will be as set out in Section 3.2. If the completion of this Contract is delayed by unreasonable actions of the County, then and in such event the time of completion of this Contract shall be extended for such additional time within which to complete the performance of the Contract as is extended by such delay. This Contract may be extended by mutual consent of both the County and the Contractor for reasons of additional time, additional services and/or additional areas of work.

### **3.6 Term of Contract:**

The term of the Contract shall be for two (2) consecutive years, beginning on the date of acceptance by and signatures of the County and Contractor, whichever comes later.

### **3.7 Contract Renewal:**

This Contract may be renewed for one year after a written concurrence of both parties on any negotiated changes to the terms and specifications contained in this Contract. Section 7.0 of this Contract may be reviewed on an annual basis, at which time amended unit costs may be submitted by the Contractor to the County to reflect the current disaster recovery market value of all contracted services in this Contract. Such amendments shall become part of this Contract after both parties sign any such written amendment(s). **The County shall have the right to refuse amendments unilaterally and such refusal shall be final.**

### **3.8 Contract Termination:**

This Contract shall terminate upon 30 days written notice from either party and delivered to the other party, as set out in Section 8.1 of this Contract.

## **4.0 GENERAL RESPONSIBILITIES**

### **4.1 Other Agreements:**

The County may be required to enter into agreements with Federal and/or State agencies for disaster relief. The Contractor shall be bound by the terms and conditions of such agreements.

### **4.2 County Obligations:**

The County shall furnish all information and documents necessary for the commencement of contracted services. **Any written Notice to Proceed received by contractor from the primary point of contact for the County shall be valid.** A representative will be designated by the County to be the primary point of contact for inspecting the work and answering any on site questions prior to and after activation of this Contract via a written Notice to Proceed. The County is responsible for issuing all Public Service Announcements (PSA) to advise citizens and agencies of the available debris services. The Contractor may assist the County with the development of debris-based PSA(s), if requested.

### **4.3 Conduct of Work:**

The Contractor shall be responsible for planning and conducting of all operations in a satisfactory level of workmanship. All work shall be in compliance with all federal, state and local laws, rules and regulations. The Contractor shall exhibit respect for the citizens and their individual private properties. The Contractor shall have and require strict compliance with a written Code of Ethics.

### **4.4 Supervision:**

The Contractor will supervise and/or direct all contracted services. The Contractor is solely responsible for the means, methods, techniques, safety



program and procedures. The Contractor will employ and maintain on the work site a qualified supervisor who shall have full authority to act on behalf of the Contractor and all communications given to the supervisor by the County's Authorized Representative shall be as binding as if given to the Contractor.

**4.5 Damages:**

The Contractor shall be responsible for conducting operations in such a manner as to cause the minimum damage possible to existing public, private and commercial property and/or infrastructure. Contractor shall also be responsible for any damages due to the negligence of its employees and subcontractors as set out in Sections 1.2 through 1.5 of this Contract.

**4.6 Other Contractor(s):**

The Contractor shall acknowledge the presence of other contractors involved in disaster response and recovery activities by the federal, state and local government and of any private utility, and shall not interfere with their work.

**4.7 Ownership of Debris (optional):**

The County will decide at what stage to relinquish ownership of debris, including regulated hazardous waste, to the Contractor for removal and lawful final disposal to its legal final location. The debris will consist of, but not limited to vegetative, construction and demolition, white goods and household solid waste.

**4.8 Disposal of Debris:**

Unless otherwise directed by the County, the Contractor shall be responsible for determining and executing the method and manner for lawful final disposal of all eligible debris, including regulated household hazardous waste. The primary location of the reduction and disposal site(s) shall be determined. Other sites may be utilized as directed and/or approved by the County.

**5.0 GENERAL TERMS AND CONDITIONS**

**5.1 Geographic Boundary**

The geographic boundary for work by the Contractor's crews shall be as directed by the County and will be limited to properties located within the County's legal boundaries.

**5.2 Multiple, Scheduled Passes (optional):**

The Contractor shall make scheduled passes at the direction of the County. The County shall direct the interval timing of all passes. Sufficient time shall

be permitted between subsequent passes to accommodate reasonable recovery and additional debris placement at the ROW by the citizens and the County.

### **5.3 Operation of Equipment:**

The Contractor shall operate all trucks, trailers and all other equipment in compliance with any/all applicable federal, state and local rules and regulations. Equipment shall be in good working condition. All loading equipment shall be operated from the road, street or ROW using buckets and/or boom and grapple devices to collect and load debris. No equipment shall be allowed behind the curb or outside of the public ROW unless otherwise directed by the County in writing. Should operation of equipment be required outside of the public ROW, the County will provide a Right-of-Entry Agreement, as set out in Section 1.6 of this Contract.

### **5.4 Certification of Load Carrying Capacity:**

The Contractor shall submit to the County a certified report, , in compliance with all federal, state and local laws, rules and regulations, indicating the type of vehicle, make and model, license plate number and/or trailer VIN number, assigned debris hauling number and measured maximum volume, in **cubic yards**, of the load bed of each piece of equipment to be utilized to haul debris.

The measured volume of each piece of equipment shall be calculated from the actual physical measurement performed by the County and Contractor Representative(s). A standard measurement form certifying actual physical measurements of each piece of equipment shall be an attachment to the certified report(s) submitted to the County.

### **5.5 Vehicle Information:**

The maximum load capacity of each hauling vehicle will be rounded to the nearest whole **cubic yard** (CY). (Decimal values of .1 through .4 will be rounded down and decimal values of .5 through .9 will be rounded up.) The measured maximum load capacity (as adjusted) of any vehicle load bed will be the same as shown on the trailer measurement form and painted on each numbered vehicle or piece of equipment used to haul debris. All vehicles or equipment used for hauling will have and use a Contractor approved tailgate and sideboards will be limited to those that protect the load area of the trailer.

### **5.6 Security of Debris During Hauling:**

The Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading site(s), the Contractor shall ensure that each load is secure and trimmed so that no debris extends horizontally beyond the bed of the equipment in any direction. All loose debris shall be reasonably compacted

and secured during transport. As required, the Contractor will survey the primary routes used by the Contractor and recover fallen or blown debris from the roadway(s).

#### **5.7 Traffic Control:**

The Contractor shall mitigate impact on local traffic conditions to all extents possible. The Contractor is responsible for establishing and maintaining appropriate traffic control in accordance with the latest Manual of Uniform Traffic Control Devices. The Contractor shall provide sufficient signing, flagging and barricading to ensure the safety of vehicular and pedestrian traffic at all debris removal, reduction and/or disposal site(s).

#### **5.8 Work Days/Hours:**

The Contractor may conduct debris removal operations from sunup to sundown, seven days per week. Any mechanical, debris reduction operations or burning operations may be conducted from 24 hours a day, seven days per week. Adjustments to work days and/or work hours shall be as directed by the County following consultation and notification to the Contractor.

#### **5.9 Household Hazardous Wastes:**

The Contractor shall set aside and reasonably protect all household hazardous waste encountered during debris removal operations for collection and disposal in accordance with the Contractor's Hazardous and Industrial Materials Cleanup and Disposal Plan. The Contractor will build, operate and maintain a Household Hazardous Waste Storage area until proper disposal of such waste is feasible. The Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste, if/when directed by the County.

#### **5.10 Stumps:**

The Contractor shall, to every extent possible, give priority to utilizing resources within the County. Debris Contract local preferences will include, but not limited to, procurement of services, supplies and equipment, plus awarding service subcontracts and employment to the local work force.

#### **5.11 Utilizing Local Resources:**

The Contractor shall, to every extent possible, give priority to utilizing resources within the County. Debris Contract local preferences will include, but not limited to, procurement of services, supplies and equipment, plus awarding service subcontracts and employment to the local work force.

#### **5.12 Work Safety:**

The Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended.

The Contractor will provide such safety equipment, training and supervision as may be required by the County and/or Government. The Contractor shall ensure that its subcontracts contain a similar safety provision.

### **5.13 Inspection and Testing:**

All debris shall be subject to adequate inspection by the County or any public authority in accordance with generally accepted standards to ensure compliance with the Contract and applicable federal, state and local laws. The County will, at all times, have access to all work sites and disposal areas. In addition, authorized representatives and agents of the Government shall be permitted to inspect all work, materials, invoices and other relevant records and documentation.

### **5.14 Other Agencies:**

The term "Government" as used in this Contract refers to those governmental agencies, which may have a regulatory or funding interest in this Contract.

## **6.0 REPORTS, CERTIFICATIONS AND DOCUMENTATION**

### **6.1 Accountable Debris Load Forms: Subject to 7.6.1**

**The County shall accept the serialized original load ticket produced by the County's monitoring representative as the certified, original source document to account for the measurement and accumulation of the volume of debris delivered and processed at the reduction and/or disposal site(s).** The serialized ticketing system will also be used in the event of additional debris handling for volume reduction and/or the possible requirement for a debris transfer station(s). These tickets shall be used as the basis of any electronic generated billing and/or report(s). **The County reserves the right to challenge the Contractor's accounting system,** including any one or more load tickets produced by that system. In the event of a challenge to the accounting system or any one or more load tickets produced by that system, the contractor shall reasonably cooperate by providing, at its expense, such written documentation, electronic information and personnel as are reasonably necessary as determined by the County to determine either the accuracy or inaccuracy of the accounting system or any one or more tickets produced by that system.

### **6.2 Reports:**

The Contractor shall submit periodic, written reports to the County as requested or required, detailing the progress of debris removal and disposal. These reports may include, but not limited to:

#### **6.2.1 Daily Reports:**

The daily reports may detail the location where passes for debris removal were conducted, the quantity of debris (by type) removed and disposed and the total number of personnel crews engaged in debris management operations and their hours on the jobs and the number of grinders, chippers and mulching machines in operation. The Contractor will also report damages to private property caused by the debris operation or damage claims made by citizens and such other information as may be required to completely describe the daily conduct of the Contractor's operations. Franklin County reserves the right to expand the scope of the daily reports, if experience in the field indicates that additional information is useful to the County in the performance of this contract.

#### **6.2.2 Weekly Summaries:**

A summary of all information contained in the daily reports as set out in Section 6.2.1 of this Contract or in a format required by the County.

#### **6.2.3 Report(s) Delivery:**

The scheduling, point of delivery and receiving personnel for the debris operations report(s) will be directed by the County in consultation with the Contractor.

#### **6.2.4 Final Project Closeout:**

Upon final inspection and/or closeout of the project by the County, the Contractor shall prepare and submit, including re-preparing and re-submitting as necessary, a detailed description of all debris management activities to include, but not limited to the total volume, by type of debris hauled, reduced and/or disposed, plus the total cost of the project invoiced to the County. If requested, any other additional information as may be necessary to adequately document the conduct of the debris management operations for the County and/or Government.

#### **6.2.5 Additional Supporting Documentation:**

The Contractor shall submit sufficient reports and/or documentation for debris loading, hauling, disposal, and load capacity measurements as may be required by the County and/or Government to support requests for debris project reimbursement from external funding sources.

#### **6.2.6 Report Maintenance:**

Contractor will be subject to audit by federal, state and local agencies pursuant to this Contract. The Contractor will maintain all reports,

records, debris reporting tickets and contract correspondence for a period of not less than three (3) years.

**6.2.7 Contract File Maintenance:**

The Contractor will maintain this Contract and the invoices that are generated for the contracted services for a period of five (5) years or the period of standard record retention of the County, whichever is longer.

**7.0 UNIT PRICES AND PAYMENTS**

**7.1 Debris Removal, Processing and Disposal:**

*In accordance with submitted proposal*

**7.2 Hourly Equipment, Labor and Materials:**

*In accordance with submitted proposal*

**7.3 Stump Conversion Table:**

*In accordance with submitted proposal*

**7.4 Billing Cycle:**

The Contractor shall invoice the County on a 30 day basis reflecting the close of business on the last working day of the billing period. Serialized debris reporting tickets and disposal site verification of the actual cubic yardage for each load of debris or itemized stumps will support all invoices.

**7.5 Payment Responsibility:**

The County agrees to accept the Contractor's invoice(s) and supporting documentation as set out in Section 6.3 of this Contract and process said invoices for payment within 15 business days. The County will advise the Contractor within five (5) working days of receiving any debris service invoice that requires additional information for approval to process for payment.

**7.6 Ineligible Work:**

The Contractor will not be paid for the removal, transportation, storage, reduction and/or disposal of any material or stumps as may be determined by the County and/or Government as ineligible debris unless otherwise authorized.

**7.6.1 Debris Eligibility:**

Notwithstanding anything to the contrary in this contract, it is understood and agreed that Franklin County's obligations under this

contract shall be limited to, and not exceed, the dollar value of hurricane debris which Franklin County finally determines to be qualified for payment under this contract (Hereinafter "qualified debris"). Franklin County shall only pay the contractor for qualified debris according to the reimbursement rates as determined by standards as provided hereinafter below numbered 1-5. Furthermore, the parties agree that Franklin County's obligation to pay for hurricane debris that Franklin County finally determines does not qualify for reimbursement shall be limited to a maximum of \$10,000.00, regardless of the actual value of such non-qualifying debris. The standards for eligibility as provided herein shall be used by Franklin County in determining eligibility. To the extent there is a conflict between the other terms of this contract and such standards, the standards shall prevail.

For example: \$1,000,000.00 of hurricane debris is removed pursuant to the contract. Of that amount, Franklin County finally determines that \$300,000.00 is not qualified debris and that \$700,000.00 is qualified debris. Franklin County's obligation to pay for hurricane debris removed pursuant to the contract shall be limited to: \$700,000.00, plus \$10,000.00 for the non-qualified debris. Franklin County will have no obligation to pay \$290,000.00 of the hurricane debris which Franklin County finally determines is not qualified.

In order to comply with this stipulation (7.6.1), Contractor will not remove debris until the County and/or FEMA have declared debris eligibility in writing. Load tickets signed by County Monitor or County's representative will be deemed as eligible debris.

**The Criteria for debris eligibility follows:**

1. It must present an immediate threat to public safety and health, and
2. It must be a direct result of the declared event, and
3. It must originate from a maintained public property; such as a right of way, and
4. It must originate in Franklin County's legal jurisdiction and be Franklin County's legal responsibility at the time of the disaster, and
5. FEMA-322 Public Assistance Guide, and FEMA 325 The FEMA Debris Management Guide, as modified from time to time.

**7.6.2 Eligibility Inspections:**

The Contractor and County will inspect each load to verify the contents are in accordance with the accepted definition of eligible debris, as set out in Section 1.1 and 7.6.1 of this Contract.

**7.6.3 Eligibility Determinations:**

If any load is determined to contain material that does not conform to the definition of eligible debris, the load will be ordered to be deposited at another landfill or receiving facility and no payment will be allowed for that load and the Contractor will not invoice the County for such loads.

**7.7 Unit Price/Service Negotiations:**

Unknown and/or unforeseen events or conditions may require an adjustment to the stated unit prices in Section 7 of this Contract. Any amendments, extensions or changes to the scope of contracted services or unit prices are subject to full negotiation(s) between the County and the Contractor and subject to the review of the Government.

**8.0 MISCELLANEOUS**

**8.1 Notice:**

Whenever in this Contract it is necessary to give notice or demand by either party to the other, such notice or demand shall be given in writing and forwarded by certified or registered mail and addressed as follows:

**Contractor:**                   **CROWDER GULF**  
5435 Business Parkway  
Theodore, AL 36582

**COUNTY:**                   **FRANKLIN COUNTY, FL**  
Emergency Management Office  
28 Airport Rd  
Apalachicola, FL 32320

The laws of the **State of Florida** shall govern this Contract. Venue shall be in Franklin County, Florida.

**8.2 Applicable Law:**

The laws of the State of Florida shall govern this Contract. Exclusive venue shall be in Franklin County, Florida, and not in any other place.

**8.3 Entire Contract:**

This Contract (including any schedules or exhibits attached hereto) constitutes the entire Contract and understanding between the parties with respect to the matters contained herein. This Contract supersedes any prior contracts and/or understandings relating to the subject matter hereof. This Contract may only be modified, amended or extended by a written instrument executed by both parties as per Section 8.1 of this Contract.



**8.4 Waiver:**

In the event one of the parties waives a default by the other, such a waiver shall not be construed or deemed to be a continuing waiver of any subsequent breach or default of the other provisions of this Contract, by either party.

**8.5 Severability:**

If any provision of this Contract is deemed or becomes invalid, illegal or unenforceable under the applicable laws or regulations of any jurisdiction, such provision will be deemed amended to the extent necessary to conform to applicable laws or regulations. If it cannot be so amended without materially altering the intention of the parties, it will be stricken and the remainder of this Contract will remain in full force and effect.

IN WITNESS WHEREOF, the **Crowder Gulf** has caused this Contract to be signed in its corporate name by its authorized representative and Franklin County has caused this Contract to be signed in its legal name by persons authorized to execute said Contract as of the day and year first written above on page one.

**Crowder Gulf**

By: \_\_\_\_\_

Title:

ATTEST:

\_\_\_\_\_

**County of Franklin, FL**

By: \_\_\_\_\_

Title: Chairman

ATTEST:

\_\_\_\_\_



# E. PROPOSAL MATRIX

## TAB E – PROPOSAL MATRIX

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### 1. Project Management Approach

#### Standards

CrowderGulf conducts all debris operations to meet or exceed all regulations and program standards of FEMA Public Assistance Program and Policy Guide (incorporating FEMA 325 Debris Management Guide and FEMA 327 Debris Monitoring Guide), the Occupational Safety and Health Administration, the Environmental Protection Agency, and all other local, state and federal agencies.

#### Responsiveness

CrowderGulf will be in contact with the County's Debris Manager at least 72 hours prior to a hurricane making landfall or immediately upon the occurrence of any debris generating event within Franklin County. Within 24-48 hours of receiving a NTP, CrowderGulf will have our Management team report to the County representative for operations planning and mobilization of personnel and equipment. Mobilization for PUSH operations will begin within 24-48 hours of NTP and we will be fully operational and hauling debris within 48 hours of initial NTP. In addition, we will have a DMS fully operational for reduction and disposal of debris within 72 hours of the NTP. CrowderGulf will maintain full debris hauling operational capacity seven days a week during daylight hours until completion of the project to the satisfaction of Franklin County. The DMS may, if required to meet the needs of the County, operate 24 hours per day.

#### Reimbursement Assistance

CrowderGulf's debris management staff consists of previous FEMA Regional Directors and Deputy Directors, County and County Emergency Management Directors and emergency operations personnel with over 20± years of experience in working State and Federal Disaster Declarations. CrowderGulf is prepared to share its knowledge and experience concerning reimbursement matters with County personnel in order to obtain maximum reimbursement by utilizing accurate record keeping and exacting quality control measures. Specifically, CrowderGulf will assist with:

- Estimating debris volumes for initial damage assessment
- Developing Project Worksheets/Damage Survey Reports
- Identifying eligible and ineligible reimbursements
- Documenting every element of the recovery process and reviewing all records to assure that they meet federal and state reimbursement guidelines
- Orientating and training Franklin County personnel on requirements for quality and quantity of required documentation
- Closeout and final audit
- Hazard Mitigation Planning efforts
- FEMA Disaster Assistance policy changes

#### Corporate Support On-Site Operations

Daily operational decisions and daily communications with Franklin County will be facilitated by the CrowderGulf on-site Management team. If needed, one or more field offices will be set up immediately upon NTP. Local citizens will be employed and trained to work in the field office under experienced CrowderGulf management supervision. Local employees are always an asset to the response and recovery operation. Their knowledge of the area and its people is invaluable to CrowderGulf's overall operations. The Team will be fully reinforced at all levels by logistical support, records management/storage, report development and other operations at CrowderGulf's main office in Mobile, Alabama.

#### On-Site Project Management

CrowderGulf employs National Incident Management Systems (NIMS) principles in our command structure, planning, operations, logistics and administration. This will not only facilitate an easy interface with the County's Emergency Operations Center, but also ensures maximum quality control by limiting the span of supervision for individual field managers.

## Pre-Planning - Readiness Planning and Training

On at least an annual basis, CrowderGulf specialists will provide training and pre-planning sessions. In addition, our Debris Reduction specialists will be available to review and advise on potential Debris Management Sites. Preparedness training will be tailored to Franklin County needs and requests.

### Audio/Visual Presentations

CrowderGulf has the capability to generate audio and video presentations to help the County communicate necessary information to the public or to document the overall operation as a whole. One of our first tasks is to video all of the existing conditions. This is typically done during the initial damage assessment. Please visit our website to see some of our previous video documents.

*Please view our Website @ [www.crowdergulf.com](http://www.crowdergulf.com) for more information  
And watch our Videos Online.*

## We Know Disaster Recovery & Debris Management

CrowderGulf has decades of experience providing disaster recovery, debris removal and coastal restoration services throughout United States. CrowderGulf has helped communities and local governments recover from some of the worst disasters to hit the U.S., ranging from natural disasters like powerful hurricanes and tornadoes to the BP Deepwater Horizon Oil Spill and more.

Need to speak to a CrowderGulf representative immediately? Email us at [info@crowdergulf.com](mailto:info@crowdergulf.com) or call us at 800-992-6207.

Interested in becoming a Subcontractor for CrowderGulf?

Complete our **Subcontractor Registration form** and email it [info@crowdergulf.com](mailto:info@crowdergulf.com) or fax it to 251-459-7433.

### What We Do



## 2. Debris Operations Plan

The CrowderGulf **Debris Operations Plan** establishes an early appraisal of disaster damage, moves trained and well-equipped crews into affected areas in the shortest time possible and follows a disaster-specific work plan. This ensures that our personnel and equipment will be mobilized and in place to remove and reduce debris in the most efficient and effective manner and with the least possible impact to citizens.

The amount of damage that occurs during a natural disaster and the effort required to restore the affected areas varies with each situation. CrowderGulf's comprehensive **Debris Operations Plan is a flexible strategy that integrates Critical Operations and Essential Support Functions** to insure the most efficient and cost effective debris management for Franklin County. These Operations and Functions are identified below and fully defined in the following sections. Each is integral to a comprehensive debris management effort.

**Critical Operations** (*action items that are set in motion by an event*)

- Mobilization
- Debris Emergency Response
- Debris Recovery Operations
- Documentation and Reimbursement

### **Essential Support Functions**

(*support functions for Critical Operations*)

- Readiness Support and Training
- Subcontracting
- Quality Control
- Health and Safety
- Environmental Sensitivity
- Public Relations



The **Debris Operations Plan** was developed with only one objective – to assist Clients that have suffered the effects of a disaster return to normal as quickly, as efficiently and as inexpensively as possible. The Plan's components have been the cornerstone of all of CrowderGulf's disaster relief efforts for the past 50 years. When an event is likely to occur, all stakeholders are put on alert and resources are marshaled. Immediately after the event occurs, Mobilization of personnel and equipment resources begins in anticipation of the initial Debris Emergency Response or "PUSH" period. As additional resources flow to the impacted areas, Debris Recovery Operations – the most demanding phase - is initiated. This is the phase in which CrowderGulf delivers what it has promised and makes certain that debris is removed and reduced as quickly and as efficiently as possible. Throughout the operation, the Documentation of all work must be completely and accurately documented in order for Reimbursement to occur.

The four Critical Operations described here - **Mobilization, Debris Emergency Response, Debris Recovery Operations and Documentation and Reimbursement** - form the central core of the CrowderGulf Debris Operations plan. These elements are supported and enabled by six Essential Support Functions. Although not as visible during the debris management process, each support function - **Readiness Support and Training, Subcontracting, Quality Control, Health and Safety, Environmental Sensitivity, and Public Relations**, - is fundamentally important to CrowderGulf being able to provide a successful debris management effort. All of these elements are discussed briefly in the following sections.

## CRITICAL OPERATIONS

### ➤ Mobilization

#### Alert and Team Notifications

If there is advanced notice (i.e., a hurricane), this phase will commence as soon as a disaster appears to be a credible threat to Franklin County. The CrowderGulf call-down list will be checked to verify accuracy. Field Project Managers and Field Supervisors will be advised to check e-mail and voice mail at least twice a day, and additional communication devices and cell phones may be distributed to key personnel.



The CrowderGulf Director of Operations will assess the information received from the National Weather Service and in consultation with Franklin County's Debris Manager will determine the necessity for a full notification action. If it is determined that notification is needed, he will direct activation of the CrowderGulf Calling Plan with stand-by instructions for individual contractors/subcontractors to be notified.

#### Preparation

Based on the high probability of a known event, the Director of Operations (DO) will direct initial preparation of manpower and equipment. He will inform all responding personnel as to situation status, departure, tasking and assets to mobilize. The Director of Operations will manage the commencement of mobilization, the tasking of the support units, and the dispatch of managers, crews and equipment.



#### Mobilization of Resources

CrowderGulf shall contact the County's Debris Manager a minimum of 96 hours prior to a hurricane event or immediately upon the occurrence of a major disaster or debris generating event in which there is no advance warning.

Mobilization will take place immediately upon receipt of a NTP and in accordance with requirements as defined by the County's Debris Manager. Within 24-48 hours of receiving the NTP, CrowderGulf management team will be working on site with the County and its Debris Manager to begin planning the required mobilization and operations for debris removal. Debris removal from streets and roads ("PUSH") shall begin within 12 hours of receipt of the NTP and reduction and disposal operations shall be in full operation within 48-72 hours.

The severity of the disaster will determine how many employees and/or subcontractors will be assigned to a specific disaster event. Depending on the scope of the disaster, CrowderGulf will use a combination of company crews and subcontractors to perform work. We will begin with CrowderGulf personnel and proceed to add additional manpower and subcontractors until we have a sufficient workforce in place to effectively manage and handle the disaster recovery effort. Specific management personnel that will be assigned to this contract are provided in later sections of this proposal.



## Staffing the Emergency Operations Center

CrowderGulf will commit a senior employee to be stationed in the County's Emergency Operations Center to coordinate plans for debris operations, communications and scheduling with the County's Emergency Management personnel. If requested by the County, this senior management representative will be on site in the Emergency Operations Center prior to storm landfall.

## Staging of Resources

When a disaster is imminent, we will review the need for staging equipment within 100-150 miles from the potential area of impact. Local equipment and resources will be secured in safe locations and readied for mobilization. As soon as the storm passes the area and a Task Order (TO) issued, equipment and manpower will be staged at a convenient location near the truck certification area for the County.

Very early in the mobilization process, CrowderGulf will obtain a large hard surfaced parking area which will be used as a staging area to begin truck and equipment certification and safety inspections. These important steps must take place in advance of moving debris on a unit price payment basis.

The staging area becomes the initial reporting location for all subcontractors. Subcontractors employed under pre-event subcontracts, subcontractors and individuals seeking work, and potential suppliers and vendors, will be directed to this central point. If necessary, we will position a Mobile Emergency Response Command Center Unit at this location to facilitate operations. Additionally, if temporary fueling and shelter facilities are required, they will be positioned at this location, if possible.

## Communications/Mobile Command Center

Should disaster conditions warrant the need, CrowderGulf may establish a self-sufficient Mobile Command Center, with full **communications capability**, in the disaster area and dedicate it solely to the recovery effort. If needed or requested, our Command Center will be provided to the County to serve in the field as its command unit.

The Command Center, or field office/s, will be set up within 24-48 hours after activation. Local citizens will be employed and trained to work in the field office under experienced CrowderGulf management supervision. Local employees are always an asset to the response and recovery operation. Their knowledge of the area and its people is invaluable to CrowderGulf's overall operations.

Each Command Center has two gas powered generators that supply power for the following:

- Multiple work stations with LCD computer/TV monitors, with copier/fax/scanner capability
- A conference room with a large table and a 42" plasma monitor/TV
- Two satellite TV receivers
- VSAT for broadband internet and VoIP lines



CrowderGulf's management team, all supervisory personnel, and crew foremen will use company radios, digital radio/telephones, and/or cellular phones. All drivers and subcontractor supervisory personnel will be required to have radios and/or telephones in their vehicles. **Upon request, we will furnish key County personnel with our system radios.**

## Operational Support

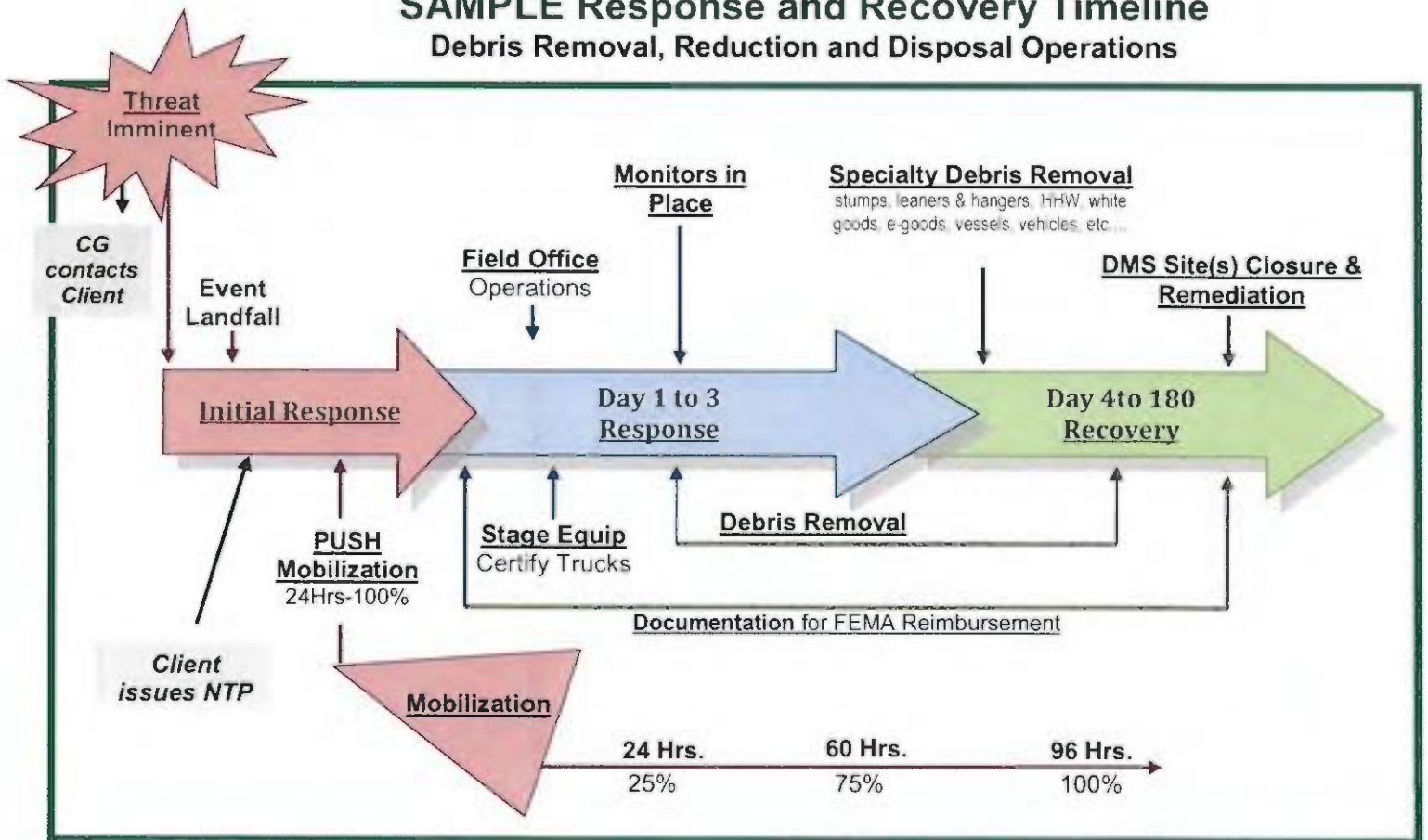
CrowderGulf's main office will serve as headquarters for "back-office" operational support and documentation center. Throughout the project, this office will support field operations on all levels and maintain backup files and records for reimbursement.

### Sample Mobilization Parameters

Below are CrowderGulf's anticipated mobilization timelines for debris removal work. CrowderGulf has never failed to meet the end timelines for completing all projects and remain committed to meeting all timelines.

- Contacting the County's Emergency Operations Manager 48-72 hours prior to a predicted disaster event.
- Providing an advance CrowderGulf representative to the County's Emergency Operations Center 24-48 hours prior to a predicted disaster event or upon receiving notification of pending activation, if requested.
- Staging personnel and equipment in close proximity to the County to provide rapid deployment after the storm, while protecting those assets from damage/destruction by the event.
- Mobilizing resources and being operational for clearing debris and opening critical routes ("PUSH") within 24-48 hours of NTP if requested by the County.
- Being fully operational for hauling, sorting, and storing of debris within 48 hours of initial NTP.
- Being fully operational for reduction and disposal of debris within 72 hours of initial NTP.
- Maintaining full operational capability, 24 hours per day, 7 days per week for an extended period of time.
- Being able to clear all debris from all County maintained streets, roads and highway rights-of-way within 90 days from initial NTP.
- Rapidly adjusting the flow of resources based on the extent and magnitude of damage/debris.
- Providing Rapid Response Crews (RRC) as may be required.
- Being able to complete the entire debris management process from initial clearance through final disposal within 180 days from initial NTP

### SAMPLE Response and Recovery Timeline Debris Removal, Reduction and Disposal Operations



Because each activation / storm presents separate challenges and situations, the above information has been provided as a sample. During our pre-event training sessions with the County, we will work to frame out possible timelines for minor and major activations. Page 264



## ➤ Debris Emergency Response

Debris Response activities occur immediately after an event in order to clear emergency access routes. This initial phase of operations normally consists of clearing debris that may hinder immediate lifesaving actions within the disaster area and/or pose an immediate threat to public health and safety. The Debris Response phase includes immediate actions for the removal of debris in order to facilitate search and rescue efforts, allow access to critical facilities, and prevent flooding. Actions required during the response phase are usually completed within a matter of days following a disaster event. During Debris Response, CrowderGulf will conduct an emergency "PUSH" of critical streets and roads sufficient to allow for the movement of emergency vehicles. "PUSH" crews can be on-site and working within hours of an event. County staff shall determine priorities for "PUSH" activities with primary emphasis on major thoroughfares. Multiple crews will be conducting emergency "PUSH" activities within 12 hours of receipt of a NTP.

Requirements for government services increase dramatically following a major disaster. After emergency access has been provided to hospitals, police and fire stations, the next priority normally is to open access to other critical community facilities, such as schools, municipal buildings, water treatment plants, wastewater treatment plants, power generation units, airports and seaports.

As soon as critical facility locations are identified, CrowderGulf will dispatch "clearing crews". Depending on the damage, multiple crews will be deployed within 24 hours of receiving a NTP. The "clearing crews" will use all available resources with focus on local personnel and firms. Each "clearing crew" at a minimum will consist of:

- Two pieces of rubber-tired pushing / loading equipment such as backhoe loaders, rubber tired front-end loaders, and skid steer loaders with operators
- Two - three chain saw operators, laborers, flaggers with transport vehicles
- Five 16 to 20 cubic yard capacity dump trucks with drivers
- One Quality Control/Foreman with communications capability and pickup truck
- Equipment and resources needed to transport crew from one site to another

To maximize efficiency, the clearing crew may, depending on the size of the roadway and severity of damage, split into two work teams clearing at different locations on the same street or road. If a crew divides into two work teams, visual contact and effective radio or cellular communication will be maintained between the teams.

When needed, Search and Rescue Support Crews will be provided. At a minimum, each crew will consist of the following:

- One trackhoe excavator, minimum 150hp with operator,
- Three laborers/riggers
- One crew foreman
- Slings, riggings, implements
- Transport equipment

Safety of the clearing crews in this early stage of work will be a paramount concern. Downed power lines, falling trees, equipment and chain saw injuries, worker fatigue, and a host of unanticipated hazards demand constant attention by all team members. Therefore, **toolbox safety discussions** will be a **daily requirement** for the team. Work areas will be surveyed for hazards before work begins and throughout the clearing operation. Special hazard observation responsibility will be assigned to the Quality Control Manager.

**"Perhaps most noteworthy of the CrowderGulf team was the selfless partnership they exhibited. While it was anticipated that a contractor would seek to profit from work opportunities, there were multiple occasions when the CrowderGulf team chose not to take advantage of the City and instead openly expressed that it would not be in the City's financial best interest to take certain measures that would have actually benefited CrowderGulf. It was this cooperative attitude that convinced us that the City of Newport News had made the right decision to make CrowderGulf our debris recovery management company of choice."**

*Ralph Caldwell, Public Works  
Assistant Director  
Newport News, VA*

The following is an example a Debris Response priority list:

- Fire, police, and ambulance service routes
- Access routes to trauma centers, hospitals, critical care units and jails
- Major arterial routes
- Roads and streets to the emergency operations center
- Supply routes to emergency supply distribution centers
- Roads and streets to government facilities
- Communication towers and systems access
- Utility access routes
- Routes to shelters
- Routes to the debris management centers



All other roads and streets are normally cleared as soon as the emergency and major access routes are opened and the County transitions to the recovery operations.

### ➤ Debris Recovery Operations

Debris Recovery consists of the removal and disposal of FEMA eligible storm-related debris in order to ensure the orderly recovery of the community, and eliminate less immediate threats to public health and safety. The debris removal, reduction and disposal procedures are addressed in specific detail in the following paragraphs.

**Important Operational Considerations:** At this point in the operation, decisions regarding the movement, storage, reduction and disposal of the debris will have a huge impact on the efficiency and effectiveness of the overall project. As in all CrowderGulf debris operations, we apply a set of standard principles to managing debris operations which include but are not limited to the following:

- Never load debris on a truck before the dump site has been identified.
- Handle only debris that meets FEMA's eligibility criteria.
- Sort debris before initial loading, whenever possible, to increase efficiency.
- Clean streets/roads thoroughly at each pass, i.e., "Clean As You Go" policy.
- If at all possible, load debris only once and deliver directly to the final disposal site.
- Use temporary debris management sites (TDMS) only when they increase operational efficiency.
- Use the most efficient reduction method approved by the client.
- Recycle if costs to benefits are favorable.
- Use privately-owned or if available, publicly-owned landfills for final disposal.

### Collection Methods

The fundamental component of a debris management strategy is the collection of debris. Implementation of debris collection immediately after a disaster event will assure the public that recovery efforts are in progress and that the community will return to normal quickly. The debris type, amount, and urgency determines which collection method is used. The two main methods of debris collection are curbside collection and collection centers. Both types of collection methods may be used and will be determined by Franklin County.

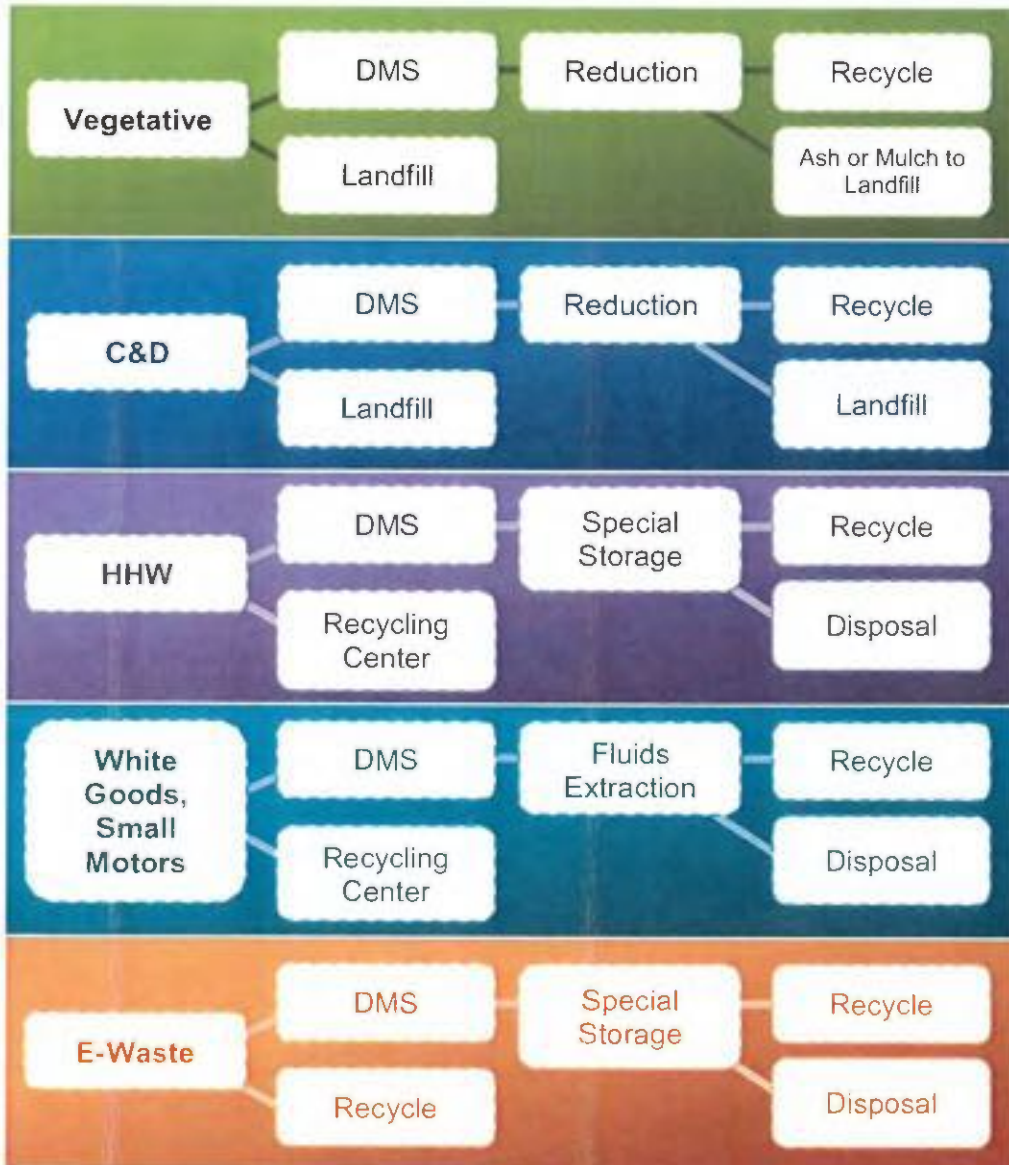
Curbside collection requires that only storm related debris be placed at the curb or public rights-of-way. *Source-segregated debris collection* offers the potential of high salvage value and efficient recycling/reduction processing. This method is important when collecting hazardous and environmentally sensitive debris, such as household hazardous waste and white goods. *Collecting mixed debris* allows for residents to place all debris types in one specified area, usually along the public rights-of-way in front of their residence. While this is the most convenient for the public, it does not facilitate effective recycling and reduction efforts, as the debris will need to be handled multiple times. This method prolongs recycling and reduction efforts and increases operational costs.

Collection Centers, the second type of collection method, relies on having residents transport their debris to a common location. Large roll-off bins may be placed on public rights-of-way or public property for the residents to bring their debris for collection. Separate bins can be designated for particular types of debris. If Collection Centers are used, they must be monitored to ensure only of the citizens use the Center and all debris is storm-related eligible debris.

Regardless of the collection methods used, educating the residents before a disaster occurs and keeping them informed after a disaster about the how, when and where of the debris removal operations, will alleviate a lot of stress for everyone. CrowderGulf can assist with keeping the public informed with the information needed to get their debris removed safely and in a timely manner.

**Debris Types**

Franklin County will determine the scope of the debris to be managed under this contract. However, CrowderGulf is prepared to assist the County in hauling, reducing and disposing of all eligible debris types in accordance with FEMA Public Assistance Program and Policy guidelines. These include: vegetative debris, construction & demolition (C&D) debris, hazardous wastes, white goods, household hazardous waste (HHW), electronic waste (e-goods), abandoned vehicles and vessels, putrescent debris, infectious waste, chemical, biological, radiological, and nuclear-contaminated debris. The following diagram is a breakdown of the general debris stream:



## **Truck Certification**

All debris hauling trucks will be certified by the County or a County representative before any hauling begins. The inside bed dimensions of all trucks will be accurately measured and all safety requirements will be checked and approved. This information along with the description and a picture of the truck, driver's name, license and tag number will be recorded on the FEMA compliant certification forms provided by CrowderGulf. The County will retain the original copy of the form and provide CrowderGulf and the driver with copies. The driver's copy must remain in the truck at all times. A placard displaying the trucks identification and measurement information will be displayed on both sides of the vehicle at all times. Specific truck documentation requirements are discussed in the **Documentation and Reimbursement** Section of this proposal.

## **Sectioning and Crew Assignments**

Upon NTP, CrowderGulf will assist Franklin County in assessing damage and developing a specific plan of action. The affected areas will be divided into sections and then crews, subcontractors, and equipment will be assigned. All areas will be served simultaneously.

## **Loading Debris**

### **Prerequisites for Loading Debris:**

- Truck certification and safety inspections completed on all trucks hauling debris
- Identification of disposal site
- If needed for efficiency, identification and preparation of debris management sites
- Sectioning of County with subcontractor assignments
- Quality Control organization operational
- Load ticketing and data management process operational
- Accident Prevention Plan (APP), Site Safety and Health Plans (SSHP), Activity Hazard Analyses (AHAs)
- Initial safety and health briefing for all personnel complete
- Specific training on traffic control complete for all debris crews
- Preparatory inspections of each worksite by Quality Control staff and debris crew foreman
- Work area cleared of safety and health hazards such as downed power lines and hazardous materials
- Inspection of work area for water meters, fire hydrants, utility pedestals and other infrastructure components that could be damaged by equipment
- FEMA debris eligibility criteria communicated to all Crew Foremen, Superintendents, Quality Control staff, Project Managers, and Equipment Operators
- Overhead power lines and other utility lines identified for safe clearance of loading equipment

### **Crew Composition**

CrowderGulf matches equipment to the requirements of the task. Crew composition varies depending on the type of equipment used in performing the loading operation. For example, crews with self-loading trucks do not need separate loading equipment that is required to support a crew consisting of dump trucks or trailers. However, every crew requires traffic control personnel, a foreman and a designated quality control person. Also, each crew requires a chain saw operator and laborer(s) to assist in the ground support work. Usually each piece of loading equipment (self-loading truck or separate loader) is supported by one saw operator, two laborers and two flaggers. At a minimum, debris separation crews will consist of two laborers, one chain saw operator with saw, one skid steer loader with operator and implements, all equipment necessary to transport personnel and equipment from one work site to another. When necessary, ground crews will separate and sort the debris by type, saw fallen trees and vegetative debris at the public rights-of-way, and be constantly alert for water meters, fire hydrants, utility pedestals and other infrastructure components that could be damaged by equipment.

**Crew Sizes**

The size of debris loading crews will be dictated by the severity and localization of damage. Each crew foreman will be experienced in organizing and directing debris crews and will be provided with sufficient chain saw operators, flagmen, laborers and knuckle boom operators to assure rapid and efficient debris removal.

An example of a Crew is demonstrated in the chart below:

<b>Manpower/Equipment Required</b>	<b>Task Responsibility</b>	<b>No. per Crew</b>
Crew Foreman with experience in organizing & running crews with previous work in disaster related jobs	Provide on-site management of crew to ensure quality performance, safety & maximum productivity	1
20 – 60 CY dump trucks with skilled operators &/or 80 - 140 CY self-loader trucks	Pick up debris from curbside & haul to DMS or final disposal	4-6 (or as area dictates)
Chain Saws & Experienced Operators (as needed)	Reduce large trees & limbs to manageable size & trim debris hanging from loaded trucks	1-2
Flagmen	Direct traffic flow & truck movement	3-6
Laborers	Gather small debris that loaders are unable to grasp	2

**Truck and Equipment Considerations**

The number of debris hauling trucks assigned to each crew will be determined by the time required to transport a load of debris to the disposal site, dump the load and return to the loading site. Sufficient trucks or trailer hauling equipment will be assigned to each crew to preclude having idle loading equipment. If hauling equipment is found idle and frequently waiting to be loaded, some of the hauling equipment will be reassigned to other crews. Crews will be adjusted as needed to maximize the use of all trucks and equipment.

Often on the first pass of debris removal work, large stumps, tree trunks and other heavy debris must be left for loading by larger more specialized equipment. CrowderGulf will make every attempt to “Clean As You Go”. However, there are situations when the need for expedient debris removal precludes achieving this standard completely. As required and directed, specialized equipment will be mobilized on subsequent passes to handle the removal of stumps, other large debris and backfill of stump holes.

Truck Drivers will not be issued a load ticket until:

- The tailgate is secured to prevent debris from falling out of the truck while in route to disposal site
- Trimming of overhanging limbs and debris from around the truck or trailer is complete. This includes debris protruding from the truck bed that may pose a risk of utility line damage. (Actual height depends on local line installation height)
- The debris hauling container is loaded as completely (fully) as safely possible

Once the load ticket is issued, the truck driver will safely move the vehicle out of the loading zone and into normal traffic flow in route to the disposal site or to a Temporary Debris Management Site (TDMS).

**Hauling Debris**

The hauling or transport process begins at the time the truck or trailer leaves the “loading zone”. Safe transport of the debris material to the disposal site becomes the drivers’ primary concern. Drivers remain responsible for their loads until safely dumped at the disposal site.

All drivers will follow the most direct and safe pre-planned route to the nearest disposal site. Particular attention to safety is required in the areas near school buses, school zones and other areas of pedestrian foot traffic. Tarps or load covers are applied as required by local or state regulations.

On arriving at the disposal site, the driver will maneuver the hauling container for inspection by a County representative in the inspection tower. The load will be "called" by the County representative estimating the percent of the full volume or by estimating the number of cubic yards short of full volume. Drivers working for CrowderGulf are instructed never to disagree or complain about the load "call". Any concerns the driver has are to be directed to his or her crew foreman or supervisor for resolution.

When the debris is safely delivered to the disposal site, it will be mandatory to dump the load only when the truck and trailer are level. This prevents the dangerous hazard of trucks and trailers tipping over. CrowderGulf will employ spotters at the dumpsite to assist drivers in dumping safely.

When the dumping process is complete, the driver will maneuver the hauling container back to the inspection tower for a quick check to make sure all debris has been removed during the dumping process. Any debris hung in the truck or trailer bed must be removed before the truck or trailer leaves the disposal site.

All dumpsites will have a dumpsite manager to supervise and oversee the day to day operations. A safety officer will also be onsite to ensure all safety measures are being executed. Flaggers will be strategically placed at the site to direct traffic flow into and out of the disposal site.

#### **Debris Hauling Prerequisites:**

- Debris will only be transported in trucks or trailers capable of rapidly and mechanically unloading.
- No self-load trailers will be used. Exceptions to this standard may be necessary to efficiently and safely transport HHW, E-Waste, ACM or white goods.
- All trucks and trailers hauling debris must have completed the truck certification process establishing approved volume for the debris-hauling container.
- All trucks and trailers must have successfully completed the prescribed Safety Inspection.
- Drivers will be instructed to use the most direct and safe route to the nearest disposal site.
- Drivers will be required to wear safety vests and steel-toed shoes when working.
- If loads are required to be covered during transport, the hauling container must be equipped with a functional cover or "tarp" to prevent flying debris during transport.

*Note: Proper trimming of loads at the loading site is the best prevention for debris falling out during transport.*

#### **Safety Measures**

The Safety Manager and Safety Officers will monitor all safety procedures and daily reports of accidents and/or property damage. The Safety Manager or designee will also be responsible for coordinating and conducting safety meetings with crewmembers and subcontractor personnel. Safety is critical throughout all operations and is discussed later within this **Debris Operations Plan**.

#### **Truck and Equipment Maintenance**

Well maintained trucks and equipment are essential for efficient operations. CrowderGulf's crew foremen, subcontractor foremen, and the Field Project Manager will be responsible for keeping all trucks and equipment in good working condition and prepared for each workday. A CrowderGulf mechanic will be on the job for troubleshooting and maintenance of equipment. Local mechanic shops will also be utilized.

#### **Traffic Control**

CrowderGulf will use its best efforts to mitigate the impact of debris removal operations on local traffic. Sufficient signing, flagging, barricading, safety equipment and communications devices will be used to ensure the safety of vehicular and pedestrian traffic in all work areas. All work shall be done in conformity with applicable federal, state, local laws, regulations and ordinances.

#### **Hours of Operation**

Debris will be collected and loaded during visible daylight hours (dawn to dusk) seven days per week. Debris reduction **Page 270** at the DMS may take place 24 hours per day, seven days per week if required by demand and approved by the County.

### Number of Passes

CrowderGulf will make as many passes as the County may direct in order to successfully complete the debris removal process. Normally, a few days may need to elapse between each pass so that the citizens have time to get their debris to the ROW.

### Daily Coordinated Issue Management Meetings

Daily meetings will be held between the Field Project Manager, Field Supervisors, the Subcontractor Crew Foremen and representatives of Franklin County to discuss progress, needed adjustments and other issues. Decisions to increase/decrease manpower and/or equipment or change work areas will be made with approval of the County.

### Accurate Record Keeping

CrowderGulf utilizes a number of systems to assure accurate truck certification and debris hauling information. Production reports, shift inspection checklists, safety meeting reports, quality controls, and daily crew and equipment usage reports are some of the Quality Control measures used to provide accuracy in the documentation process.

Using the most appropriate technology provides the necessary information to make decisions during the recovery operation. It also improves our ability to provide all documentation needed for maximum reimbursement from FEMA and other agencies. Details of our documentation procedures are fully described in the *Documentation and Reimbursement* section of this proposal.

### Documenting and Resolving Damages

During the debris removal process there will always be some minor damage situations that occur regardless of the care taken during the work. CrowderGulf will respond quickly to all damage claims by the County or its citizens and will work diligently to resolve such claims to the satisfaction of all involved. We are well aware of the trauma and disruption to normal lifestyles that result from a natural disaster. Our personnel are thoroughly indoctrinated regarding our policy to always be caring, courteous, polite, and responsive to the needs of the citizens of the community.



Citizens will be provided an avenue to report damages. One option will be a citizens' hot line. The County, the monitoring company or CrowderGulf may provide the hot line. Regardless of the method chosen to provide the information, CrowderGulf is committed to resolving the damage complaint as quickly as possible to the satisfaction of the County and its citizens.

We will employ a Claims Resolution Person (CRP) to handle all property damages that may occur during the recovery process. If possible, a local resident with excellent communication and negotiating skills will be employed to fill this position. This person will be tasked with responding to and amicably resolving all incidents that may occur.

### Debris Management Site Development

CrowderGulf has vast experience with selecting, developing, managing and operating Temporary Debris Management Sites. We are committed to efficient and safe DMS operations and require all personnel to be vigilant in using safe practices at all times.

In the context of this proposal, the terms "**Temporary Debris Separation and Reduction Site**" and the term "**Debris Management Site**" (DMS) are used interchangeably.

DMS are established when debris cannot be taken directly from the collection point to the final disposition location. A DMS is a location to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition.

### **DMS Site Selection**

Site selection is probably the most important decision effecting DMS operations. CrowderGulf will work closely with Franklin County to identify and secure suitable locations. Specific Site Plans will be developed for each DMS either upon activation or upon request by the County, and will be in compliance with FEMA Public Assistance Program and Policy Guidelines for site plan development.

Once site selection is approved by the appropriate Debris Managers, CrowderGulf will perform baseline environmental testing protocols as required and will obtain any required special permits and environmental permissions. All costs associated with the preparation, operation, and restoration of DMSs is included in CrowderGulf's pricing structure for the contract.

Site selection should be based on the following criteria:

- Ownership
- Potential for Land Lease Agreements
- Size
- Location
- Environmental and historic concerns (baseline study findings)
- Required Permits

### **DMS Design and Operational Features**

The information gathered during the baseline data collection becomes important to the design of the site. The efficiency and the overall success of the DMS operations are determined by how the site is designed.

A minimum of the following features will be designed into the DMS plan.

- Portable toilet facilities will be conveniently located to serve the inspection towers, crews working on the site, and office facilities
- Perimeter chain-link fencing, erosion and sediment control fencing, and other necessary drainage control methods
- Site traffic flow will provide for orderly movement of vehicles and equipment to avoid crossing traffic lanes with the construction of two entrances/exits with lockable gates
- At the request of Franklin County, the DMS(s) may be restricted to County and Contractor vehicles only
- Safe and ready access of fire safety and rescue equipment will be provided to all functional sections of the site and to debris stockpiles
- A Safety Zone of at least 200' will be established around the grinder
- Air Curtain Incinerator (ACI) or Open burning safety zone will be established and will be 1,200' from any structure (other than inspection tower) and no less than 250' from any other pile or type of debris on site
- Ash storage pit will be adjacent to ACI units
- Compacted crushed rock and/or mulch will be used on ingress/egress road surfaces
- Designated personnel parking area for 30 vehicles will be established
- Space for two 12'x50' office trailers will be established
- Development of a lined Hazardous Materials Containment Area surrounded by a berm
- Two vegetative debris piles for grinding operations
- Sufficient area for chip piles to minimize pile height to prevent spontaneous combustion
- C&D debris area will be separate from other debris areas
- Adequate area maintained at each site for truck maneuverability and a level stable surface for equipment to complete the dumping process
- Site orientation will provide for ACI operations and grinding operations to be located downwind from offices and inspection towers (i.e., prevailing winds will be considered when setting up site)
- If necessary, separate areas/sites for the public to use for dumping vegetative and C&D debris will be provided. Depending on the process prescribed for allowing this, a separate tower may be required to facilitate accounting for the material entering the public section. If off site citizen collection areas are developed in accordance with the County's Debris Management Plan, CrowderGulf will remove debris from those sites on a regular basis as directed by the County's Project Manager.

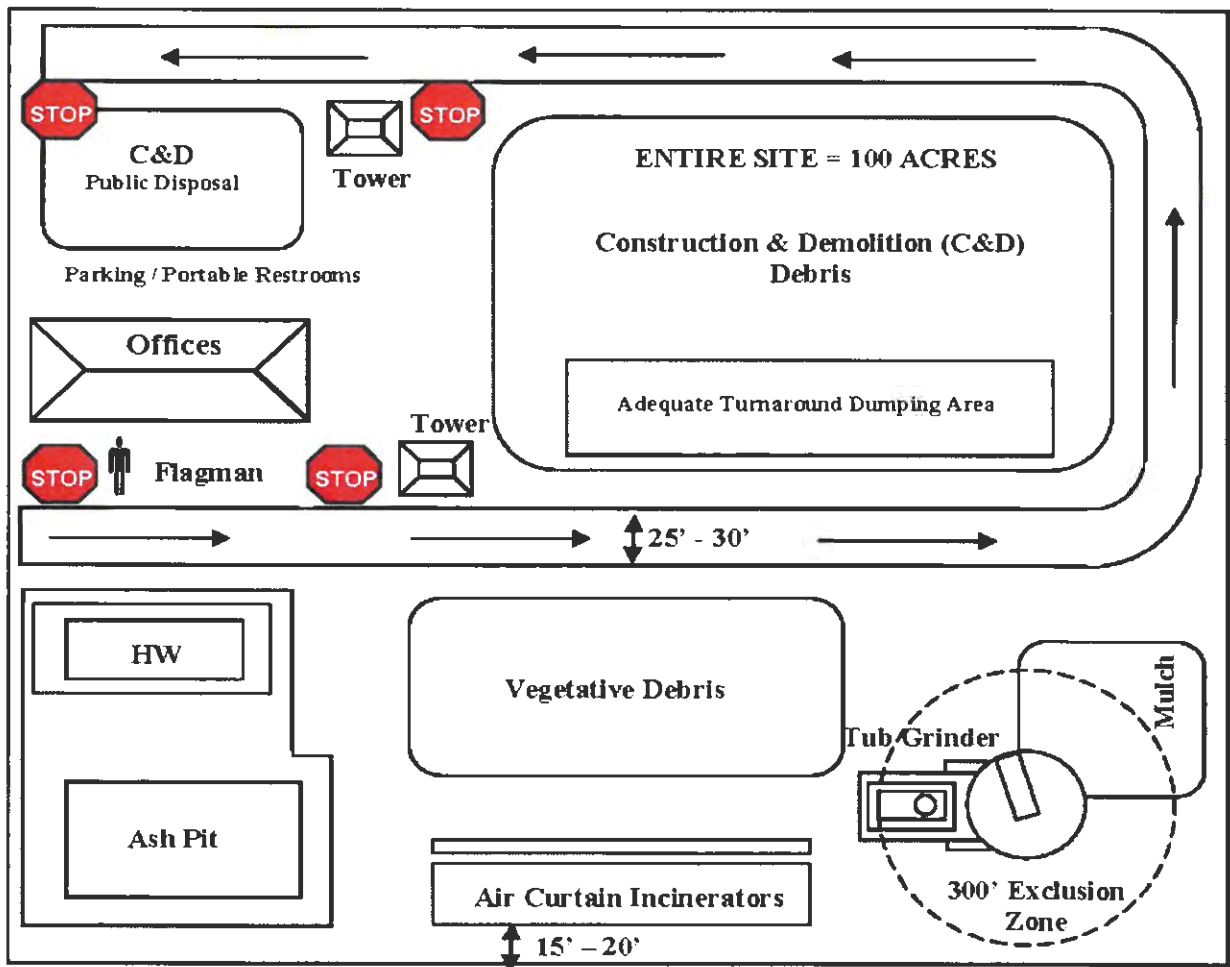


**DMS Site Plan**

A DMS Plan will be prepared to a scale of 1" = 50'. The Task Order specific Management and Operations Plan will be updated to include the Site Management Plans for all DMSs and Disposal Sites operated by CrowderGulf. The DMS Plan will display such functions as:

- Access to the Site
- Site Preparation – clearing, erosion control, and grading
- Traffic Control
- Site Security, Safety and Segregation of debris storage areas
- Location of ash disposal area, hazardous material containment area, contractor work area, and inspection towers
- Location of incineration operations and chipping operations
- Location of existing structures or sensitive areas requiring protection
- Household Hazardous Waste (HHW) or Hazardous, Toxic and Radioactive Waste (HTRW) storage
- A detailed list of equipment
- Sanitation facilities

The general site plan shown will be modified to fit the needs of each specific DMS and will incorporate all specifications addressed in the FEMA Public Assistance Program and Policy Guidelines and all local, state and federal regulations and requirements.

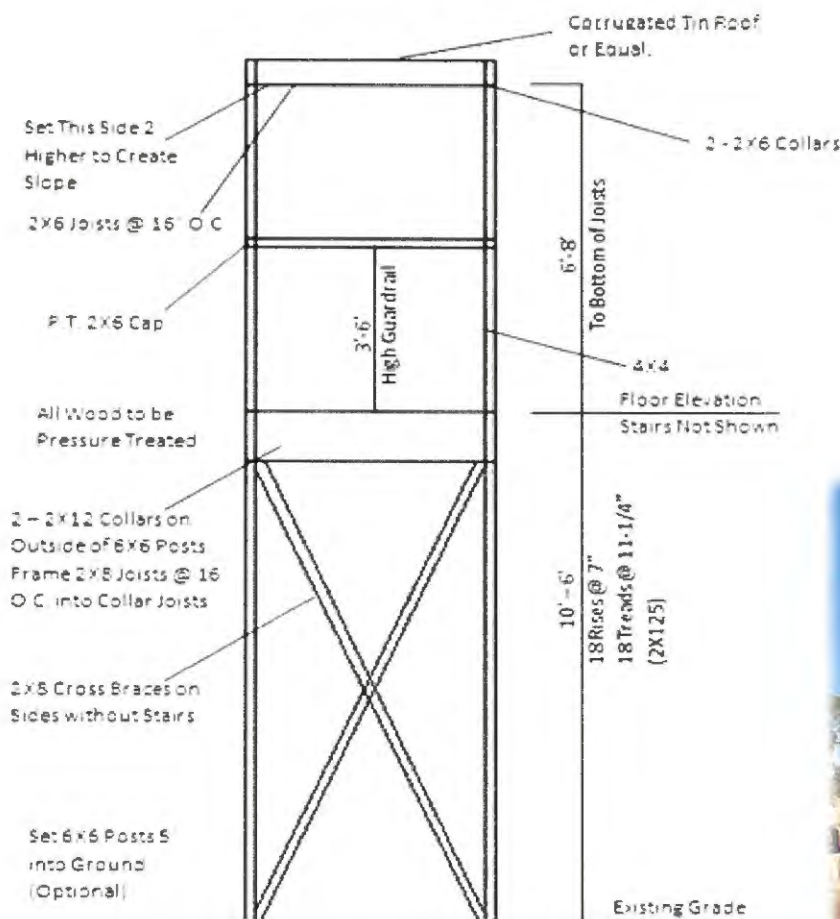


**Inspection Towers**

At no cost to Franklin County, CrowderGulf will construct a minimum of one inspection tower at each site adjacent to the roadway. A minimum of one exit lane for all trucks to use will be visible from a tower. This allows for checking truck beds before exiting, ensuring that they are completely empty. The Inspection tower site location will provide a .25 mile approach outside the public road system to accommodate any truck back up.

- All towers will be OSHA and FEMA compliant. At a minimum, the towers will be constructed with pressure treated wood with the floor elevation of the tower 15' above the existing ground elevation; the floor area shall be 8'x 8', constructed of 2"x8" joists, 16" O.C. with 3/4" plywood supported by four 6"x 8" posts.
- The perimeter of the floor area will be protected by a 4' high wall constructed of 2"x 4" studs and 1/2" plywood. The floor area will be covered by a corrugated tin roof.
- The roof shall provide a minimum of 6'8" of headroom below the support beams.
- Wooden steps will provide access with a handrail. In addition, the construction of towers will comply with all applicable County building codes.
- Inspection towers shall be capable of seating a minimum of three inspectors each.
- Towers will be removed at the completion of the project or when the site is no longer in need.

**Inspection Tower**

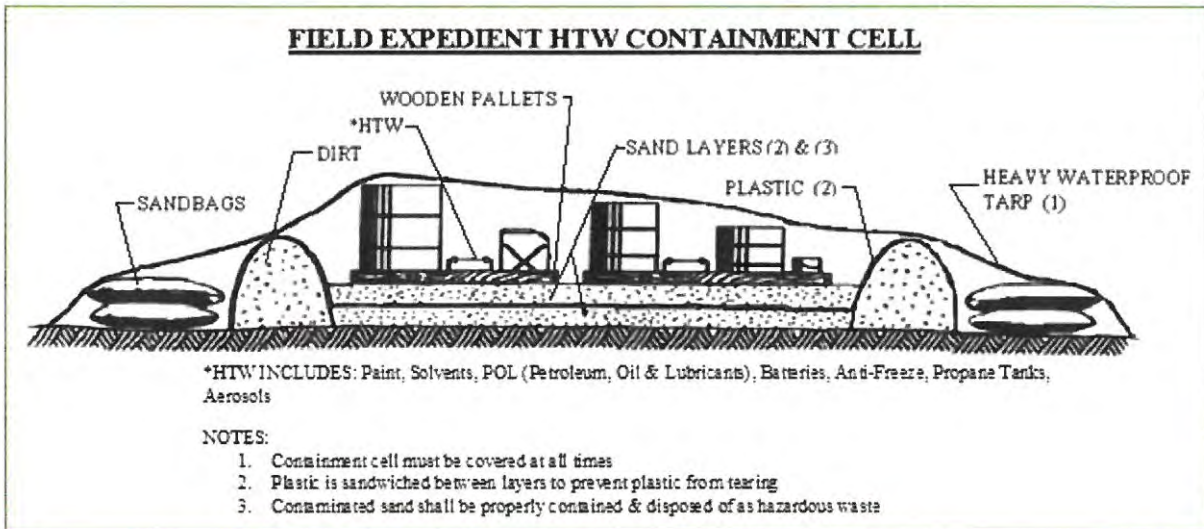


### Hazardous Materials Containment Area

In accordance with FEMA Public Assistance and Program Policy Guidelines, CrowderGulf will construct an area designed for the temporary storage and confinement of hazardous material. Material deposited into this facility will be inventoried and stabilized. Any leaking containers will be placed in "over pack drums". A well-marked, defined and enforced NO SMOKING area will be established within 200 feet of this area.

*Minimum Design Criteria for the Hazardous Materials Containment Area:*

- 30'x 30' in size, the perimeter lined with hay bales staked in place
- Water proof liner or plastic ground protection cove
- Rain and snow cover for the entire area



## **Debris Separation and Reduction**

### Debris Separation

The Debris Reduction Manager will supervise the separation and segregation of all loads deposited at the DMS. If site segregation is required because of mixed loads, the separation will reflect the six categories cited below. Each of the following categories of debris will be dealt with in full compliance with the CrowderGulf Environmental Plan and local, state and federal standards:

- Clean, vegetative debris
- Vegetative debris containing other foreign matter
- Construction and Demolition (C&D) Debris
- Salvageable or recyclable debris
- White Goods, e-goods
- Hazardous or toxic materials / waste

Vegetative debris will be placed into two or more piles (no more than 15' high) which will allow for volume reduction without interfering with the ongoing dumping operation or until the dumping and/or reduction operations are complete. As directed by the County's representative, all construction and demolition (C&D) debris will be hauled directly to a certified landfill or prepared for reduction or recycling if feasible. White goods will be degassed, crushed and bailed for sale as scrap metal.