

DISASTER PROGRAM & OPERATIONS, INC.

St. Charles Parish Public Schools Office of Physical Plant Services

Request for Proposal (RFP)

For Debris Monitoring Services

Due: August 9, 2022, at 1:30pm

Proposer:

**Disaster Program & Operations, Inc.
120 Holiday Blvd Covington, LA 70433
Gabrielle Benigni – President of DP&O
561-436-3383
Gbenigni@dpando.com**



**CERTIFIED MINORITY
WOMEN OWNED BUSINESS
47QSWA21D006N**

FEATURING WEB AND MOBILE APPS



AT&T FirstNet Responder

Member ID M5763234



TABLE OF CONTENTS

TABLE OF CONTENTS.....	PAGE 2
COVER LETTER	PAGE 3
SECTION IV: REQUIRED INFORMATION FROM PROPOSER.....	PAGE 5
A. <u>Name, Address and Telephone Number</u>.....	PAGE 5
B. <u>Corporation Information</u>.....	PAGE 5
C. <u>Information from Section I.B.</u>.....	PAGE 5
D. <u>Identification, Names and Addresses of Subcontractors or Other Parties Engaged</u>.....	PAGE 5
E. <u>Outline of Proposed Services and Mechanism and Alternate Mechanisms</u>.....	PAGE 6
F. <u>Description of Previous Experience of Proposer Especially Involvement with School Buildings and other Public or Municipal Entities</u>.....	PAGE 37
G. <u>List of Present and Past Clients including Contact Information</u>.....	PAGE 44
H. <u>Vitae, Including any Special License Information of the Proposed Project Key Personnel</u>.....	PAGE 46
I. <u>Certificate of Insurance</u>.....	PAGE 49
J. <u>Fee or Compensation</u>.....	PAGE 50
K. <u>Description of Firms Qualifications to Include a Specific List of Personnel to be Used</u>.....	PAGE 51
L. <u>List Describing Previous, Similar Work Done by Subject Area, Name and Address of Contact Person for Each Client</u>.....	PAGE 60
SECTION IV: ADDITIONAL INFORMATION.....	PAGE 67
DP&O'S ADDITIOHAL INFORMATION.....	PAGE 68



Disaster Program & Operations Inc.

COVER LETTER

August 9th, 2022

**St. Charles Parish School Board
Office of Physical Plant Services
13855 River Road
Luling, Louisiana 70070**

Subject: Disaster Program & Operations, Inc. Proposal Submittal: RFP For Debris Monitoring Services.

Disaster Program & Operations, Inc. (DP&O) is pleased to submit this proposal for **Debris Monitoring Services** for St. Charles Parish School Board (School Board). DP&O is committed to provide a successful time-tested system for monitoring all debris removal task operations in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA) and FEMA's accelerated debris removal program. We are prepared to supply the experienced staff to perform the following services (to include but not limited too):

- **Pre-Event Services:** Debris Management Planning, Training & exercises, FEMA Policy guides, Debris management site (DMS) review, Debris Removal Contractor bid preparation and review.
- **Post-Event Services:** Debris Damage Assessments, Truck/Equipment Certification, Disaster Debris Monitoring Services, DMS Site Operations Compliance, FEMA PA Services and Disaster Claims Reimbursement Submittals, FEMA Portal Project Submittal and Tracking, and FEMA Appeals Assistance if necessary.

Disaster Program & Operations, Inc. (formerly known as Disaster Operations and Training, Inc. incorporated 2005), has over 17 years of client representation for U.S. municipalities, South Florida's cities, State level, and Public Utilities clients. Our Corporate Principles each have 25 + years as nationally recognized for Disaster Debris Management, Disaster Recovery Programs, Emergency Management, and IT software. & Incident Response systems. Our key Management includes: **Gabrielle Benigni**, President (recognized industry leader for FEMA Policy, Expert Federal Disaster Claims Management and Hazard Mitigation Projects qualifying & Disaster Debris Management for large Utility Organizations (APPA, TVA, TVPPA, NWPPA MECA) and Other Public Agencies; **John Copenhagen**, CEO, former FEMA Region IV Director (applicant advocate, FEMA Region IV level); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Laurie Wood**, CIO (recognized WebEOC SME, Utility IT expert, and EM Director). We are supported by Baker Donelson, Ernie Abott (Former National FEMA Council) and appeals expert. **Rob Russakoff**, Senior VP Recovery/Debris Management/QAQC Data Manager. **Liz Valdes**, VP Recovery Debris Management Expert/Project Manager. DP&O is supported by seasoned utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Emergency Management, Debris Management Specialists, and IT software specialist.

DP&O's Financial Headquarters is located 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082 and our **Louisiana Operations Center is located at 120 Holiday Blvd Covington, LA 70433**. We also have satellite offices in Jacksonville and Miami FL and Mississippi.

Authorized contact information: Gabrielle Benigni, President, gbenigni@dpando.com (C): 561-436-3383, (24/7): 800-753-8563.

DP&O is Federal GSA Minority, WOSB (Woman Owned Small Business) certified, and Department of Transportation for Disaster Recovery, Environmental Services, IT and Demolition Services. DP&O, Inc. is a Florida Subchapter S Corporation registered in the State of Louisiana with Federal FEIN # 47-3936181, Federal Cage Code: 82LX4, and DUNS Number 88882339. Our professional staff specializes in Disaster Planning, Response & Recovery Services, Disaster Debris Management Planning & Monitoring, FEMA Public Assistance Program Policy & Grant Management. DP&O is supported by seasoned Debris Management Specialists, Former EM Directors, Environmental Professionals, Utility Engineers and Nationally recognized experts with FEMA Policy, Emergency Management, and IT software specialist.

DP&O Company Mission Statement is to embrace the disaster challenges those unforeseen obstacles bring and remain flexible, nimble while leveraging our team's experience and talent. Our goal is to promote the return to "Normal Operations", making order out of disorder, ensure business continuity, decrease recovery time/cost and increase financial survivability from disasters maintaining State & Federal regulation compliance.

DP&O utilizes and will implement an electronic documentation system (TRKR™, ADMS) to control, track, and document all work in full compliance with federal and state cost reimbursement requirements to ensure the applicant is reimbursed for all eligible disaster recovery costs and shall use efficient methods and effective cost controls. TRKR™ exceeds the School Board ADMS requirements per the RFP. **DP&O leverages Web based and Mobile Apps ("BOLTEOC™, TRKR™):** TRKR™ is State of the Art, turnkey comprehensive "automated debris management system" (ADMS) which meets or exceeds the RFP requirements.

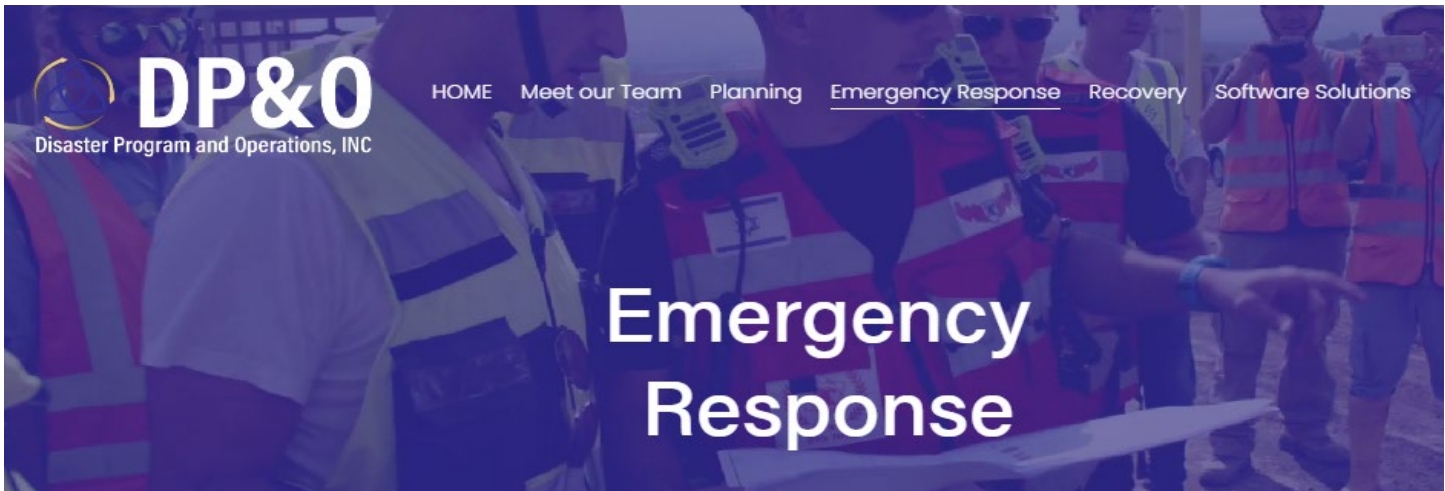
DP&O is an approved AT&T FirstNet Responder, Member ID M-5763234, registered with NPPGov. This allows DP&O and our clients priority access to cell and internet post disaster as a first responder with AT&T FirstNet. DP&O maintains over 150+ AT&T FirstNet cellphones.

We appreciate the opportunity to submit this proposal. In selecting our approach, processes, and staff, we have made selections that are progressive, flexible, innovative, and industry leading. We are excited to have this opportunity to support you and your business objectives and we look forward to the next steps in your decision-making process, if you have questions about any of the material contained in this response, please do not hesitate to contact us.

Sincerely,

Gabrielle Benigni

Gabrielle E. Benigni, President DP&O



SECTION IV: REQUIRED INFORMATION FROM PROPOSER

A. Name, Address and Telephone Number

Name: Disaster Program & Operations, Inc.

Address: Financial Headquarters, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082

Address: Louisiana Operations Center, 120 Holiday Blvd Covington, LA 70433

Telephone Number: 561-436-3383; 24/7: 800-753-8563

B. Corporation Information

Type of Business: Subchapter S Corporation

State of Corporation and Date: Florida, May of 2015

List of Officers/Partners/Principals:

- Gabrielle Benigni: President/Owner, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082
- John Copenhaver: Chief Executive Officer, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082
- Laurie Wood: Chief Information Officer, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082
- John O'Dell: Chief Technical Officer, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082

C. Information from Section I.B

1. Name: Disaster Program & Operations, Inc.

2. Address: Financial Headquarters, 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082

Address: Louisiana Operations Center, 120 Holiday Blvd Covington, LA 70433

3. RFP Debris Monitoring Services

D. Identification, Names and Addresses of Subcontractors or Other Parties Engaged

DP&O will not be utilizing any subcontractors or other parties to assist in the performance of Debris Monitoring Services for the School Board.

E. Outline of Proposed Services and Mechanism and Alternate Mechanisms

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 to perform monitoring functions on the removal and lawful disposal of disaster-generated debris.

DP&O understands the Scope of Services to be provided includes support of Monitoring Debris Removal Operations requiring Comprehensive Observation of Debris Removal Work Performed from the Point of Debris Collection to Final Disposal.

DP&O is extremely knowledgeable in FEMA and Federal Highway Administration (FHWA) regulations, guidelines, and operating policies and planning requirements. DP&O shall monitor, report, and coordinate with the disaster debris removal contractor(s) and the School Board's activities to ensure a compliant, well-managed and organized approach to debris removal and disposal within applicable FEMA and FHWA guidelines in order to maximize the School Board's financial recovery.

PER BID SCOPE OF WORK DP&O IS COMMITTED TO PROVIDING THE FOLLOWING SCOPE OF WORK BUT NOT LIMITED TO:

- Debris monitoring services to include debris generated from the St. Charles Parish Public School property.
- Coordinating daily briefings, work progress, staffing, and other key items with designated representatives.
- Support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and other permitting/regulatory issues as requested.
- Scheduling work for team members and contractors on a daily basis.
- Hiring, scheduling, and managing field staff.
- Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- Developing daily operational reports to keep the Board informed of work progress.
- Comprehensive review, reconciliation, and validation of debris removal contractor invoices prior to submission to the Board's designated representative for processing.

TECHNICAL APPROACH

OUR APPROACH IS TRIED AND TRUE - DP&O proposes **a three-phased approach to address the Scope of Services** used on many projects. The Team overall programmatic approach typically falls into three major phases: **PHASE I - Rapid Response/Client Meeting** (where we ramp up the program), **PHASE II - Long Term Recovery** and **PHASE III - Project Closeout**.

During each of these critical stages the Team provides unique approaches that benefit our clients. Although, dependent on the client needs, these stages may overlap for individual projects, but they remain a solid guide for efficient project execution. Our focus is on quick closeout of projects and to obtain timely reimbursement. We bring to the engagement Lessons-Learned from past engagements as additional value-added and continually balance our resources to ensure the most effective use of staff throughout the lifecycle of each project to produce the most cost-effective program for the School Board.

Key aspects that the DP&O Team provides in each phase are provided below.

Phase I - Rapid Response/Client Meeting 0-60 Days	Phase II - Long-Term Recovery 60-120 Days	Phase III - Project Closeout 120-180 Days
<ul style="list-style-type: none"> • Pre-Event Coordination Planning & Training. • Project Management, Key Staff, meet with the PCCA's Department. • Damage's Inventory review; Debris Damage Assessment; Estimated Quantities • Identify Special Debris • Emergency Road Clearance; coordination in monitoring. • Truck Certification and Equipment. • Safety plan and QAQC program. • Monitor Placement: Hire and Train Local Monitors if needed. • Monitor Placement, DMS Site staffing • Environmental Compliance • Emergency Issues • ADMS TRKR™ Debris Progress Mapping, Quantities, and other reports. • Other client recovery request/needs: • Damages Inventory • Update Identification of FEMA Projects • Contracts & Internal Policy Review Mutual Aid Agreements (MAA), & Invoices Compliance • HMGP Identify opportunities • Initial Project Formulation, Damages descriptions and dimensions • PW Preparation- Small PW & Priority work 	<ul style="list-style-type: none"> • Data Management • Data Entry • QAQC, Daily Reports, Meetings, Progress Maps • Contractor compliance invoice reconciliation • Final Disposal, Final Haul Out Completion • DMS Site Closures • FEMA PW & Debris Cost Documentation Submittals. • Continued FEMA and FHWA Program Support • PW Preparation Continued- PW scope and costing. • Project Prioritization, implementation, and timelines • Electronic Records database- Ongoing • Disaster Cost Reconciliation, as needed • Pre-Audit-FEMA submittals and records • Recovery Projects Monitoring & Environmental compliance • Timely reimbursement requests • Timely Progress Reporting 	<ul style="list-style-type: none"> • Project Tracking • Reimbursement Coordination • Project Completion • Project Closeout • Grant Closeout • Audit support, defense if needed • Continued FEMA and FHWA Program Support • The PCCA Staff Training - as needed • Update Disaster/ Debris Plans as Needed

PHASE I - Rapid Response

This phase sets the foundation for the entire program. This “ramp up” period includes some key aspects of getting procedures established and beginning the critical steps to expedite recovery process. DP&O proposed to mobilize a rapid response team comprised of individuals who bring hands-on experience with each phase of the process and the variety of funding sources available and bring a thorough understanding of each of the key critical success factors.

DP&O Professional staff will leverage their experience & lessons learned while they adapt their proven approach into a customized program that addresses The Client specific needs. Not only does this streamline the process by limiting the number of individuals necessary to coordinate, it also provides a more cost-effective delivery.

DP&O takes an innovative approach to disaster response and recovery leveraging, existing communications tools and cloud-based technologies for more efficient communication, notification of and mobilization of resources before, during and after a disaster.

DP&O'S OPERATIONAL PLAN INCLUDES ALL OF THE FOLLOWING PER RFP:

- Mobilizing procedures (including subcontractors).
- DMS monitoring procedures, including truck capacity monitoring, truck load verification, ineligible debris, C&D debris, hazardous waste, white goods, wet debris, etc.
- Tracking source location, debris type, and documentation to and FEMA.
- Managing subcontractors and field staff
- Employee Training
- Health and Safety Program
- Data Management
- Incident Reporting
- Vehicle Certification Process
- Complying with requirements of FEMA, FHWA, FDOT, NRCS and any other governmental agency with jurisdiction
- Load tickets and associated reporting processes
- Documenting, tracking and resolving issues, damages or complaints
- Reporting (daily progress reports, etc.)
- DRC invoice reconciliation
- Communications during a disaster event recovery
- Demobilization
- Audit support
- Electronic debris monitoring system details (if applicable)
- FEMA & Other Agencies Having Jurisdiction – DP&O'S Reporting and Reimbursement Program.

Project Understanding and On-Site Meeting: Upon contract award DP&O will schedule an On-Site meeting with the School Board (meeting with department leads, key staff, engineering, facility managers, etc.). Our team brings experience with your financial, management and facilities staff so we are able to quickly integrate with no learning curve to discuss and plan a collective project vision to include the scope of work, tracking of costs, organizational structure and schedule expectations that will serve as a common bond, keeping team players together. More important our experienced staff will be able to assess your overall needs and impacts. A multi-discipline team of FEMA specialists, debris specialists, document control, engineers and funding specialists will be provided to make sure no damage or opportunity is missed. As important, is DP&O gaining an understanding of how you would want to recover and rebuild regardless of FEMA funding constraints. This will allow the DP&O team to provide early advice on how to structure and pursue projects for 404 Hazard Mitigation, USACE, NRCS, FHWA and CDBG funds.

Pre-event and Post-event Project Planning: DP&O will also focus on developing or updating the School Board Debris Management plan including the Temporary Debris management site. This includes but is not limited to tabletop exercised with the School Board and Debris Removal contractor prior to hurricane season.

Communications & Meetings: DP&O's Project Manager and Project Principle will establish avenues of communication with the School Board's Representative and Debris Removal Contractor, at the contract award. Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be contingent upon maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and School Board's representatives.

Project Quality Control: The Disaster Debris Project Manager and President, hold the ultimate responsibility for quality control of the work performed by DP&O's Project Team and all debris removal contractors. Their final review and approval of all work products is the last step in a series of checks and balances that ensures refinement and review of the work as it progresses. As with any project, effective QA/QC starts with identification of project roles upon initiation, which is a key element to our standard QA/QC program.

Project Cost Control: At DP&O, cost control is a key facet of our success. We pride ourselves in our ability to complete projects within or below project budgets. We have a history of satisfied clients that have come to rely on our abilities to complete projects within an established budget. We can accomplish this by our established, computer-based, cost control system. All labor, other direct costs and subcontractor costs are input into the system via labor time sheets, expense reports and subcontractor invoices. Controlling costs begins with the initiation of each project at DP&O. At the beginning of a project, the Project Manager and Finance Director provides each member of the Project Team with an agreed upon number of hours within which each task is expected to be completed. Daily project meetings provide each Project Manager with the required feedback to anticipate whether the expected labor expenditures will meet the project requirements.

Monitor Hiring & Training Plan: DP&O is dedicated to hiring locals to be trained for project debris monitoring positions prior to a disaster, DP&O will reach out to the local area through churches, unemployment offices, newspapers, to provide a monitoring opportunity before a disaster. Additionally, DP&O considers with working with recently laid off or retired individuals to be an added value of knowledge to the team. DP&O Participates with the E verify, and we carefully screen all our staff with background checks and ensure each monitor has a valid driver's license. DP&O maintains a drug free policy workplace and has had a 0 tolerance for drug use. DP&O has had zero workers comp claims as a result of our employee screening and safety plan training.

Monitor Training: DP&O has a comprehensive monitor training program which is updated annually as FEMA requirements for disaster debris removal change. DP&O performs annual disaster monitor training for all staff and every newly hired monitor a 4-hour training program and orientation session is conducted by one or more of our monitor supervisor trainings.

- FEMA Requirements for Pre-Disaster Asset Status & Inventory
- Internal Policies Review
- Procurement and Contracts
- Damage Assessments
- Emergency Repair Documentation
- Emergency Debris Removal
- Disaster Documentation and Submittals
- Multiple other Critical Items

Safety Plan: DP&O for all projects maintains a "Health and Safety Plan" and updates a daily/weekly Site Safety plan as needed by the project. DP&O project staff all participate each day in a Daily Site Safety Plan Briefing" which allows us to address critical and potential site safety hazards that could affect the onsite management and project staff work. DP&O's Site Safety Officer performs daily spot checks on all field staff to ensure they are maintaining and adhering to the safety protocol and wearing the mandated safety gears (Work boot, gloves, eye protection, safety vests) and they are using the safety equipment (flags, stop /slow signs) if required by the project site conditions.

Initiation and Review of Damage Assessments: Assessment and justification of damages is often where funding opportunities are missed and or recovery project scope does not match per FEMA requirement. During DP&O's rapid response phase our team will focus on debris damage assessments, estimated quantities and critical areas. We will be identifying resources necessary to properly document damages and maintain validation to match recovery projects. As client needs, we have the Professional staff that assist with infrastructure damage assessments.

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 ensures that all load tickets meet the requirements of FEMA and other Federal or State reimbursement agencies. In the event the client or debris removal contractor request ticket copies we have portable printers stationed at the DMS site to print tickets. Additionally, any other type of manual ticket (Debris Removal, Disposal Voucher number) is logged via TRKR™ as an alternate ticket number and photocopied with the corresponding load ticket. All Disposal tickets are also maintained in TRKR™ with the corresponding load ticket. DP&O will provide client access user log ins to TRKR™ to view Debris Operations or documents at any time.

DATA MANAGEMENT AND DOCUMENTATION

DP&O shall ensure all necessary documentation is provided as follows:

1. Ensure all eligible debris removal operations activities are documented and tracked specific to the requirements of any applicable federal, state or local agencies.
2. Documentation of the number of crews and types of equipment utilized, actual hours of operation and locations of work performed during the time and materials phase of operations.
3. Completion of truck certifications, equipment certifications and establishment of a Quality Assurance and Quality Control (QA/QC) program throughout the life of the project.
4. Load tickets documenting the eligible debris removal and/or disposal activities by the applicable federal, state or local program.
5. Documentation of eligible hazardous stump removal, hangers, leaners or tree removal which includes photographic records, GPS coordinates, street or other information as available and applicable.
6. Environmental authorizations and/or permits as applicable.
7. Daily electronic spreadsheet summaries of cubic yards/tons collected, specified by governing federal public assistance program. The daily summary shall be communicated to the Public Works Director or designee.
8. Production in electronic format (scanned) and paper copies of all documentation for submittal to federal and/or state agencies.
9. Assist the School Board in creating field maps using GIS or equivalent, as well as track and monitor DRC progress in GIS, or equivalent.
10. Organize, maintain and provide to the School Board electronic copies of cost justification documentation in a satisfactory manner. All documentation and information related to the project shall be surrendered to the School Board upon completion of the project.
11. Ensure all eligible debris removal operations activities are documented and tracked specific to the FHWA-ER program, the FEMA PA program or other applicable Federal, state, or local agencies.

Document Management System: The DP&O Team's brings exceptional capabilities in document management that **aligns with the reimbursement process for multiple funding agencies** and is setup to make the closeout and auditing process seamless. DP&O understands integrating the required document control systems for closeout and audit early with the School Board to minimizing any funding de-obligations in the long-term. (More detail on this system is provided in the auditing section of this proposal). Development of proper document retention procedures and cross-training of the School Board's staff will allow the School Board to respond and be audit ready for any State or Federal audits long after closeout is done.

Applications/Participation in FEMA accelerated Pilot debris program/ Application and Documentation of Time Extensions: We anticipate the Country's participation in the FEMA accelerated Pilot debris program for debris removal. We are committed to efficient coordination and mobilization with the debris removal contractor to accommodate and maintain compliance per FEMA's Accelerated Debris removal deadline dates. Emergency Work

(Categories A& B) time limits are six months to COMPLETE work, with a possible six-month extension granted by the State upon written request and justification. Permanent work time limits are 18 months, with up to 30 months with possible extensions granted by State. Our goal is to identify any extension requests as quickly as possible and submit those in writing to the State and FEMA to ensure they are processed BEFORE the time limit has expired. FEMA may deem certain projects ineligible if these time limit extensions are not approved per the PA Implementation Timeline.

Monitoring Approach/Procedures:

DP&O has the capability to deploy debris monitors within 24 hours from notice-to-proceed. When additional debris monitoring personnel are needed to meet requirements of the contract, DP&O shall increase the number of debris monitors as needed.

DEBRIS MONITORING OPERATIONS

DP&O shall coordinate with the School Board to schedule debris removal monitoring and contractor operations. DP&O shall provide a Project Manager who shall be responsible for the overall project management and coordination of the debris monitoring services required to oversee the debris removal operations. The Project Manager shall be the point of contact to the School Board. The Project Manager shall assign Field Operations Manager(s) to oversee the debris removal contractor(s), monitors, and a Data Manager to provide supervision of the data entry operations and documentation process. The Project Manager's duties include but are not limited to the following:

- A. DP&O Project Manager shall ensure enough trained debris monitors are available to monitor the "first push" (cut & toss) operations.
- B. DP&O Project Manager shall ensure a sufficient number of trained debris monitors are available to monitor all "first pass" and subsequent passes of debris removal and hauling activities.
- C. DP&O Project Manager shall provide tower/disposal site monitors to observe and record all debris loads entering the temporary debris management sites.
- D. DP&O Project Manager shall provide tower/disposal site monitors to observe and record all debris loads exiting the temporary debris management sites for final disposal.
- E. DP&O Project Manager shall provide data entry and document processing personnel if applicable.
- F. DP&O Project Manager shall conduct safety meetings with field staff, as necessary.
- G. DP&O Project Manager shall respond to and document issues regarding complaints, damages, accidents, or incidents involving DP&O or Contractor personnel and ensure that they are fully documented and reported.
- H. DP&O Project Manager shall coordinate daily briefings with the School Board and the debris removal contractor(s), daily status reports of work process and staffing.
- I. DP&O Project Manager shall ensure the documentation of environmental authorizations and/or permits for temporary debris management sites and final disposal.
- J. DP&O Project Manager shall review and reconcile debris removal contractor invoices submitted to the School Board.
- K. DP&O Project Manager shall prepare interim operations and status reports, and final report, as directed by the School Board.

FIELD MONITORING

DP&O shall provide trained staff in sufficient numbers to adequately monitor all operations supervised by Field Operations Managers. Duties of monitors shall include, but are not limited to, the following:

- A. Truck certification and documentation of all vehicles used in the debris removal activities.
- B. Quality assurance/quality control (QA/QC) of truck certification measurements throughout life of project.
- C. Provide monitoring services and documentation of all eligible debris removal activities on non-Federal Aid eligible roadways, As Directed by the School Board – First Push (Cut & Toss) and First Pass.

- D. Provide monitoring services and documentation of all eligible debris removal activities from second and subsequent passes on all roadways, As Directed by the School Board.
- E. Ensure that ineligible debris is not collected by the debris removal contractor, unless directed in writing by the School Board.
- F. Disposal Site/Tower Monitors will observe and record the truck quantity estimates of inbound and outbound debris.
- G. Exit Site Monitors will observe that all outbound trucks are fully discharged of their load prior to exit of the temporary debris management site.
- H. Monitors will ensure that accurate, legible, and complete documentation is provided through load tickets, truck certifications, and/or other logs and reports, as required.
- I. Maintain photo documentation of the debris removal trucks and activities, specifically of the hazardous stump removal process, hangers, leaners, or tree removal and/or other special or unusual occurrences in the field.
- J. Document and report activities to the School Board which may require remediation, such as: fuel spills, hazardous materials collection locations, and other similar environmental concerns.
- K. Document and report to the School Board damages which occur on public or private property as a result of the debris removal operations.
- L. Document and report to the School Board any violations of Department of Environmental Protection's (DEP) debris site conditions.
- M. If DEP debris site conditions are violated DP&O shall oversee tasks sufficient to satisfy the DEP performed by the debris removal contractor.

DP&O's Truck/ Equipment 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 and TRKR™. Each certified truck will be issued a barcode that will facilitate easy truck identification for each monitor at collection site, DMS and or disposal site. The barcode ensures the complete tracking of each trucks time and date and GPS location of load collection, time, and date at DMS site or Disposal site drop off and ensures all trucks are working in compliance with the state, federal and local regulations. Utilizing TRKR™ ensure that no vehicle will perform any debris removal unless certified before beginning work. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. TRKR™ maintain a list of all certified vehicles, all force equipment, including photos of each certified vehicle and flags any vehicles that are down. TRKR™ provides a checklist and ensure that each certified vehicles have all working safety features. 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 with barcoding identifying load measurements will be provided by the contractor. All Debris Removal 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 Electronic TRKR™ form:

The screenshot displays the 'New Certification' form within a web application. At the top, a navigation bar includes links for 'Damage Assessment', 'Certification' (which is highlighted), 'Monitor Sign IN/OUT', 'Debris Removal', 'Hourly/Linear Work', 'Leaner / Hanger / Stump', 'Final Haul Out', and 'Supervisor Notes/PM'. Below the navigation bar, the form is titled 'New Certification' and contains several sections: 'Certification Type' (set to 'Truck'), 'Certification Status' (set to 'Pending'), 'Contractor / Agency' (set to 'AGENCY'), 'Truck' (set to 'International, X300 (TAG NUMBER: 144 gfd)'), and 'Extra Trailer' (a toggle switch). A 'Comment' text area is located below these fields. To the right of the comment area is a 'Truck Details' section with fields for 'Make: International', 'Truck Number: 1', and 'Truck Barcode:'. Below the comment area is a 'Truck Measurements' section with fields for 'Length' (25 ft), 'Width' (10 ft), and 'Height' (10 ft). To the right of the measurements is a 'Driver 1 Information' section with fields for 'First Name', 'Last Name', 'Phone Number', and 'Driver License'. Below the measurements is a 'Gross Cy' field (92.59), a 'Deductions' field, and a 'Certified Capacity' field (92.59). To the right of these fields is a 'Driver 2 Information' section with fields for 'First Name', 'Last Name', 'Phone Number', and 'Driver License'. At the bottom of the form is an 'Acceptable Working Conditions' section with eight toggle switches: 'Head Lights', 'Brake Lights', 'Signal Lights', 'Tailgate', 'Backup Alarm', 'Loader Seat', 'Tires', and 'Sideboards'.

Navigation: Damage Assessment, Certification, Monitor Sign IN/OUT, Debris Removal, Hourly/Linear Work, Leaner / Hanger / Stump, Final Haul Out, Supervisor Notes/PM

Section: New Certification

Fields:

- Certification Type: Truck
- Certification Status: Pending
- Contractor / Agency: AGENCY
- Truck: International, X300 (TAG NUMBER: 144 gfd)
- Extra Trailer: [Toggle]
- Comment: [Text Area]
- Truck Details: Make: International, Truck Number: 1, Truck Barcode: [Field]
- Truck Measurements: Length: 25 ft, Width: 10 ft, Height: 10 ft
- Gross Cy: 92.59, Deductions: [Field], Certified Capacity: 92.59
- Driver 1 Information: First Name, Last Name, Phone Number, Driver License
- Driver 2 Information: First Name, Last Name, Phone Number, Driver License
- Acceptable Working Conditions: Head Lights, Brake Lights, Signal Lights, Tailgate, Backup Alarm, Loader Seat, Tires, Sideboards

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



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

DP&O Truck Certification 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 manufacturers 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.
- Photos and BAR Code scanned.

TRKR™ Truck Certification system has the capability to record truck and trailer certification data as verified above Truck certification information diagrams. TRKR™ per RFP Truck Certification requirements includes the following:

- A means of electronically registering authorized debris Consultant vehicles and equipment
- Link electronic registration to digital images
- Identify mission and respective School Board
- Generate unique ID’s for contractor vehicles and equipment
- Utilize uniform measurements e.g., feet and inches
- Capture vehicle volume
- Utilize industry standard equations for all volume calculations
- Capture drivers and certification team member unique identification number
- A means to create encryption protected electronic driver removable media with unique Truck ID, digital photograph, truck and /or trailer measurements, vehicle volume, and other identifying data
- Must depict image and other identifying data +
- Must contain counter area for total cubic yards hauled
- Must employ anti-tampering mechanism
- Capability to recertify vehicles
- Recertified vehicles must be recorded in an audit table
- Certification data must be associated to authorized system user
- Reject media which are not associated with current event and applicant
- Capture vehicle audit records
- Create a printed certification record
- Administrative reporting capabilities

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 School Board. Original certifications retained by the Contractor on behalf of the School Board shall be turned over to the School Board 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.

Each Certified truck & equipment will be given a “BAR CODE” to facilitate easy truck identification at load or DMs/Disposal site and for tracking each load time, status, and completion. 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.

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.

Debris Estimating Army USACE:

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

School Board 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 School Board 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.

PREPAREDNESS, TRAINING, PLANNING, AND EXERCISES

- A. Assist in disaster recovery plan development.
- B. Provide training, participate in exercises, review, and assist with debris plan updates, and visit with School Board staff to be assigned to debris management activities during the coming year.
- C. Provide training sessions for key School Board personnel participating in exercises, and liaison to School Board EOC during activations.
- D. Participate as liaison in School Board EOC during activation.
- E. Attend and participate in several planning and training meetings, including one annual exercise. The annual exercise shall not conclude until the School Board Contract Manager has deemed the debris management plan is actionable.
- F. Assist the School Board in preparing Federal and State reports and applications for reimbursement, including pre incident or event training agency/department employees.
- G. May be requested by the School Board to provide technical expertise and guidance to support the School Board during the emergency recovery effort including, but not limited to, preparedness, as well as assisting in emergency debris recovery planning efforts such as disaster recovery plan development, identification of adequate resources, training, exercises, and liaison to School Board Emergency Operations Center (EOC).
- H. Shall be responsible to build out a monitoring plan in conjunction with the management plan and overall School Board plan, with regards to debris.

DP&O DEBRIS SITE MONITORS SERVICES AND RESPONSIBILITIES INCLUDE THE FOLLOWING MONITOR/STAFF POSITIONS:

DP&O will provide all management, supervision, labor, and monitors with **AT&T FirstNet 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 GPS 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. TRKR™ ADMS IS DISCUSSED IN FOLLOWING SECTION.

PROJECT PRINCIPAL/DIRECTOR:

Provides Direction and Strategy of all Project Tasks and additional client requests. Provides leadership direction, interface and communications with any Subject Matter Experts and Trouble shoots Site Operations / obstacles and FEMA PA Negotiations, Guides Project Management with all aspects of Project and Field Operations to ensure the best time and cost-effective strategies are implemented and support resources available.

RESPONSIBILITIES OF THE PROJECT MANAGER INCLUDE BUT NOT BE LIMITED TO:

Provides Logistics to ensure the most time and cost-efficient procedures and processes are maintained. Monitor activities of the field staff to ensure ongoing compliance with applicable rules, regulations, policies, and guidelines of FEMA, FHWA, NCRS, and any other applicable federal, state, and local agencies. Ensure all costs are per FEMA Debris Management guidelines as well as the FEMA Public Assistance Program Guidelines; inform Client and Staff of any updates. Perform FEMA Contract Compliance and invoicing per contracts line items. Assess /Review changes in Debris Operations. Review daily progress reports; Prepare if needed any Reports for Manager and finance Director.

PM performs Selection, hiring, training, and deploying data entry, administrative staff, and QA/QC reconciliation staff. DP&O is committed to hiring from the local talent pool on every contract. PM will prepare Operational Reports & Record Documentation.

The DP&O Project Management team will prepare and submit operational reports to the Applicant representative(s) throughout the duration of the operation. Daily reports shall document activities and progress from the previous day.

Project management and administrative responsibilities include but are not limited to:

1. Coordinate daily briefings with key operational staff, School Board staff and DRC(s) to review, formulate and update debris assessment and removal operations and strategies. Schedule, manage and conduct periodic meetings, including safety meetings with field staff and Contractors. Meetings shall be scheduled so that they shall not impede, hinder nor delay the DRC(s) or debris removal operations.
2. Provide a daily report of debris removal including Contractor total loads, cubic yards collected by debris type, a map of streets where debris has been collected, and other key operational statistics to the School Board.
3. Coordinate daily scheduling, dispatching and logistical operations of the field collection monitors.
4. Hire, train, deploy and supervise all Debris Collection Monitors and staff.
5. Conduct debris surveys and perform debris estimation by debris types as requested by the School Board.
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 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 residential property damage claims. Contractor shall maintain, and make available to the School Board, a detailed accounting of customer complaints and resolutions.
8. Ensure timely acquisition and retention of documentation of environmental authorizations and or permits for debris management sites and final disposal.
9. 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 School Board.
10. Make all reasonable efforts to ensure the filed collection monitors are accurately recording the streets and locations where debris was collected.
11. Schedule work for all team members and Subcontractors on a daily basis.
12. 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.
13. Monitor the DRC(s) for compliance with their contract with the School Board and all School Board, federal, state, and local regulations, guidelines and operating policies.
14. Provide training to School Board staff in essential debris management and collection functions to ensure appropriate and responsive interface with DRC(s) local, state and federal agencies.
15. Develop forms, databases, etc. for tracking field activities, and submitting invoices for reimbursement. Such forms and invoices shall be approved by the School Board.
16. Set 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 and debris types.
17. Prepare daily tracking reports to document debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris removal contractor invoices.
18. Review and reconciliation of DRC invoices submitted to School Board.
19. Preparation and submission of interim operations and status reports and final report as directed by the School Board.
20. Compile records and assist the School Board with the preparation of required forms for reimbursement.

21. If requested by the School Board, provide call center operators to receive and process calls from customers with disaster debris collection concerns within the School Board.

OPERATIONS MANAGER:

Oversight and supervision of field activity. Coordination of daily briefings, reporting of work progress, staff assignments and other key items requested by the Applicant.

- TRKR™ ADMS Operations: QAQC web and mobile app interface of TRKR™ Debris Removal tickets and photos load ticket and data collection.
- Scheduling monitoring resources and deployment timing.
- Keeping Communication with School Board & Project Management personnel.
- Making suggestions to improve the efficiency of collection and removal of debris.
- Coordinating daily activities and future planning.
- Remain in contact with debris management/dispatch center or supervisor. Resolving any issues obstacles, safety concerns and conflicts if any arise between contractor, and monitor team.
- DP&O will be identifying, addressing, and troubleshooting any questions or problems that could impact work area safety and eligibility.
- Compiling operational reports; and -Ensuring daily Debris Progress reports and mapping are provided to client and Debris removal contractor team;
- Perform Site Inspections of Debris Removal operations and DMS sites.
- Trouble shoot delays at landfill if any occur.

Accurately measuring load hauling compartments and accurately computing volume Capacity in cubic yards; documenting and record measurements and computations

LEAD MONITORS (SUPERVISING MONITORS):

Assist in setting-up and manning the TDSRS. Help train the Site and Field Monitors and track their performance. Assist in assigning Field Monitors to contract haulers. Assist in assigning Field Monitors and contract haulers to collection grids. Assist in tracking the daily collection on a Citywide grid map. Assist in coordinating the daily collection operation in concert with the contract haulers Site Superintendent. Track the daily count of Field Monitors necessary to meet the contract hauler's demands. Track the daily count of contract hauler's trucks, trailers and loading equipment. Provide daily collection status reports to the Project Coordinator on request. Fill in as Site Monitor if needed. Record and inspect any property damage, public or private that may occur during the debris removal operation. Track and verify the satisfactory repair of any damage. DP&O will provide FEMA program-trained Lead supervising monitors to coordinate actions of fixed site and field debris monitors, and duties are as follows:

- Verifying debris eligibility, including photographic documentation of hazardous trees (leaners and hangers)
- Coordinate daily operations with Debris Management Contractors
- Reviewing damage reports
- Resolving complaints; and
- Compiling all necessary reports

DP&O FIELD DEBRIS MONITORS:

Field Monitors will be trained to follow each contract hauler as debris is collected throughout the School Board. The Monitor must witness and certify by street address that the storm debris was collected from public roadways only. The Monitor must certify that the debris piles are not mixed (vegetation or construction & demolition debris) before loading. The Monitor is assigned to hauler(s) and given a certain grid in the School Board to collect either vegetation or C&D debris. The Monitor will assure that all targeted debris is removed by the contract hauler

during each pass before the contract hauler may move to a new area. The Monitor will record the time, location and sign the contract haulers load ticket before the load can be delivered to the collection site for processing. The Monitor is responsible for reporting any unsafe or unauthorized collection practices to the Site Monitors for corrective action.

- Provide loading site (field) monitors to inspect and control debris collection utilizing manifest load tickets.
- Provide field monitor personnel at designated areas to check and verify information on debris removal.
- Utilize photographs and GPS coordinates of debris to verify the source and type of debris for reimbursement purposes.
- Monitor truck collection activity.
- Issue manifest load tickets at loading site for each load.
- Check the area for safety considerations such as downed power lines, children playing in area, verifying that traffic control needs are met, and trucks and equipment are being operated safely.
- Ensure Freon-containing appliances are sorted and ready for Freon removal on site or separate transport for Freon removal before final disposal.
- Perform a pre-work inspection of areas to check debris piles to identify covered utility meters, transformers, fire hydrants, mailboxes, etc. to help prevent damage caused from loading equipment operations and to look for and document potential debris remedial issues.
- In the process of debris removal, damages occur to utility components, driveways, road surfaces, private property, vehicles, etc., document the damage with photos, if possible, collecting information about owner, circumstances of the damage (who, what, when, where) and filing a report with authorities with jurisdiction.
- Ensure the work area is clear of debris to the specified level before equipment moves to a new loading area.
- Accurately measure load hauling compartments and accurately computing volume capacity in cubic yards document and record measurements and computations.
- Properly monitor and record performance and productivity of debris removal crew.
- Remain in constant contact with debris management/dispatch center or supervisor.
- Ensure that loads are properly contained before leaving the loading area.
- Ensure only eligible debris is collected for loading and hauling.
- Ensure only debris from approved School Board-owned areas is loaded for removal.
- Photographically documenting trees that are considered hazardous.
- Verifying that all trucks leaving the site have been completely emptied; and
- Performing other duties from time to time as directed by the Project Manager or designated School Board debris management personnel.

ROVING MONITORS

DP&O will provide roving on-site, street level work area inspections of debris cleanup and collection) 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),

In addition the Roving Monitors if deemed necessary with function as Debris Monitors to verify only eligible debris is being removed from designated public right-of-ways, and public property within assigned debris pickup zones in the School Board.

DP&O Roving Debris Monitors, at the discretion of the School Board, may supply any other monitoring needs deemed necessary by the School Board such as truck volume certification, emergency road clearing and various debris removal operations. Services include, but are not limited to:

- The Roving Debris Monitor shall complete the following information on each debris removal form, the street name/zone number and/or Global Positioning Coordinates (GPS) for each debris removal item, the crew number, diameter size of the debris removal item and any future information the reimbursing federal agency may require.
- The Roving Debris Monitor will also take photos of street line prior to removal.
- The Roving Debris Monitor signature on the form verifies the work has been performed by the DRC and the debris is eligible.
- The Roving Debris Monitor must retain the necessary copies of the debris removal form to be returned by the Project Manager to the debris operations base at the end of their shift.
- If the Roving Debris Monitor cannot attest to the accuracy of the information documented, the work performed and the eligibility of the debris, the monitor will not affix their signature to the form and will tag the ticket for non-payment and report the situation to the Public Works Director of designee

COLLECTION MONITORING:

DP&O shall provide the following collection monitoring services;

- Monitor the debris removal contractor(s), DMS(s) for compliance with their contract with the School Board as well as to ensure that workers are performing eligible work in accordance with FEMA Public Assistance guidelines and applicable Federal, State and Local Regulations
- Provide fully trained collection monitors to assure proper and compliant documentation protocols are instituted and followed.
- Provide a field quality control team. This team will monitor the debris contractors for contract compliance, efficiency, and regulatory compliance. The team shall provide daily feedback to the School Board through their Project Manager. All field team members shall be equipped with the state-of-the-art technology, which may include cameras, computers, communication devices, GPS handhelds, and other equipment as deemed necessary and/or appropriate to perform the contract requirements.
- To the best of his or her knowledge to estimate load volumes, initiate load tickets for Force Account labor at the collection location for eligible loads only. The field collection and Debris Management Site (DMS) monitors will make all reasonable efforts to assure the load tickets are completed accurately for eligible loads of disaster debris and that the load ticket is valid.
- 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.
- Conduct debris surveys and perform debris estimation by debris types as required to satisfy FEMA Public Assistance Requirements. Ensure hazardous waste is not mixed with debris loads or ineligible debris.

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 School Board 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 School Board 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, School Board'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 MONITORS:

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 MANAGEMENT SITE (DMS/TOWER) MONITORING:

DP&O shall provide the following services related to the debris management site;

- Be capable of conducting pre- and post-use environmental monitoring of the DMS locations to detect environmental contamination of the DMS, either present before use or after closeout of DMS operations, if requested by the School Board.
- Ensure that DMS and field collection monitors are deployed and operational commensurate with the beginning of debris collection and the establishment of debris site(s).
- Provide DMS monitors to observe debris unloading operations at the School Board'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.

- 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.) DMS monitors are expected to provide volume determination consistent with FEMA.
- Conduct field quality inspections to check and verify information on debris removal and at DMS located throughout the School Board.

Conduct other DMS monitoring tasks such as:

- Coordinating with local, state, and federal agencies as needed for DMS on issues such as notification, obtaining permits, determining reimbursement, etc.
- Providing preliminary assessment and documentation of DMS and assist in return of site to original conditions.
- Providing personnel to observe the operation of DMS including monitoring incoming loads of debris, processing of debris and outgoing loads of processed debris.
- Measure all School Board collection equipment and properly complete a truck certification form.
- Conducting end of day activities, such as verifying completion of debris crew assignments, completing all record keeping, assuring that all vehicles have left DMS and locking down facilities.

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 School Board which may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns;
- Document and report to the School Board 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 & trailers are fully discharged of load prior to exit.

RESIDENTIAL DEBRIS DROP OFF SITE MONITORING:

In the event the School Board 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.

COST RECOVERY SPECIALIST:

DP&O will provide a FEMA-trained cost recovery specialist to work hand-in-hand with School Board personnel, or their designee, to develop project worksheets for all FEMA Category.

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:

- Contractor Name
- Contract Number
- 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.
- GIS mapping data updates and digitized reports
- All GIS layers required will be provided to the Contractor by the School Board 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.
- Data exports should be at least monthly and utilize Microsoft© Excel® or other formats acceptable to School Board.
- 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 School Board for processing.

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 utilizes our TRKR™ ADMS (Automated Debris Management System) to collect all debris removal data, tickets and document debris operations and is discussed below.

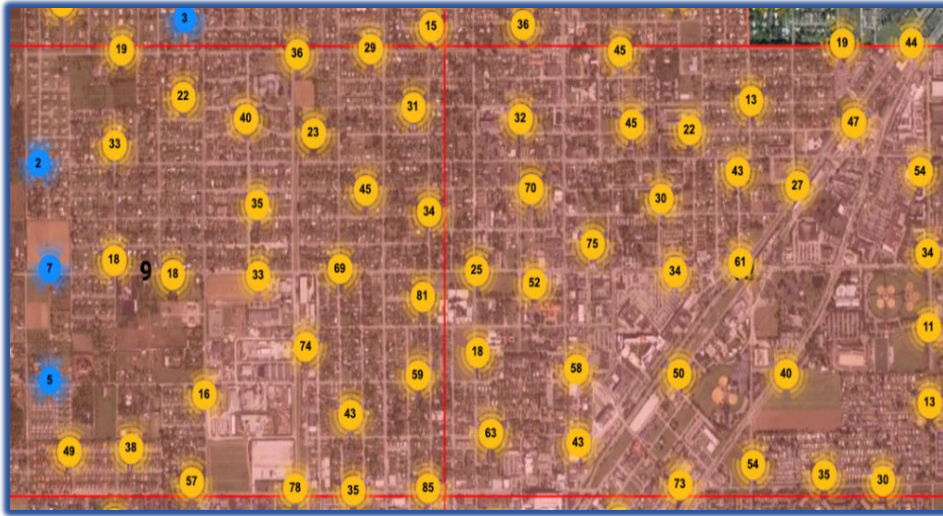
REPORTING

DP&O will provide daily status reports, unless otherwise specified, of the debris removal operations, preparation of interim reports (as directed by the School Board), as well as a final report of the debris removal operations.

- A. The daily status report shall include at a minimum: the daily cubic yards/tons collected by material and by program (FHWA-ER First Pass, First Pass on non-Federal Aid roadways, second and subsequent passes on all roadways), cumulative totals in cubic yards/tons by debris type, number of debris removal crews and equipment operating, number of debris monitors in field, cubic yards/ton by debris type hauled to final disposal and location of final disposal, and total cubic yard/tons hauled to recycling or salvage facilities.
- B. An interim status report may be required at the discretion of the School Board. A final report covering the history of the operations, the locations temporary debris sites used, remediation and site closure activities, including any environmental reports or authorizations generated; and the locations of final disposal sites and permits, recycling facilities and salvage facilities used during operations. The report may include identification of weakness in the operations and recommendations for future debris activities.

PROJECT MAPPING

TRKR™ provides real time Mapping 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 School Board zone maps which will define the correct boundaries to ensure all debris being removed falls within the preview of the School Board so reimbursement in its entirety can be obtained.

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.

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 School Board 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.

In addition to TRKR™, DP&Os XACT Recovery offers “BOLTEOC”: 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

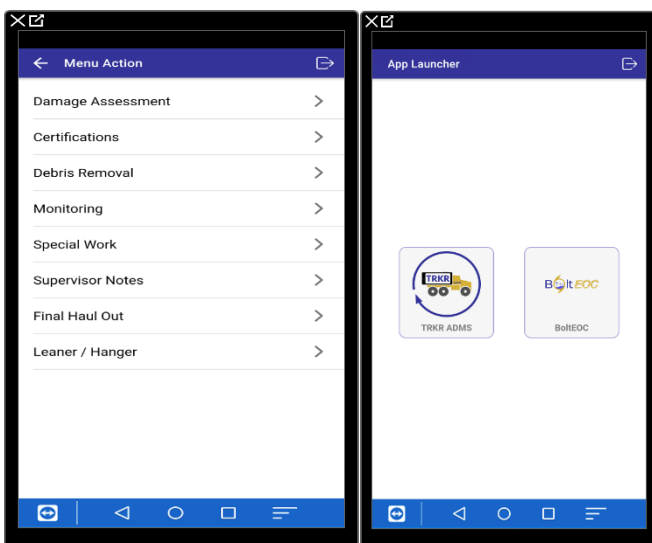
Xact Recovery is Scalable, Versatile and Adaptive to client's needs Providing cross utilization and efficient strategic planning for:

DP&O's TRKR™ ADMS System includes the following key features:

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™ Has the following key features for easy Debris removal and monitor tracking, records assimilation, and database storage:

- Weatherproof and shock resistant Handheld Unit (HHU): DP&O TRKR™ exists on the AT&T Android First Net responder cell phones.
- Standalone power source
- Integrated GPS capabilities
- High Quality print paper and ink to sustain harsh environment and not deteriorate over time
- Back-up equipment available for on-site rapid distribution if necessary
- Capable of sharing database records with contractors, sub-contractors, the School Board, and others via the internet.
- System is password protected, role-based access controls and has viewing, printing, and editing capabilities. Each user must have permissions
- Each manager will have a unique ID code
- HHU will extract information recorded
- Retains a running total of quantity and type of debris hauled by each particular vehicle
- Maintains all data and records per FEMA requirements.
- Populates the FEMA Debris removal Project worksheet templates.
- **Collects data without internet connection.**
- **Includes durable portable printers for printing of load 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 & Disposal information (with Photos)
- vehicle certification with photos and bar code data; trucks not operating/ down.
- leaner, hanger, stump removal information
- Ticket Data information with Photos.
- Ticket status (in progress, completed)

EQUIPMENT REQUIREMENTS TRKR™ has the following capability:

- A. Data Storage Media – Debris management data will be stored and transferred on encryption protected removable data storage media. All data media will be provided by DP&O. Data must include a unique user ID which identifies the user's role, limits the user's ability to collect or validate information, etc. and employs an anti-tampering mechanism. DP&O shall provide media to each person performing a debris mission role that results in data collection, i.e., drivers, ticket managers, etc.
- B. Handheld Units (HHU) –DP&O TRKR™ exists on the AT&T Android First Net responder cell phones which are weatherproof and shock resistant handheld units (HHU) for recording debris management data in the field. These HHU devices will be capable of writing data to, and reading data from, the removable data storage media. HHUs shall have the capability to determine locations by GPS and the capability to write GPS coordinates to the removable media. The HHUs will perform two functions: (1) Recording of initial load data information, and (2) verification of vehicle certification, and recording of debris type and quantity and (3) All field units will be operated by stand-alone power sources which will allow the units to perform uninterrupted for a shift.
 - a. HHUs capable of recording truck certification data onto driver removable media are used at the truck certification area. Truck certification records will include truck measurements, Truck ID, Driver ID and a digital photograph of the truck and trailers.
 - b. HHUs capable of recording user ID information, including a unique user ID, digital photograph and any additional user information required for system operation.
 - c. GPS- HHU units shall have integrated GPS capability. GPS readings (accuracy within 3 meters of the HHU) shall automatically be recorded without any additional manual effort each time the HHU unit records and retrieves information related to the debris mission. External GPS units shall have reliable connectivity to the HHU and be rugged and durable.
- C. Durable Printer – DP&O shall provide a durable printer to print load tickets at the request of the School Board. Once the tower manager completes the load data entries the information shall be transmitted to the printer. The printer will print a minimum 2 copies of the ticket. Two copies shall be given to the driver (one copy for the driver and the other for the prime contractor. The HHU should have program flexibility to alter the number of printed tickets. The printed ticket paper and print shall be of a quality that the print is not affected by harsh weather conditions and does not fade over time, nor smear or deteriorate due to moisture or UV rays. All field units will be operated by stand-alone power sources which will allow the units to perform uninterrupted for a minimum of a shift.
- D. Server(s) – DP&O shall provide computer servers for the storage and maintenance of records. The data contained in DP&O's database shall be placed on the Internet for controlled use, and be password protected by DP&O. Upon completion of the work, DP&O shall surrender the records to the School Board who shall maintain the official
- E. Back-up equipment – In the event of equipment malfunction, loss or damage, DP&O shall assure a sufficient supply of replacement equipment and personnel are available such that production is not affected. The back-up equipment shall be readily available on-site for rapid distribution.
- F. GIS – GIS mapping shall be provided by DP&O from the most current source(s) available. This information shall be used as a base map to visually illustrate work zones, ticket and tower personnel locations and activities, work progress, historically and/or environmentally sensitive areas, geospatial data and other mission informational needs from the data gathered by the HHUs.



RecoveryEOC

PLAN. RESPOND. RECOVER.



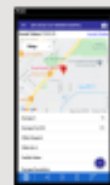
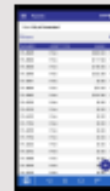
TRKR ADMS

A Comprehensive Automated Debris Tracking System.



Mobile App

- Auto Generates E-sign tickets.
- Automates Tickets detail.
- Bar Code Scanning provides for easy Truck/Equipment Certifications and Tracking.
- Prompts Leaner Hanger Monitors for Measurements and Photos.
- Automates Ticket Ledgers and Reconciliation with all supporting backup.



TRKR ADMS Mobile App Interfaces with Web App.



- Allows User Real-Time View of All Debris Removal Operations.
- Documents disabled Trucks & Equipment downtime.
- Tracks Monitor sign in and Sign out with locations, time and date.
- Tracks Emergency Road Clearing and Debris Removal Progress.
- Automates ticket ledgers, quantities with all ticket information. Reconciles Final Haul-Out with Disposal Tickets with Loads hauled to disposal facility.
- Consolidates Debris Removal Documentation per project Tasks with Ticket ledgers, GPS, Photos and Mapping (ROW to DMS & Disposal, Leaner/Hanger/Stumps, Final Haul Out) and Monitor Sign in/out.



Reporting

Asset Inventory Reports (Assets, labor/staff, Equipment, Materials).

Recovery Cost Reports

- FEMA Project Worksheet (PW) Cost Summary, per FEMA Category with detailed cost sheets for:
 - Force Labor (FL) Costs, Force Equipment (FE) Cost Ledger, Contractor Cost Ledger, Materials Cost Ledger
- Links Damage Assessment to Recovery.
- Maintains ALL CAT A FEMA required cost reports, ticket ledgers, tickets, photos, maps, DMS permits/closure, and PW summary and Detail reports.



PLAN. RESPOND. RECOVER.

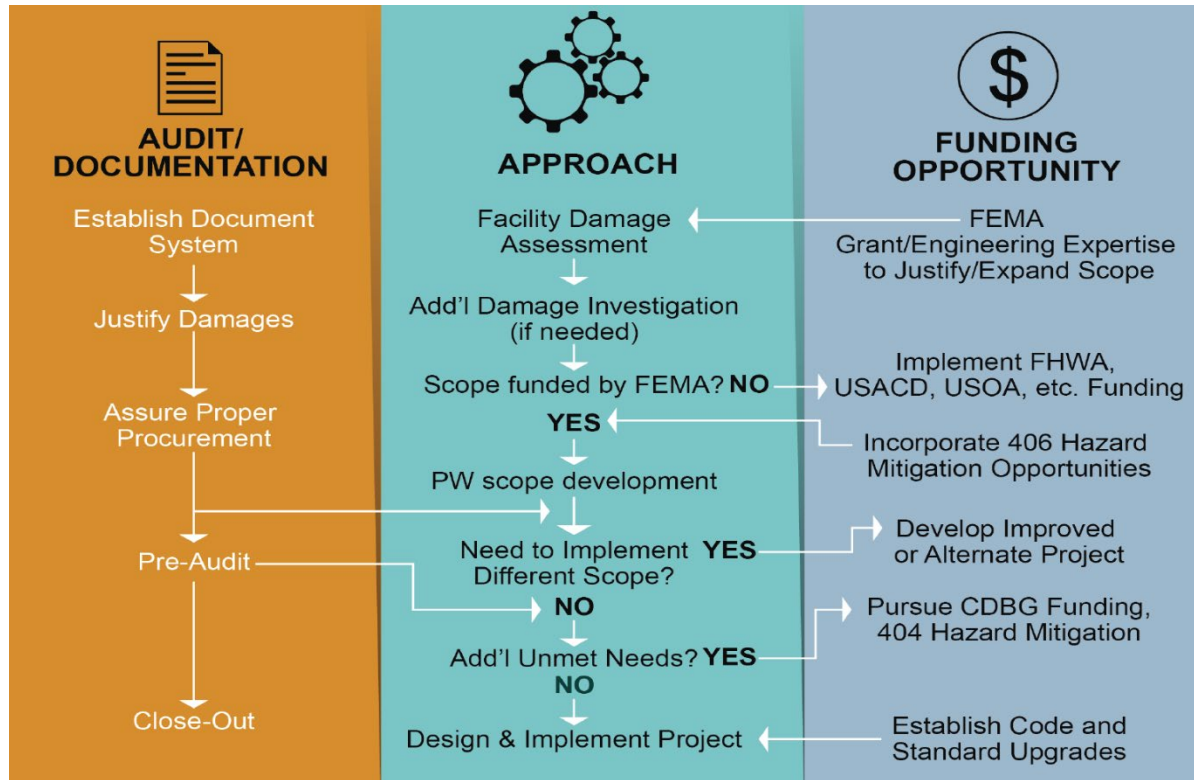
More information at XactRecovery.com or call
561.436.3383
AT&T FirstNET Responder
Member ID 5763234



PHASE II - Long Term Recovery

The DP&O Team's approach to the long-term recovery process is further described under the "Approach to the RFP Scope of Work" provided below. However, key aspects to the DP&O Teams' approach to the Long-Term are as follows:

DP&O'S LIFE CYCLE APPROACH TO FUNDING: Ensures Maximum Funding Opportunities for the School Board.



Implementation of Lessons Learned

Through the approach section the DP&O Team will demonstrate our lessons learned from past events that should benefit the School Board.

Periodic Adjustment of Resources

As the recovery proceeds, needs may shift from grant management to procurement to construction oversight and engineering estimates review. DP&O will adjust the staff mix as necessary during all phases of recovery.

Database Reporting

DP&O will utilize our Disaster Claims Management System platform to maintain all Disaster Recovery costs, PW submittals, and Track Funds. DCMS will prevent duplication of data entry and facilitate long term storage of volumes of disaster documents in audit proof format.

Once the Scope of Work and Cost Estimate is complete, supporting back-up documentation will be attached. These may include procurement policies, contracts, bid tabulations, invoices, purchase orders, proof of payments, pay policies, payroll registers, Force Account daily activity logs, equipment logs, and emergency call logs, damage assessment validations, blueprints, etc.

These PW support documents will be part of an applicant's grant application as required by federal regulation and are to be maintained in the document management system for possible future audit.

The PW final project and cost estimate with supporting documents would then be submitted to FEMA PA Portal

and DP&O will answer all Portal “EEI” Questions promptly for Prompt document submittal entry for JFO review and submittal to CRC and EMMIE for obligation.

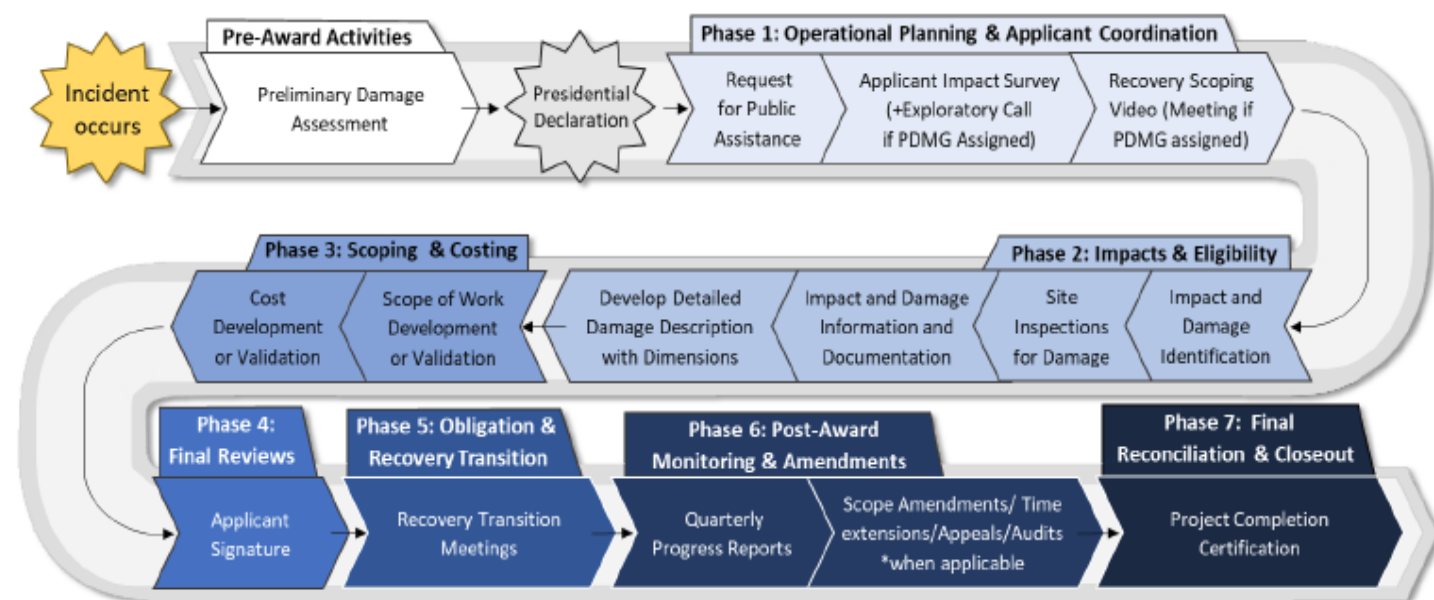
FEMA Public Assistance Advisory Services

Below is a diagram of the FEMA process which is very detailed and can cause an applicant delays in reimbursement if time deadlines are not strictly adhered to for projects identification and documents review.

See DP&O’s FEMA Public Assistance Chart provided below.

FEMA Public Assistance

PROGRAM DELIVERY PROCESS STEPS for APPLICANTS



We are experienced with the FEMA process and the new FEMA PA Portal and internal complexity of reviews, Portal deficiencies and document entry issues of the FEMA PA Portal and we are ready to represent the School Board to expedite a smooth transition throughout disaster recovery PW submittals, costs tracking, PW review, and funds obligation.

Debris Records Reconciliation:

Category A – Proper documentation of Debris Removal cost and data is critical to maximizing FEMA reimbursement. All monitoring data collected in the field and documented will be reconciled with the debris removal contractor invoices to ensure FEMA Compliance for accuracy of debris quantities, locations, dates, GPS coordinates.

The following debris removal records will be reconciled for accuracy and FEMA compliance. DP&O plans to use our TRKR™ ADMS System, however there are instances where the client request manual tickets as well. Where DP&O will be prepared to handle both cases.

Debris removal contractors and monitors invoices will be reconciled for the following items and with associated daily logs and invoices for services per contract billing rates and terms. Discrepancies or issues will be documented and issued to the designated the School Board representative for Debris Contractor invoice corrections.

- Leaners, hangers, and stumps, - reconciled with Debris removal invoices, per contract cost items and per monitor logs data. We will validate leaners, hangers, and stumps compliance for FEMA documentation

including photographs, GPS locations, quantities, and stump measurements.

- Debris Removal Load/haul ticket ledgers— We will obtain and review daily Debris load/ haul ticket ledgers and ensure they have been reconciled for duplicate and or missing load/ haul tickets. Reconciliation identifies any discrepancies between load/haul cubic yards and actual debris quantities, and debris removal invoices will be reported to the School Board for debris removal invoices corrections. Additionally, ticket ledgers will be spot checked for a truck certification haul Capacity (cubic yards).
- Load haul tickets will also be validated and spot checks for accuracy per ticket ledgers.
- TDSRS Final Haul out to permitted disposal facility-final haul out ticket ledgers will be reviewed and reconciliation with actual disposal facility ticket ledgers to identify any discrepancies between debris quantities hauled and disposed. Spot checks on final haul out tickets and disposal tickets will be performed for accuracy and per FEMA compliance.
- Additional Debris Removal documents to be reviewed and validated include the following:
 - Truck Certifications and Truck Certification logs;
 - Maps and or streets of Emergency Roads clearing;
 - Debris Removal Progress maps and priorities per the School Board’s Debris Management Plan;
 - Photos and GPS locations;
 - TDSR permit
 - Baseline report and TDSR closure report.
- All reconciled and final Debris removal and monitor documents will be filed manually and electronically and submitted with FEMA Category A FEMA Project Worksheet per Debris Pilot Program requirements.

PHASE – III Project Closeout

The DP&O Team firmly understands that successful project closeout starts the first day of disaster recovery. A focus on proper documentation procedures, pre-auditing, and proper procurement procedures at the onset of the recovery assures a smooth project closeout phase.

Attention to Closeout on Day One. Our approach will focus on closeout and auditing requirements from the first day on the job. Development of proper document retention procedures and cross-training of the School Board staff will allow the School Board to respond to any audits long after closeout is done

To enhance the closeout process, we focus on the following key aspects to provide an effective closeout procedure:

- **Stress on Quick Closeout of Projects.** Many PWs particularly involving Category A and B activities can often be moved to closeout quickly. We recommend all projects be moved to closeout as expeditiously as possible. Developing the closeout files is most effective when everyone’s memory is fresh, and staff involved in the activities are still accessible.
- **Client Staff Involvement/Cross Training.** We understand that you may want or need to end support activities prior to the extended closeout process that sometimes can occur at the FEMA level. Thus, integrating the School Board staff into the long-term recovery and closeout phase will be essential to DP&O.

FEMA Submittal. Final project and cost estimate with supporting documents would then be submitted to FEMA PA Portal and DP&O will answer all Portal “EEI” Questions promptly for Prompt document submittal entry for JFO review and submittal to CRC and EMMIE for obligation.

To ensure that processing of federal funding is acquired as quickly as possible by verifying the following information and its accuracy responsibilities:

- Review/reconciliation of debris Contractor invoices and payment recommendation letter
- Monitoring and Collection information (reports, logs, etc.)
- Project Status Reports
- Completed Load tickets
- Photographs of Debris Collections
- Tipping Fee Receipts
- Contractor invoices
- Review of debris Contractor equipment hours of operation
- Vehicle certifications
- Start and end dates and progress mapping of the first debris removal pass and all subsequent passes
- Daily logs and TRKR™ Detail mapping to support Emergency Road Clearing services.

Stress on Quick Closeout of Projects. Many PWs particularly involving Category A and B activities can often be moved to closeout quickly. We recommend all projects be moved to closeout as expeditiously as possible. Developing the closeout files is most effective when everyone's memory is clear, and staff involved in the activities are still accessible.

Client Staff Involvement/Cross Training. We understand that the School Board may want or need to end support activities prior to the extended closeout process that sometimes can occur at the FEMA level. Thus, integrating the School Board staff into the long-term recovery and closeout phase will be essential to DP&O.

All **client disaster Data is Stored in DP&O's Disaster Claims Management System** for long term document storage and to facilitate project close out and future audits.

For all DP&O clients we maintain a **PW template excel summary per each Final PW** with **support tabs for Contractor Summary, Force labor, Staff inventory, Force Equipment, Equipment Inventory and Materials** if used. The PW Summary sheet for each project provides, quantities, costs, for Contractors, Force labor, Equipment, and Materials and line items for FEMA and State Share.

DP&O maintains a tracking system that documents the Date of PW FEMA PA Portal applicant submittal, and FEMA acceptance. The **PW is then tracked thru CRC approval to FEMA EMMIE obligation.**

Each **PW per FEMA Category is maintained both electronically, and manually in audit proof format** to facilitate a quick project close out and or audit. All projects financial supporting documents are 100% accurate and audit ready.

Funding Support

DP&O shall be prepared to submit FHWA reimbursement claim as needed. DP&O shall be prepared to assist tracking progress of project worksheets and provide quick response to any issue that could slow funding. DP&O shall assist client in finding additional funding sources related to mitigation.

The Team will ensure that all management, and administration of disaster recovery projects, and associated disaster reimbursement costs claims, and documents comply with FEMA's most recent Program Policy guide, 2CFR200 for procurement and contracting, and OMB Cost Circulars A-133 Audits and Office of Inspector audit tips. In addition, all state and federal environmental policies for permitting and reporting will be adhered to.

LENGTH OF TIME

DP&O's Monitoring Mobilization & Management Timeline is Presented in the below diagram.

Time	Task	Deliverables/Milestone
Pre-Event (Preparedness and Mobilization Strategy)		
H-96 96 Hours before disaster	Review capabilities and ensure adequate resources	<ul style="list-style-type: none"> Contact the School Board and initiate a communications schedule Review the School Board debris plan and prepare assets for activation. Verify SWA TDRS Permit, Site status, Activation Discuss deploying project manager of the School Board. Maps Review and Priority Routes (Construction) Run initial models to estimate impact and resource needs (Travel Logistics). Communications Capability (Satellite) Contact pre-screened the School Board debris monitoring workforce Verify and update staff and quantities mobilization.
H-72	ADMS equipment, monitor forms, all Debris Supervisors and Monitoring staff notification and check in.	
H-48	Monitor storm track and continue preparations	<ul style="list-style-type: none"> Continue communications with the School Board staff Confirm staging location to mobilize resources Prepare project assets and begin base camp logistics coordination (Personal Protective Equipment)
H-24	Prepare final reports	<ul style="list-style-type: none"> Certify emergency road clearance equipment (in coordination with the debris removal contractor) Coordinate documentation of emergency push activities.
H-0 Post Event Response & Mobilization		
H+12 Hrs. (12Hours post disaster)	Within 12 Hours of Notice to Proceed (NTP)	<ul style="list-style-type: none"> Mobilize DP&O Project Manager and other key staff
H+24 Hrs.	Commence work per the School Board work orders Mobilize to Field Operations Center (FOC) Debris Monitor Supervisors, Monitors and ADMS equipment for Emergency Road Clearing	<ul style="list-style-type: none"> Begin 70-hour emergency push and restore critical roadway passage. Begin post 70 hr. emergency road clearing per the School Board DMP. Document time and materials Coordinate with EMC staff to conduct preliminary damage assessments if requested Begin mobilizing DP&O pretrained local monitors Initiate debris management site (DMS) opening Continue emergency push Continue preliminary damage assessment Develop debris cost estimate for the School Board.
H+48 Hrs.	Emergency Road Clearing/Damage Assessment	<ul style="list-style-type: none"> Certify disaster debris vehicles Verify DMS Site permits and operations. Verify disposal site availability and possible delays DMS towers and establish site flow if required due to deficiency Conduct training/safety sessions for monitors Open public drop-off sites if requested
H+72 Hrs.	Disaster Debris Vehicle Certification/Site Preparation	

H+96 Hrs.	Begin Debris Collection Monitoring Per work orders obtained from FOC	<ul style="list-style-type: none"> • Assign monitors to load haul crews, leaner and hanger removal crews. • Assign monitors to DMS locations • Assign supervisors to monitors per debris zones • Meetings with all stakeholders as requested. • Implement QAQC of leaner hanger photos and ticket processing • Initiate daily ticket reconciliation with debris removal contractor
PHASE II Recovery (Debris Hazards Removal, Debris Management)		
Week 1+ through project completion	ROW Debris Collection Monitoring per work orders obtained from FOC	<ul style="list-style-type: none"> • Continue ROW debris collection • Issue daily reports/GIS maps • Hold daily meetings with the School Board and debris removal contractors as required • Provide citizens/ community debris management hotline (if requested) • Determine which special projects are required (hazardous trees, waterway debris removal, private property debris removal, etc.) and prepare eligibility request • Implement QAQC of leaner hanger photos and ticket processing • Initiate daily ticket reconciliation with debris removal contractor
Week 1+	Documentation Management	<ul style="list-style-type: none"> • Provide ADMS reports real-time monitoring access • Daily Reporting of quantity and cost • Review truck metrics and inefficiencies provided by ADMS

F. Description of Previous Experience of Proposer Especially Involvement with School Buildings and other Public or Municipal Entities

DP&O's Project Experience below demonstrates the highest level of in-depth understanding Debris Monitoring Services in accordance with FEMA policies resulting in decades of successful financial recovery for our clients from disasters. We have provided the following clients recovery projects that are similar in size and scope that are similar to the School Board.

CITY OF FLORIDA CITY: (Plus two Mutual Aid Cities - El Portal and Miami Shores)

Project Description: *Hurricane IRMA Pre-Disaster Response and Recovery Planning; Disaster Emergency / Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring.*

Contract Date: September 2016 – Current

Cubic Yard: 1.2M (combined 3 cities)

Client Contact: Eugene Leon, Project Mgr – (C) 786-304-8230 Email: proj-mngr@floridacityfl.gov

Jennifer Evelyn, City Clerk – (C) 305-242-8218 Email: cityclerk@floridacity.gov

Address: 404 W Palm Dr, FL City, FL 33034: DR 4337

- **Category A Debris Monitoring and Debris Management Planning/Logistics**
- **Category A Debris Removal Records Reconciliation**

DP&O maintains a Document Management system for PW per FEMA Category both electronically which client has access to and maintains projects in audit proof format with supporting documents to facilitate a quick project close out and or audit.

PW's Submittals/Obligated: 4 Category A's Debris Removal PW's (Per FEMA Accelerated PAAP), 1 Category B Emergency Services PW, 3 Category C Roads PW's, 6 Category E Buildings/ Equipment PW's, 4 Category F Utilities PW's with 85 separate locations, and 3 Category G Parks PW's; 1 DR 4337 Florida Local Mitigation Strategy approval and project application.

- **Category A Debris Monitoring and Debris Management Logistics 1.2M cy:** DP&O performed all debris management logistics including Emergency Road Clearing, Critical Hazard Tree identifications and Monitoring of Debris Removal hiring & training local monitors. All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the Florida City debris management site (DMS), obtained FDEM DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. Additionally, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that Florida city requested to save.
- **ROE:** Florida City had many residences where Hurricane damaged trees form Public Right of Way and fell into or on Residential properties. DP&O coordinated all properties with Florida City Project Manager and Mayor for "Right of Entry" (ROE) forms, and cleanup and final inspections. **DP&O** worked closely with the Debris Removal Contractor to coordinate and schedule the ROE crews. The ROE work was documented with Daily labor and equipment logs and maps of each crew location and Photos of the work performed. All records were maintained in our TRKR web and mobile app.
- **Category A Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type

of hazard, proof of hazard in the city right of way. All tickets were dropped into DP&O TRKR™ to verify each ticket was within the formal city boundaries.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for Florida County final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

- **Category B Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal:** DP&O worked close with the Florida City Project Manager and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval with FEMA PW.

Post Irma the Recovery team coordinated with the City Engineer, Public Works and Water Control facilities Directors, all damage assessments; gathered and reconciled emergency services costs documentation work orders, force labor, payroll and equipment used, field logs and reconciled with payroll ledger. DP&O ensured all tasks were properly described and hours matched.

- **Disaster Materials Inventory:** DP&O created the pre-disaster inventory for Several Departments (Water/Sewer, and Public Works) from purchase records, and reconciled all purchased Materials with receipts and inventory.
- **Donated Resources:** DP&O maintained a donated resources list to include quantities, value, and volunteer staff for distribution, Police for inventory security. All inventory items distributed included support receipts for FEMA State credit to offset the Florida county share.

Hazard Mitigation Grant Management/Local Mitigation Strategy: DP&O obtained DR 4337 LMS project approval for Storm drainage improvement system of \$1.2 Million dollars and prepared the submittal application with supporting documents for funding which included coordinating with engineer scope of work and reviewing estimate, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

HOMESTEAD ENERGY SERVICES (HES):

Project Description: *Hurricane Irma DR4337 Disaster Recovery, Utility Restoration, Monitoring Services, Asset Inventory, Hazard Mitigation Project Management*

Contract Date: November 2018 - Current

Debris Monitoring 8500+ Utility Line Clearing

Utility Asset Inventory & HMP Monitoring Date of Completion: In Progress

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

DP&O Also utilized XACT Recovery BOLTEOC™ for documenting and monitoring all HES 8,500+ damaged repaired power pole inventory with equipment construction unit details mapping and photos of damaged repaired poles. DP&O performed utility line clearing, monitoring and contractor data invoice and reconciliation for successful FEMA obligation.

- **2 CATEGORY F PW's (\$4 million) + Hazard Mitigation, and Category A -** DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles.**
- DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos.

- **MAA Crew and Force labor reconciliation**
- **UTILITY DEBRIS CLEARING, 150,000 + cy using TRKR™ Linear work tracking feature**
DP&O was able to track and capture all of the crew locations, work, quantities with mapping and photos to support documentation.
- **Hazard Mitigation Grant Project Qualification and approval for \$2.8 Million Dollars.**

ALCORN COUNTY ELECTRIC POWER ASSOCIATION (ACE), CORINTH MS:

Project Description: *Disaster Debris Management/Monitoring, Disaster Recovery & Grant Management Services, Documentations of Damaged Repaired Down Poles*

Contract Date: December 2019 – Current

Debris Monitoring of 22,000 down power poles and documentation of damaged repaired down poles

Client Contact: Sean McGrath, CFO – (O) 662-287-4402 email: smcgrath@ace-power.com

Marci Gurley, Finance Director – (O) 662-415-1085 email: mgurley@ace-power.com

Address: 1909 S Tate St, Corinth, MS 38834

Debris Monitoring and Debris Management Logistics (110,000cy+): DP&O performed all debris management logistics including Monitoring utilizing TRKR ADMS which included Utility line clearing tracking and monitoring of the 22,000 damaged repaired power poles. All **Debris Removal and Monitoring data, and supporting documents were input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

- All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Olga left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the debris management site (DMS), obtained DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. In addition
- **Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into **TRKR™**, to verify each ticket was within the formal city boundaries.

PWs obligated and funds Recovered: ACE received all disaster costs reimbursement for 2 Category F PWs \$2.5 Million.

DP&O performed assimilation and reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility/Asset Mobile app to map/inventory and photograph all 20,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments. DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O also qualified Hazard Mitigation for.

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 90% complete with ACE Field crews completing final recovery tasks.

DP&O is utilizing DP&O's Utility and Asset Mobile app "XACT Recovery", "Bolt" which allows all Utility Damaged Repaired poles to be inventoried, mapped and tracks equipment and maintenance updates.

DP&O Also utilized XACT Recovery BOLTEOC for documenting all HES power pole inventory with equipment and damaged repaired poles. This data exists on a secured database for HES to use for tracking daily maintenance of power poles.

- **2 CATEGORY F PW's + Hazard Mitigation, and Category A** - DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal, and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles.**

DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos; **All materials used for damaged repaired power poles** were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

MAA Crew and Force labor reconciliation; DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs crew location per grid worked and cross referenced with Pole ID numbers per grid.

- **UTILITY DEBRIS CLEARING 110,000 CY:** DP&O monitored and maintained Asplundh's debris removal of debris hazards from utility power lines, utility substations and other critical facilities including the power generating station and utilities over waterways. Massive mixed Debris Piles prevented utility restoration and especially the utilities over or near waterways. DP&O used TRKR to monitor all Asplundh's debris removal hourly work, documenting locations, date, time, debris type, proof of hazard, and crews equipment and labor staff. Each grid section was reconciled with tickets, GPS locations and proof of hazard in public right of way and to critical facilities.

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEi's. DP&O successfully supported the client with all replies to FEMA RFI's.

DP&O successfully supported the client with all FEMA submittals within 6 months of Project Submittals.

CITY OF HOMESTEAD, FLORIDA:

Project Description: *Debris Management & Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery*

Contract Date: November 2018 – Current **Cubic Yard:** 500,000+

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

Description: DP&O gathered, reviewed, separated, and reconciled all **Debris Removal and Monitoring contractor's data, and supporting documents as follows and input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

DP&O gathered and reconciled all Debris Removal and Monitoring Data for 4 Cat A periods identifying discrepancies between monitoring data and debris removal records including: Leaner/Hanger's duplication, ineligible items, truck certs, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. Both Debris Removal and Monitoring contractor submitted invoices overlapping Category A reimbursement periods which DP&O had to separate all invoices and Monitoring documents and data to be consistent with FEMA Category A reimbursement periods for FEMA Portal submittal to each Category A Debris Removal project.

- **ROW to DMS** Ticket ledgers were audited with tickets, truck certifications, monitor logs data, and

plotted on TRKR ADMS mapping system to identify tickets that fell out of city limits or that had incorrect GPS coordinates in order we could quickly correct.

- Solid Waste, Force labor and equipment used for debris removal was audited/ reconciled with Time Sheets, payroll ledgers, Daily logs, Tickets and Force equipment truck certifications.
- **DMS to Disposal (Final Haul out)** was reconciled with DMS load haul ticket, and disposal tickets for Correct quantities, DMS information and Disposal turn- around time.
- Leaners/ Hangers ticket ledgers were audited and reconciled with tickets, photos journals, for eligibility, GPS accuracy, address, measurements, and proof of hazard over public right of way. DP&O also plotted on TRKR ADMS mapping system leaner hanger tickets to identify those out of city limits or that had incorrect GPS coordinates so that we could quickly correct the leaner hanger ticket ledger, photo journal and tickets.

All discrepancies were corrected prior to FEMA final submittal. All Debris Files submitted to FEMA PA Portal were labeled per FEMA labeling requirements.

Audit and Records Reconciliation services Cat A, B, C, E, G: 4 Category A PW's; 5 Category E (Building & Equip) PW's; 1 Category B (Emergency Services) PW; 1 Category G (Parks) PW

DP&O provided audit and record reconciliation services for all Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document management system for each FEMA category per project, per department all cost records, reconciling the data and obtaining missing information.

The Audit included Contracts review and Invoice reconciliation with City daily logs; between invoices, contract rates, task orders, and daily logs; There were Multiple Departments Force labor, Equipment, (including Police and EOC) records review.

Emphasis was placed on Category A (Debris Removal) and B (Emergency Services) for first submittal.

We have supported Homestead thru all FEMA and FDEM RFI's for each FEMA Category and have obtained Category A, B, E (Buildings and Equipment obligations and Category F obligations. We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's XACT RECOVERY Disaster Claims/Document Management system, and TRKR ADMS to facilitate project close out and audits. All projects financial supporting documents are 100% accurate and audit ready.

- **CATEGORY A** - DP&O assimilated and reconciled multiple departments (Parks and Recreation, Public Works, Streets and Stormwater) disaster costs documents and accounting information for Force labor, equipment, materials, and contractors: This included a review and reconciliation of Debris Monitoring and Debris Removal Records, invoices, load haul and disposal tickets including Hazard limbs/trees per FEMA requirements. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.
- **CATEGORY B, C, E and G** - for Category B DP&O performed assimilation and review of all Disaster cost data including force labor and equipment (Parks/Rec, Streets/Stormwater, Customer Service, and Police Departments) with payroll ledgers, Work orders and timesheets. For Category B, C, E and G DP&O reviewed all contractors invoices, detailed items missing, and cross checked with contractor rates and terms to reconcile payments with invoices and supporting documentation, and all data submitted into the FEMA PA Grants Portal.

MIAMI DADE COLLEGES:

Debris Monitoring / Debris Management Planning; Disaster Recovery Services; FEMA Program Assistance, Debris management planning, Department Training, Hurricane Dorian DR 4468 Monitoring Assistance.

Contract Date: January 2019 - December 2019, Contract extended to Dec 21, 2021

Client Contact: Yakir Fernandez Phone: (305) 766-8243 Email: Yfernan5@mdc.edu

Address: 11011 SW 104th St, #9454, Miami, FL 33176

- DP&O prepared MDC's Debris management plan to include 8 separate campus facilities/ college annexes. Detailed each campus environmentally sensitive areas, critical facilities, surface water features, and areas of limited access.
- DP&O identified strategic debris management sites to facilitate large scale disaster.
- DP&O performs MDC department training of Debris Management Plan (DPM's) annually.

MIAMI- DADE COUNTY PUBLIC SCHOOLS (MDCPS):

Disaster Financial Recovery Planning & Training, Debris Management Planning with Facilities, Risk Management; Debris Management and Debris Monitoring

Client Contact: William Wever, Dir. Risk Mgmt (P) 480-921-3091 Email: bwever@dadeschools.net

Address: 1450 NE 2nd Ave, Miami, FL 33132

MDCPS is the nation's 5th largest school district with over 584 facility locations divided between 4 maintenance centers and 3 geographic regions. DP&O has performed debris management planning meetings with MDCPS for Maintenance Service Centers (MSC) Supervisors, Director of facilities, Risk management, the Executive Director, and other key department to strategize the most time and cost effective process for streamlining the debris removal operations including debris damage assessments, infrastructure damage assessments and prioritizing debris hazards and monitoring/tracking all emergency repairs and debris removal operations, MDCPS brings unique challenges to monitoring debris removal process and ensuring that debris is picked up and removed only from MDCPS properties and facilities. DP&O utilizing TRKR ADMS mapping capabilities was able to establish the critical MDCPS boundaries for the 3 GEO zones 4 MSC and had to map each of the 585 facility boundaries. MDCSP school boundaries proximal park or have parcels that are not part of MDCPS. DP&O was tasked to reviewed MDCPS existing Draft Financial Recovery plan and held meetings with key departments to identify pre and post disaster documentation issues and gaps in the department process. As a follow up we provide Internal Recovery documentation process flow with templates and checklist to ensure all FEMA required cost documentation and backup is accounted for. We provide multiple planning meetings with key executive level stakeholders to discuss next steps in Department planning & training for Disaster cost recovery readiness. The Department training includes FEMA requirements for (Pre and Post disaster records for Emergency Repairs, Assets Inventory, Damage assessments, Long Term Recovery project cost documentation; documentation management, and gaps analysis; lessons learned discussion).

STATE OF OKLAHOMA:

Project Description: Oklahoma OEM; Debris Management Planning and Monitoring; DP&O Developed a Statewide Debris Management Plan and Implementation a post disaster for city affected by various disasters (ice storms, floods & tornados); Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County, FEMA Disasters, FEMA public assistance, applicant representation with resolving FEMA issues, appeals representation, statewide debris management planning, partner agency training. Hazard Mitigation project qualifications

Contract Date: 2010 – 2017

Cubic Yard: 1.5 M+

Client Contact: Kathleen Shingledecker, Retired, State Public Assistance Recovery Director; former Infrastructure Branch Director - (O) 256-206-554; Email: shingledeckeroem@gmail.com

Current Address: 24589 State Road, Elkmont, AL 35620

DP&O assisted with FEMA Disaster Debris Removal Program management emphasizing FEMA compliance for multiple disasters (Ice Storms, Tornados and Floods). DP&O performed Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County with debris **totaling over 1.5 M cy**. Eufaula had sensitive environmental obstacles which included marine scattered debris along the Eufaula Lake shoreline and tributaries. DP&O obtained all permits and interfaced with the environmental agencies for project closeout for debris hazards. For Savannah &

McIntosh County we managed DMS site, performed all truck certification and daily reconciliation with debris removal contractor's data and monitoring records. This included with identification and review of FEMA required documentation for damages validation, Project eligibility, and reconciling disaster costs for: debris removal and emergency/recovery repairs, including validating and properly classifying/separating emergency costs versus permanent repairs, for contractors, invoices and supporting documents, force labor and equipment. DP&O prepared PWs with all supporting submittals documentation for Category A-G projects for multiple applicants.

Category A-G where FEMA was denying applicants reimbursement due to FEMA misinterpretation of Contract Policies, and Invoice submittals for multiple applicants. DP&O prepared justification analysis for eligibility of contracts with local and State ordinances/policies and common practices for emergency contracts; DP&O validated invoices with supporting records reconciliation and prepared detailed explanation of emergency repairs and special debris removal costs in surface water areas maintained by the applicants. All appeals resulted in successful award of all appealed dollars and receipt of monies.

G. List of Present and Past Clients including Contact Information

CITY OF HOMESTEAD, FLORIDA:

Project Description: *Debris Management & Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery*

Contract Date: November 2018 – Current

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

CITY OF FLORIDA CITY:

Project Description: *Hurricane IRMA Pre-Disaster Response and Recovery Planning; Disaster Emergency / Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring.*

Contract Date: September 2016 – Current

Client Contact: Eugene Leon, Project Mgr – (C) 786-304-8230 Email: proj-mngr@floridacityfl.gov

Jennifer Evelyn, City Clerk – (C) 305-242-8218 Email: cityclerk@floridacity.gov

Address: 404 W Palm Dr, FL City, FL 33034: DR 4337

HOMESTEAD ENERGY SERVICES (HES):

Project Description: *Hurricane Irma DR4337 Disaster Recovery, Utility Restoration, Monitoring Services, Asset Inventory, Hazard Mitigation Project Management*

Contract Date: November 2018 - Current

Debris Monitoring 8500+ Utility Line Clearing

Utility Asset Inventory & HMP Monitoring Date of Completion: In Progress

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

ALCORN COUNTY ELECTRIC POWER ASSOCIATION (ACE), CORINTH MS:

Project Description: *Disaster Debris Management/Monitoring, Disaster Recovery & Grant Management Services, Documentations of Damaged Repaired Down Poles*

Contract Date: December 2019 – Current

Debris Monitoring of 22,000 down power poles and documentation of damaged repaired down poles

Client Contact: Sean McGrath, CFO – (O) 662-287-4402 email: smcgrath@ace-power.com

Marci Gurley, Finance Director – (O) 662-415-1085 email: mgurley@ace-power.com

Address: 1909 S Tate St, Corinth, MS 38834

MIAMI DADE COLLEGES:

Debris Monitoring / Debris Management Planning; Disaster Recovery Services; FEMA Program Assistance, Debris management planning, Department Training, Hurricane Dorian DR 4468 Monitoring Assistance.

Contract Date: January 2019 - December 2019, Contract extended to Dec 21, 2021

Client Contact: Yakir Fernandez Phone: (305) 766-8243 Email: Yfernand5@mdc.edu

Address: 11011 SW 104th St, #9454, Miami, FL 33176

MIAMI- DADE COUNTY PUBLIC SCHOOLS (MDCPS):

Disaster Financial Recovery Planning & Training, Debris Management Planning with Facilities, Risk Management

Client Contact: William Wever, Dir. Risk Mgmt (P) 480-921-3091 Email: bwever@dadeschools.net

Address: 1450 NE 2nd Ave, Miami, FL 33132

STATE OF OKLAHOMA:

Project Description: *Oklahoma OEM; DP&O Developed a Statewide Debris Management Plan and Implementation a post disaster for city affected by various disasters (ice storms, floods & tornados); Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County, FEMA Disasters, FEMA public assistance, applicant representation with resolving FEMA issues, appeals representation, statewide debris management planning, partner agency training. Hazard Mitigation project qualifications*

Contract Date: 2010 – 2017

Client Contact: Kathleen Shingledecker, Retired, State Public Assistance Recovery Director; former Infrastructure Branch Director - (O) 256-206-554; Email: shingledeckeroem@gmail.com

Current Address: 24589 State Road, Elkmont, AL 35620

MISSISSIPPI TUPELO WATER & LIGHT (TWL):

Project Description: *EF 4 Tornado; Disaster Debris Management/Monitoring FEMA Grant Management and Disaster Recovery Service*

Contract Date: 2014-2016

Client Contact: Johnny Timmons, TW&L Director; (C) 662-871-8350; (O) 662-841-6489

Email: J.Timmons@tupeloms.gov

Address: 320 N. Front St. Tupelo, MS 38804

VILLAGE OF EL PORTAL:

Hurricane Irma DR4337 Disaster Emergency Services, FEMA PA Assistance, and Debris Management and Monitoring

Contract Date: September 21, 2017 to December 31, 2021

Client Contact: Christia Alou, Mgr. (305) 902-7110; Office: (305) 389-8401

Email: villagemanager@villageofelportal.org

Address: 500 NE 87th St, EL Portal, 33138

HOLLY SPRINGS, MS UTILITY DEPARTMENT:

Disaster Debris Management/Monitoring FEMA Grant Management and Disaster Recovery Service EF4 Tornado, DR 4248: Date of Service: December 28, 2015, to September 15, 2016

Contract Date: December 2015 – September 2016

Contact Number: 662-252-3434

Address: 128 E Van Dorn Ave, Holly Springs MS 38635

H. Vitae, Including any Special License Information of the Proposed Project Key Personnel

DP&O's entire staff team hold FEMA and NIMS ICS Certificates and experienced with the FEMA PA Portal. All key staff are HAZWOPER and CPR First Aid Certified; Key staff also hold CCPA (Catastrophe Adjusting Skills/Professional Property Insurance Adjuster Licenses).

Gabrielle Benigni - President / Project Director

CERTIFICATIONS

- Hazardous Material Site Supervisor/ Trainer
- Advanced Supervision of Asbestos Abatement Projects - Georgia Tech
- State of Florida Dept. of Natural Resources Oil Spill Prevention, Response and Cleanup
- TS-11 FEMA Debris Management Planning and Public Assistance
- Advanced PADI Scuba Training

FEMA CERTIFICATION SUMMARY LIST:

IS 00005.A Introduction to Hazardous Materials, IS-00230 Principles of Emergency Management, IS-00200 ICS for Single Resources and Initial Action Incidents, IS-00630 Introduction to the Public Assistance Process, IS-00631 Public Assistance Operation I, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, in FEMA Public Asst PRG, IS-00650 Building Partnerships In Tribal Communities, IS-00800.B National Response Framework, An Introduction, NIMS/ICS 100-800; HIPAA Chapter 110 –Eligibility Criteria Specialist.

Rob Russakoff – SRVP Recovery / Project Manager & Audit Lead

FEMA CERTIFICATION SUMMARY LIST:

Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, TS-14 Multi-Hazard Emergency Planning for School

Liz Valdes - QAQC Manager

FEMA CERTIFICATION SUMMARY LIST:

IS 10a Animals in Disaster: Awareness & Preparedness, IS 11a Animals in Disaster: Community Planning, IS 15a Special Events Contingency Planning for Public Safety Agencies, IS 100 Introduction to the Incident Command System, IS 200 ICS for Single Resources & Initial Action Incident, IS 200c Basic Incident Command System, IS 230 Principles of Emergency Management, IS 275 Roles of the EOC in Community Preparedness, Response & Recovery, IS 321 Hurricane Mitigation Basic for Mitigation Staff, IS 558 Public Works & Disaster Recovery, IS 559 Local Damage Assessment, IS 630 Introduction to the Public Assistance Process, Is 631 Public Assistance Operations 1, IS 632 Intro to Debris Operations in FEMA's Public Assistance Program, IS 634 Introduction to FEMA's Public Assistance Program, IS 700 National Incident Management system NIMS an Introduction, IS 702 NIMS Public Information Systems, IS 703a NIMS Resource Management, IS 800a Nation Response Plan NRP an Introduction, IS 1010 Emergency Protective Measures, IS 1018 Determination Memorandum & Appeals, TS-R4 FEMA Reimbursement made easy, TS-11 Debris Management, TS-12 Evaluating Debris Management & Monitoring RFP's, TS-20 Emergency Pet Friendly Sheltering & Pets Act Reimbursement, TS-14 Multi-Hazard Emergency Planning for School

Urban Hammarstedt - Operations Manager

FEMA CERTIFICATION SUMMARY LIST:

FHWA Emergency Relief Pro Training for Local Agencies, IS-026 Guide to Points of Distribution, IS-075 Military Resources in Emergency Management, IS 100c Introduction to the Incident Command System, IS-101.c Preparing for Federal Disaster Operations, IS-102.c Preparing for Federal Disaster Operations, FEMA Response Partners, IS-103 Geospatial Information System Specialist, IS-120.c An Intro to Exercises, IS-130.a How to be an Exercise Evaluator, IS 200c Basic Incident Command System, IS-230.d Fundamentals of Emergency Management, IS-235.c Leadership and Influence Emergency Planning, IS-240.b Leadership & Influence, IS-241.b Decision Making and Problem Solving, IS-242.b Effective Communication, IS-244.b Developing and Managing Volunteers, IS- 245.b Intro to the Federal Priorities and Allocations, IS-276.a Benefit-Cost Analysis Fundamentals, IS-288.a The Role of Voluntary Agencies in Emergency Management, IS-315.a CERT and the Incident Command System (ICS), IS 317.a Introduction to Community Emergency Response Team, IS 318 Mitigation Planning for Local & Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-323 Earthquake Mitigation Basics for Mitigation Staff, IS-324.a Community Hurricane Preparedness, IS-325 Earthquake Basics Science Risk & Mitigation, IS-393.b Introduction to Hazard Mitigation, IS-395 FEMA Risk Assessment Database, IS-403 Intro to Individual Assistance, IS-552 The Public Works Role in Emergency Management, IS-554 Emergency Planning for Public Works, IS 556 Damage Assessment for Public Works, IS-558 Public Works and Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, An Introduction, IS-815 ABC's of Temporary Emergency Power, IS-841.a NEMIS HMGP Systems Overview and Startup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System - Project Eligibility Determination , IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-1100.a Increased Cost of Compliance, IS-1101.b Basic Agent Tutorial, IS-1113 Coastal Barrier Resources Act, IS-1170 Intro to the Interagency Security Committee, IS-1300 Introduction to Continuity of Operations, IS-2000 National Preparedness Goal & System Overview, IS-2002 Introduction to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Functions, IS-2500 National Prevention Framework, An Introduction, IS-2600 National Protection Framework, An Introduction, IS-2700 National Mitigation Framework, An Introduction, IS-2901 Intro to Community Lifelines, TS-14 Multi-Hazard Emergency Planning for School

Joeamy Suarez - PA Recovery Specialist

FEMA CERTIFICATION SUMMARY LIST:

IS 100c Introduction to the Incident Command System, IS 200c Basic Incident Command System for initial Response, IS-00230.d Fundamentals of Emergency Management, IS-242.b Effective Communication, IS 244b Developing & Managing Volunteers, IS-00318 Mitigation Planning for Local and Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-00321 Hurricane Mitigation Basics for Mitigation Staff Certificate, IS-00393.b Introduction to Hazard Mitigation, IS 556 Damage Assessment for Public Works, IS 558 Public Works & Disaster Recovery, IS-00559 Local Damage Assessment, IS 632a Introduction to Debris Operations , IS 633 Debris Management Plan Development, IS-1002 FEMA Grant Portal-Transparency at every step, IS 1004 FEMA Site Inspection Process, IS-1006 Disaster Damage & Developing Project files, IS-1007 Detailed Damage Description & Dimensions, IS 1010 Emergency Protective Measures, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance, TS-20 Planning for Disaster Debris Management, TS-30 Crisis Leadership and Decision Making

Reinerio Valdes - Field Supervisor

FEMA CERTIFICATION SUMMARY LIST:

IS -10a Animals in Disaster: Awareness & Preparedness, IS-11a Animals in Disaster: Community Planning, IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-393b Intro to Hazard Mitigation, IS-556 Damage Assessment for Public Works, IS-558 Public Works & Disaster Recover, IS-559 Local Damage Assessment, IS-632a Introduction to Debris Operations, IS-633 Debris Management Plan Development , IS-700b Introduction to the National Incident Management System , IS-703a NIMS Resource Management, IS-706 NIMS Intrastate Mutual Aid an Intro, IS-800c Nation Response Framework an Introduction, IS-841a NEMIS HMGP System Overview & Setup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System: Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-1002 FEMA Grants Portal Transparency at every step, IS-1004 The FEMA Site Inspection Process, IS-1006 Documenting Disaster Damage & Development project file, IS-1007 Detailed Damage Description & Dimensions, IS-1010 Emergency Protective Measures, IS-1018 Determination Memos & Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Intro to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Function.

Nicholas Evelyn - Recovery Assistance

FEMA CERTIFICATION SUMMARY LIST:

IS 10a Animals in Disaster: Awareness & Preparedness, IS 11a Animals in Disaster: Community Planning, IS 100c Introduction to the Incident Command System, IS 200c Basic Incident Command System, IS 558 Public Works & Disaster Recover, IS 559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 700b Introduction to the National Incident Management System, IS 703a NIMS Resource Management, IS 800c Nation Response Framework an Introduction, IS 1002 FEMA Grants Portal Transparency at every step, IS 1006 Documenting Disaster Damage & Development project file, IS 1010 Emergency Protective Measures, TS 19 Recovery Funding -Its all Connected

Eddie Sanchez - Recovery Assistance

FEMA CERTIFICATION SUMMARY LIST:

TS-6 Management of Spontaneous Volunteers in Disasters, TS-23 Volunteers and Donations

Laurie Wood - Data Manager

FEMA CERTIFICATION SUMMARY LIST:

IS-001, IS-002, IS-003, IS-005, IS-22, IS-55, IS-120, IS-208, IS-230, IS-240, IS-241, IS-275, IS-393, IS-700, IS-800 IC/EOC Interface, Infection Control: A Street Smart Approach; Rescue Specialist; Crash Victim Extrication, Emergency Planning, Awareness for Initial Response to Hazardous Materials Incidents, Director & Certification Briefing, Hazardous Weather and Flooding Preparedness, Basic Public Information Officer, Decision Making and Problem Solving, Developing Volunteer Resources, Threat & Risk Assessment for Weapons of Mass Destruction, Mass Fatalities Incident Response, Exercise and Design Evaluation Disaster Response and Recovery Operations, Hazardous Materials Contingency Planning; Principles of Emergency Management; Certified Emergency Manager, Community Emergency Response Team Train-the-Trainer Course; Certificates of Attendance to Georgia Emergency Managers Conference 2002-2004 (Note: PDS Course work completed)

American Red Cross: Disaster Instructor Specialty Training:

- Fundamentals of Instruction & Facilitation
- Preventive Disease Transmission
- CPR instructor
- Shelter Operation/Simulation
- Introduction to Disaster Services
- Family Services

I. Certificate of Insurance

Please see attached, DP&O's Certificate of Insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/19/2021

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

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

PRODUCER Harden and Associates 501 Riverside Avenue, Suite 1000 Jacksonville FL 32202		CONTACT NAME: Annemarie Edmonson PHONE (A/C, No, Ext): 904-421-5317 FAX (A/C, No): 904-634-1302 E-MAIL ADDRESS: aedmonson@hardeninsight.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Admiral Insurance Company	
		INSURER B: Old Dominion Insurance Co	
		INSURER C: StarStone National Insurance Company	
		INSURER D: Maxum Indemnity Company	
		INSURER E: Zenith Insurance Co	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1107849558

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			BDG013876701	8/19/2021	8/19/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			B1T6575Z	8/19/2021	8/19/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>		76901W204ALI	8/19/2020	10/3/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N / A	Z137927901	8/19/2021	8/19/2022	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Consultant Professional Liability Retroactive Date: 8/19/2016			EO00003472306	8/19/2021	8/19/2022	OCC/AGG Deductible per claim 1,000,000 2,500

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

CERTIFICATE HOLDER**CANCELLATION**

Additional Insured :
St. Charles Parish School Board
Office of Physical Plant Services
13855 River Road
Luling, Louisiana, 70070

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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J. Fee or Compensation

Please see attached, DP&O's Fee Schedule.

PROPOSAL FORM

The rates below only apply to actual work performed during emergencies and work performed within (a) the first seventy (70) hours following the beginning of a natural disaster, (b) until a state of emergency has been lifted, (c) sixty (60) percent of the employees, students, and staff of the St. Charles Parish School Board have returned to normal work and job capacities, or (d) it is decreed by the Superintendent that School Board business, school itself, and normal operations of the St. Charles Parish School Board can be resumed as before the occurrence, whichever takes longer to transpire and where approval has been granted to return.

***All overtime rates apply after an employee has worked forty (40) regular hours for the St. Charles Parish School Board within one (1) week.**

The rates below and terms of this contract will only apply a) after a determination that no other type of contract (lump sum or unit price) is suitable, and b) if a specific ceiling price is provided by the Contractor which the Contractor exceeds at its own risk.

EMERGENCY/DISASTER LABOR RATES	HOURLY RATE	OVERTIME RATE
Labor rates (general)	\$45.00	\$67.50
Foreman	\$80.00	\$120.00
Supervisor	\$52.00	\$78.00
Operations Manager	\$75.00	\$112.50
Load Site Monitor	\$38.00	\$57.00
Debris Site/Tower Monitor	\$38.00	\$157.00

Total Emergency/Disaster Labor not to exceed	N/A
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K. Description of Firms Qualifications to Include a Specific List of Personnel to be Used

DP&O was incorporated in 2015 as a Florida Subchapter S Corporation (formerly known as Disaster Operations and Training, Inc. incorporated in 2005), and has provided excellent disaster planning, response, and recovery services for 17 years representing, State Level and Public Utilities clients, U.S Municipalities, Public Schools and Universities. Our successful track record and strategic client approach has minimized recovery time, prevented FEMA obligation delays, maximized reimbursement dollars and qualified our clients for disaster federal grants and qualified Millions in hazard mitigation 404 and 406 funds.

DP&O is Federal GSA Minority, WOSB (Woman Owned Small Business) certified, and Department of Transportation for Disaster Recovery, Environmental Services, IT and Demolition Services. **DP&O, Inc. is a Florida Subchapter S Corporation registered in the State of Louisiana with Federal FEIN # 47-3936181, Federal Cage Code: 82LX4, and DUNS Number 88882339.** Our professional staff specializes in Disaster Planning, Response & Recovery Services, Disaster Debris Management Planning & Monitoring, FEMA Public Assistance Program Policy & Grant Management. DP&O is supported by seasoned Debris Management Specialists, Former EM Directors, Environmental Professionals, Utility Engineers and Nationally recognized experts with FEMA Policy, Emergency Management, and IT software specialist.

DP&O's Financial Headquarters is located 10033 Sawgrass Dr W. Suite 121 Ponte Vedra Beach, FL 32082 and our **Louisiana Operations Center is located at 120 Holiday Blvd Covington, LA 70433.** We also have satellite offices in Jacksonville and Miami FL and Mississippi.

DP&O has 45 Full time Professional Staff consisting of Emergency Management Directors, Public Assistance Recovery experts, IT developers, Electric Utility Engineers, Civil Engineers, Structural Engineers degreed environmental professionals/geologists, and Debris Management Planners- all FEMA /ICS trained. DP&O maintains 150+ on- call trained professional engineers, FEMA SME & Environmental professionals damage assessment technicians and monitors in Florida. **Most of our staff have college degrees in accounting, environmental, geology, and engineering and have a direct project knowledge and experience working with LA GOHSEP staff and consultant auditors.** All of our staff are experienced using FEMA and Louisiana PA Portal systems and hold HAZWOPER Site Supervisor Certifications and are CPR AED / Basic First Aid Certified.

List of Personnel Assigned to this project

DP&O Primary Team Members:

Project Director: Gabrielle Benigni

Project Manager: Liz Valdez

QAQC Auditor / Data Manager: Rob Russakoff

TRKR™ ADMS / Operations Manager: Urban Hammarstedt

Recovery Specialist: Joeamy Suarez

Field Supervisor / Debris Management: Ray Valdes

Recovery Specialist / Roving Monitor: Nicholas Evelyn

Field Supervisor: Eddie Sanchez

Billing/Invoicing Analyst: Ester Bello

GIS Operator: Brian Hudson

Environment Specialist: George Foster

DP&O STAFF RESUMES AND QUALIFICATIONS



Gabrielle Benigni, DP&O President / Project Director

Email: gbenigni@dpando.com

SUMMARY: Ms. Benigni more than 25 years of Emergency/Disaster Response and Recovery services including: Hazard Mitigation Grant Management, Debris Management logistics, FEMA Public Assistance (PA) program policy, State/Federal Agency disaster reimbursement requirements and submittals documentation, and OIG audits. She is highly skilled with damage assessments, Demolition, and Earthwork Construction in environmental sensitive areas. As a degreed hydrogeologist she began her career directing Environmental Investigations, Contamination Assessments, contaminated site demolition and

leveraged her expertise to perform Disaster Planning, Response and Recovery maintaining FEMA compliance for Public Utilities, Utility organizations, Cities, Colleges/Schools ensuring federal compliance and obtaining federal FEMA disaster reimbursement and qualifying projects for Hazard Mitigation.

As President of DP&O (Formerly DO&T), and EXACT Recovery she formed and developed the concept of “Recovery EOC™” web and mobile solutions combining Utility asset Management, daily work order cost tracking with Incident Mode for Disaster Claims & document Management. Using a SQL database “Recovery EOC™” can interface with any existing software programs and is the only disaster recovery program to interface with WebEOC (DHS voted as nations Crisis Incident Management software) used Statewide nationally and in many large cities.

Recovery EOC™ makes order out of disorder for municipalities and Utility organizations, ensuring business continuity during disasters, decreases recovery time and cost, and increases financial survivability from disasters offering automating damage assessments, and recovery costs tracking with FEMA required submittals documentation, long term document management, and can interface with ESRI, and WebEOC.

Recovery EOC™ centralizes all Assets, Resources (Labor, Equipment, Materials, Contractors) with supporting attachments for multilateral Uses:

Utility/Asset management, Work Management, Cost Tracking, Asset Mapping, with Daily and Incident Modes including a Reporting module functions for Client module that produces client specific reports and functions as a “Disaster Claims Management System” with all supporting documents and attachments.

Recovery EOC auto populates federal disaster claims forms, insurance companies and will provides long term disaster document storage in audit proof format. It is the only response and recovery pro.

With DP&O she represents the Tennessee Valley Public Power Authority (TVPPA) for FEMA/federal compliance for Utilities, Mississippi Public Utilities Managers association, and Homestead Utilities, promoting Regional Response and Recovery and Hazard Mitigation/Storm Hardening Projects. Currently, she assists numerous Florida municipalities, Colleges, Public Schools, Waste Management and with Disaster Recovery Operations, including Pre -Disaster Training, Debris Management Planning and FEMA Public Assistance Disaster reimbursement and compliance.

She participates with IAEM (International Association of Emergency Managers) FEMA Caucus quarterly discussions of current FEMA trends and issues for applicant’s reimbursements, and assists Waste Management

AREAS OF SPECIALIZATION

- **Disaster Response and Recovery- Damage assessments, Federal PA program Policy expert for: Public Utilities, State, County, Municipalities; Public Schools & colleges.**
- **Debris Management Planning- Debris Removal Operations; Emergency Road Clearing & TDSR operations.**
- **FEMA and USDA Disaster Claims Management; Federal Appeals.**
- **Earthwork/levee construction; Demolition; Asbestos Removal.**
- **Proposal Preparation /Bidding, Project /Contract Administration/Management.**
- **Hazardous Materials Emergency Response -Fuel Spills**

with FEMA compliance and debris management issues for Dade City Cities

She has represented cities in Oklahoma and assisted Oklahoma Office of Emergency Management by preparing FEMA appeals for projects which, after second appeals process, were each successfully awarded at 100% appealed amounts for 14 appeals.

During 2013 Gabrielle, for Super Storm Sandy as State Consultant with NY DHSES, assisted the Liaison to the Chief of Public Assistance and Deputy Commissioner. Her tasks included critical applicants support (including Wastewater Treatment Facilities, and Port Authority) for appeals justification and critical applicant status reports for the Governor's office. She represented the State at various levels for FEMA Projects (Project Worksheets (PW)) Review, and approval at the State/FEMA initial review, State/FEMA QAQC review, and the Final PW Grantee level review and approval.

SPECIFIC ACCOMPLISHMENTS

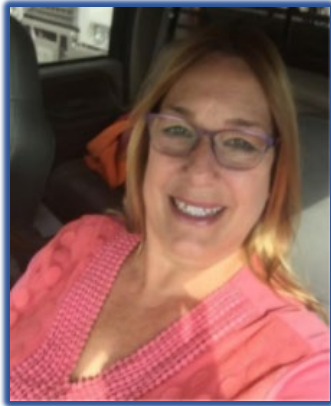
- Multiple Florida Cities, Hurricane IRMA DR 4337, Client representation for disaster debris management, logistics and operations. Response Resources including Mutual Aid coordination, Damage Assessments, FEMA PA submittals, documentation; Hazard Mitigation Projects qualification.
- Disaster Response Dec 28, 2015, EF 4 Tornado: Public Utilities 2 counties, 30 miles of services (Marshall and Benton Counties): Mobilized with Electric Engineer & Drones to perform Damage Assessments, Damaged Repaired Power Poles with equipment Inventory, and mapping; Obtained FAA Exemption for Drones; Debris Management; Emergency contractors and Mutual Aid crews reconciliation; FEMA PA representation and projects obligation;
- Hurricane Olga October 2019, Alcorn Electric Association: Pre – Disaster Asset Inventory with mapping and GPS; Performed Damage Assessments, 16,000+ Damaged Repaired Power Poles with equipment, Identified Poles with safety issues: FEMA PA representation thru FEMA obligation / payment.
- Oklahoma -State Debris Management Plan (DMP) preparation and Implementation, for State of Oklahoma, OEM and is FEMA approved. Implemented templates and guidelines for State DMP implementation. Assisted with HMP programs for various disasters.
- Disaster Services for Oklahoma - Performed ice-storm, and tornadoes response and recovery, damage assessments and FEMA PW submittals. Represented municipalities as Applicant's Agent with FEMA, wrote the appeals and assembled supporting documentation for Oklahoma Emergency Management, for 14 FEMA appeals in Region VI that were all awarded at 100%- dollar value.
- Homestead Utilities, DR 4337 Irma Sept 2017: Damaged Repaired Power Poles and other Asset; Assimilation, and Reconciliation of 50+ Mutual Aid Crews, materials, and transformers; Obtained Hazard Mitigation for Concrete Power poles, FEMA PA Projects obligation; Hazard Mitigation Project documentation and FEMA compliance.
- Mississippi Public Utilities Regional Disaster Response and Recovery Planning;

EDUCATION: B.S., Geology & Hydrogeology, University of Florida, Gainesville

PRESENTATIONS/TRAININGS

- May 2015- TVPPA, FEMA Requirements for Utilities Disaster Reimbursement.
- May 2015- Edison Electric Institute- Grid Resiliency and Business Continuity
- May 2016- TVA-Licensed CPA Annual Conference – Disaster Accounting- FEMA Requirements, OIG Audits and lessons learned.
- August 2016, September 2016 - TVPPA E&O Annual conference, FEMA Mutual Aid requirements for Utilities.
- September 2017-TVPPA, Annual Safety Conference – Disaster Response & Recovery Planning emphasizing Mutual Aid FEMA Requirements, and lessons learned.
- August 2017, MECA – Michigan Electric Coop Assoc: Regional Disaster Planning, Mutual Aid, FEMA Disaster Reimbursement requirements; Tabletop Exercise.

- October 2017, - NWPPA (Northwest Public Power Assoc) and Alaska Public Power Utility Assoc: Regional Disaster Response, Mutual Aid and FEMA Disaster Reimbursement Requirements for Utilities; Disaster Tabletop Exercise.
- TVPPA, August 2019, Hurricane Irma DR 4337, Category 4: lessons Learned, Increase Resilience via mobile apps and drones; Maintain FEMA compliance.
- TVPPA, August 13, 2021, Hurricane Disaster Prep, IT Solutions for Disaster Recovery and Documentation 2 Case studies.



Liz Valdes, Project Manager

Email: LValdes@dpando.com

SUMMARY: Liz has and has served for 15 years with DP&O (and former Disaster Operation & Training, Inc.) in several capacities- Monitoring Debris Removal, Solid Waste & FEMA PA Recovery. Liz is a Project Manager and Task manager for Municipalities FEMA PA recovery projects for Buildings (Category E), Utilities (Category F) and Parks (Cat G). She also serves as one of the head Project Operations Managers who oversee all the Debris Removal and Monitor and Supervise the Monitoring field team. She has also served and has experience as a Debris Management Specialist, Project Monitor Trainer and Disaster Debris SME for beaches, canals, and other sensitive environments. Liz successfully managed South Florida Cities, in (Palm Beach, Broward, Dade-City) for multiple disasters in

hiring, training, monitor placement with debris removal crews and assisted with obtaining Emergency Debris Management Site permits and performed successful site closure for over 10 million cubic yards. Additionally, she utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities. She specializes in FEMA compliance and with FEMA PA Portal to ensure all tasks are per FEMA Accelerated Debris Pilot Program and the most current PAPPG & FEMA Grants Portal.



Rob Russakoff, Debris Management, Senior Recovery Specialist

Email: RRussakoff@dpando.com

SUMMARY: Rob has over 15 years of Disaster related experience and has served on over 15 large disasters with DP&O (and former Disaster Operation & Training, Inc.) in several capacities - He leads Recovery Records Audit team emphasizing FEMA compliance for documentation requirements using OIG Audit principles to ensure all disaster cost submittals accuracy. He maintains all client FEMA PW Tracking & Progress Reports. Specializes in ensuring all clients records & contracts are in compliance with 2 CFR 200 and that all records audited are per OIG & OMB audit standards. Rob directs DP&O's Audit staff teams thru intricate client records including payroll ledgers, Time sheets, and Work Orders reconciliations; Rob maintains debris management plan updates and assists with client disaster

Department training. During disasters Rob QAQC's debris field operations and monitors; Infrastructure damage assessments and Utilities recovery data gathering from the field/client departments. He leads Recovery Records Audit team emphasizing FEMA compliance for documentation requirements using OIG Audit principles to ensure all disaster cost submittals accuracy. He maintains all client FEMA PW Tracking & Progress Reports and checks FEMA PA Portal and Florida PA Portal for client updates.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **University of Richmond- B.A Business Management 1984**



Urban Hammarstedt, TRKR™ ADMS Operations Manager

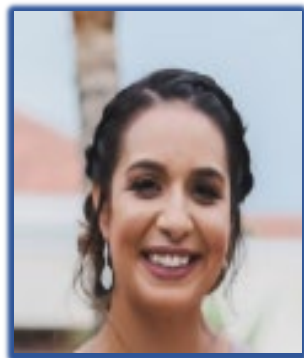
Email: UHammarstedt@dpando.com

Urban has 10 years of Disaster Recovery and Debris Management Operations experience including Records audits per FEMA and OIG audit requirements. He is the Operations and Product manager for TRKR™ ADMS. Urban coordinates all DP&O's ATT FirstNet phones which TRKR™ is hosted on and allows debris monitoring data collection and access to cell and internet post disaster as AT&T First Net Responders. Urban provides Damage Complaint tracking, Data Compilation and Reporting, Payment Monitoring and Reconciliation Processing, Reporting and Coordinating with the clients Operations Manager. He also works with the client's finance department to ensure payroll records are verified with field operations and contractor invoices are reconciled with clients contracts and contractor daily logs and task performed. Utilizing TRKR™ and Bolt Mobile App, Urban supervises Field Technicians real time and over sees Debris

Management site Operations via TRKR™ web and mobile apps. He has served with DP&O in several capacities – Debris Management Specialist, Utility Project Director for FEMA Recovery Projects, Hazard Mitigation and Program Manger producing successful FEMA reimbursed Utility and Hazard Mitigation projects. Disaster Recovery audit services. Project FEMA Recovery Assistant for records reconciliation. He is a lead trainer for DP&O's TRKR™ and Bolt Web & Mobile Software Solutions and manages tracking of all disaster work tasks including: damage assessments, emergency repairs, Mutual Aid Agreement (MAA) crews, records assimilation & reconciliation, utility materials inventory and reconciliation. Urban excels with difficult Materials records reconciliation, data gathering and processing between Finance, Purchasing and departments for a successful FEMA reimbursement. Urban leads our team with training and utilization of Xact Recovery "BOLT" mobile mapping system to record damaged assets, debris damage assessment, debris hazards locations per clients debris removal zones.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **University of Memphis-Bachelor of Business Administration, Major in International Business-1991**



Joeamy Suarez, Recovery Specialist

Email: JSuarez@dpando.com

SUMMARY: Joeamy has been with DP&O since 2004 and assists the Project Director and Managers as needed for back up support and client needs. She had provided Utility admin department training for force labor and equipment tracking and materials warehouse to ensure all items were properly documented. She also assists with debris operations task management, debris monitoring supervision, monitor training, and QAQC of leaner hanger debris removal records reconciliation. She has participated in over 8 disasters with multiple cities and over 10 million cubic yards. She excels in reconciliation of Force labor, and equipment with payroll and time sheet data for

FEMA submittal. She assists with Debris Removal monitor inspection and maintaining monitor field logs. She is a trainer DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.



Reinerio Valdes, Monitoring Field Supervisor/ Debris Management

Email: RValdes@dpando.com

SUMMARY: Ray has served with DP&O (and former Disaster Operation & Training, Inc.) since 2005 in several capacities- Utility Task Manager leading crews assigned to inventory and map damaged repaired power poles with equipment and providing daily progress and safety issues reports. He also performs Debris operations as field manager and Project Technical Specialist assisting with debris management plans, debris damage assessments, and maintaining field to office recovery data gathering. Reinerio is very hands on and has a large field presence and manages field operations including overseeing the Temporary Debris Management Site (TDMS) Monitoring being

performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He has participated in over 20 disasters with projects estimating over 5 million cubic yards and also utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.



Nicholas Evelyn, Trained Roving Monitor / Recovery Specialist

Email: Nevelyn@dpando.com

SUMMARY: Nicholas has been with DP&O since 2015 and has provided debris performs debris monitoring supervision, QAQC of leaner hanger debris removal records reconciliation with photos, GPS locations on tickets and ticket ledgers. DP&O's clients reconciliation of Force labor, and equipment for FEMA submittal. He assists the project manager and operations and logistics and schedulers with field monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Florida International University- B.S in Psychology Year 2020**



Eddie Sanchez, Debris Management Supervisor

Email: Esanchez@dpando.com

SUMMARY: Eddie has been with DP&O since 2017 and is very hands on and has a large field presence and manages field operations including overseeing the Temporary Debris Management Site (TDMS) Monitoring being performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He provides debris monitoring supervision, QAQC of leaner, hanger, stump and spot checks of monitors photos, GPS locations on tickets and ticket ledgers. He also performs reconciliation of Force labor, and equipment for FEMA CAT A submittal. He assists the project manager and operations and logistics with scheduling field monitor placement and

needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Arts in Mass Communication**
- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Science Degree in Radio/TV**



Ester Bello, DP&O Administrator, Billing/Invoicing Analyst / DAC

Email: EBello@dpando.com

SUMMARY: Ester Bello has over 20 years in a wide variety of accounting and office administration – from customer service, claims processing. She has served as DP&O's accountant and company administrator for 11 years and coordinated invoicing with DP&O's data manager for all field staff to ensure accurate billing and back up timesheets and records are accurate and maintained. She performs all invoicing with timesheets per client's requirement and FEMA DAC and monitor documentation requirements.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **American Educational Institute/Continuing Education for Claims Law Year 2003**
- **University of North Florida/Business/BA Year 1996**
- **FCCJ/AA Year 1993**

GEORGE K. FOSTER, M.S., P.G, Environmental Specialist Will serve as GIS Analyst

Email: Gfoster@dpando.com

SUMMARY: Experience in Geology, Rock and Mineral Prospecting, Reserves Analysis, Drilling and Coring, Clay Mineralogy, Industrial Mineralogy, Portland Cement Chemistry, and Mine Permitting

EDUCATION AND PROFESSIONAL ASSOCIATIONS: MS in Geology, 1985, University of Florida. Master's research involved trace element analysis by x-ray fluorescence (XRF) of Portland cement and cement raw materials and a statistical analysis of the relationship between trace element concentrations and cement mortar strengths. Graduate BA in Geology, 1981, University of South Florida. Declared an honor student senior year (GPA 3.5/4.0). Member USF Rugby Club, 1980 season.



SUSAN SITKOFF, P.G., Environmental Specialist, GIS Analyst

Email: Ssitkoff@dpando.com

SUMMARY: Site assessments, environmental remediation implementation, geographic information systems (GIS), groundwater modeling, field oversight, construction inspecting, site planning and layouts, health and safety, sustainability analysis, geological analysis and mapping, statistical analysis, and risk based cleanup determinations.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- B. S. Geology, State University of New York at Stonybrook (1994)
- BOCES II Technical School, Electronics – Bohemia, NY, FL (1988)

BRIAN HUDSON, GIS Analyst, TRKR™ AND BOLT PRODUCT ENGINEER

Email: Bhudson@exactrecovery.com

SUMMARY: Brian Hudson has 20 years of experience serving the public Utility industry and serves as DP&O's Subject Matter Expert on disaster projects located in the Southeast of the United States. Brian has mobilized with DP&O on multiple disasters at the request of TVPPA, aiding the Public Utilities with coordination of Mutual Aid Contractors, Material and Crew Logistics, and working with DP&O's TRKR™ and BoltEOC™ to confirm the damages boundaries, map debris hazard's locations and document damage repaired power poles with details of RUS units, mapping, and identifying safety hazards. He also performs asset inventory inspections and mapping in water and sewer. He leads the identification of new features for BoltEOC™ Utility Asset Mobile App.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- University of Mississippi Oxford, 2000 B.S.E.E Electric Engineering

DP&O Corporate Management Support



John J. O'Dell, Chief Technical Officer

Email: Jodell@eXactrecovery.com

SUMMARY: John J. O'Dell, DP&O'S CTO, is one of the founders of ESi® and pioneered the concept of WebEOC® as the first web-based Crisis Information Management Systems (CIMS). Co- Creator/Partner of eXact Recovery He has extensive experience in the design and development of complex data integration and records management systems including command, control, and emergency facilities, and specializes in Crisis Information Management Systems and critical systems integration technology.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- Virginia Tech's Management Systems Laboratory (MSL) in 1984 • Virginia Tech with a BS in Industrial Engineering and Operations Research (IEOR/Systems Engineering).



John B. Copenhaver, Chief Executive Officer

Email: JBCopenhaver@dpando.com

SUMMARY: John B. Copenhaver, DP&O CEO, FEMA Policy Expert, has been a licensed Georgia attorney since 1979. He has served in many senior executive roles, including as a Presidential appointee to FEMA, President and CEO of the Disaster Recovery Institute (DRI) International, and was appointed to the Board of Business Continuity Institute. His career has resulted in the following appointed positions of prestige: Principal of the Council for Excellence in Government, Washington, D.C.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- Bachelor of Science in Geological Sciences, minors in Physics and Mathematics,
- Brown University, 1975
- Juris Doctor, concentration in International Law, University of Georgia School of Law, 1979
- State Bar of Georgia membership and license to practice law is current



Laurie Wood, Chief Information Officer; Data Manager

Email: lwood@dpando.com

SUMMARY: Laurie Wood, DP&O CIO, has over 30+ years' experience in Emergency Management, ESRI/ GIS mapping, Program Management, including Oil & Gas, DOD, American Red Cross, CERT and worked with ESi/WebEOC (Juvare) for approximately 12 years as EM Solutions Manager/SME, and business development. She serves as DP&O's "EXACT Recovery's" Data Manager, serving as client/ project data interface QAQC director. Laurie has assisted in 25 large scale disasters including debris operations and WebEOC implementation for incident response. Laurie is also experienced within the emergency management, legal, humanitarian, Donations & Volunteer Management, and Inventory. She worked for ESi/WebEOC (now Intermedix) for approximately 10 years as the Director of Marketing and Business Development and an EM, SME in software consultancy

domestic and international and Certified WebEOC Administrator. In the emergency management sector, having worked in the field as well as in emergency management. She also served as the Dep. Director of Emergency Management Forsyth M-DCPS GA where she transitioned the department from a Civil Defense Agency to Emergency Management Agency. Moreover, she has been a certified GA Emergency Manager, is a trained GA Firefighter and a Certified GA First Responder (NAEMT) and American Red Cross Disaster Services Instructor-Instructor for Train-the-Trainer. Laurie will provide supervision of donations and volunteer management and inventory and will perform all QAQC on recovery projects and progress mapping.

EXPERTISE AND EXPERIENCE OF KEY PROJECT PERSONNEL THAT WILL BE PERFORMING REQUESTED SERVICES

DP&O DISASTER RECOVERY KEY PERSONNEL	POSITIONS / TITLE	DISASTER RECOVERY PROJECTS
Gabrielle Benigni	Project Director	<p>Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga.</p> <p>Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4</p> <p>Covid-19; CARES ACT: 2020</p>

Liz Valdes	Project Manager	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Rob Russakoff	QAQC Auditor / Data Manager	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Urban Hammarstedt	Operations Manager / TRKR	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Nicolas Evelyn	Recovery Specialist / Roving Monitor	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Brian Hudson	GIS Analyst	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Joeamy Suarez	Data Manager/ Recovery Specialist	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Ester Bello	Billing/Invoicing	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Reinerio Valdes	DMS & Field Supervisor	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Eddie Sanchez	DMS & Field Supervisor	Hurricane: 2005 Katrina/Wilma; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
George Foster / Susan Sitkoff	Environmental Specialist	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020

L. List Describing Previous, Similar Work Done by Subject Area, Name and Address of Contact Person for Each Client

DP&O has represented similar client Debris Monitoring and Recovery projects that are similar in scope and size such as: The City of Homestead, Florida City, Miami-Dade Colleges, Miami-Dade Public Schools, Homestead Public Utilities, Seminole County Public Schools and Florida Collage Consortium and we have worked in the States of Oklahoma, Mississippi, North Carolina and California. Our Debris monitoring & recovery contracts have ranged in size from under \$350,000 to \$5+ Million and we maintain adherence within the client's budget, scope and requirements/needs.

DP&O's Project experience below demonstrates an in-depth understanding of disaster debris monitoring in accordance with State Environmental and FEMA Federal policies as follows:

- Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
- Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA and NRCS.
- Experience with special disaster Debris Removal Program Management Services including private property/right-of-entry (ROE) work, waterways debris removal, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.

For all DP&O's clients we use our RecoveryEOC™ web and mobile app which provides for Disaster Claims & Document Management system, which maintains all supporting documents required per FEMA Category for each Project in audit ready format with all supporting documents to facilitate a quick project close out. This allows our clients to have 24/7 access to all project records and see our work in progress. RecoveryEOC™ maintains projects in audit proof format and audits and prevents duplication of efforts. Additionally, DP&O documents all FEMA PA Portal submittals via screenshot and prepares a summary spreadsheet per project, a PW tracking progress of FEMA & State review, all FEMA RFI's and State VIR's along with replies to each.

CITY OF FLORIDA CITY: (Plus two Mutual Aid Cities - El Portal and Miami Shores)

Project Description: *Hurricane IRMA Pre-Disaster Response and Recovery Planning; Disaster Emergency / Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring.*

Contract Date: September 2016 – Current

Cubic Yard: 1.2M (combined 3 cities)

Client Contact: Eugene Leon, Project Mgr – (C) 786-304-8230 Email: proj-mngr@floridacityfl.gov

Jennifer Evelyn, City Clerk – (C) 305-242-8218 Email: cityclerk@floridacity.gov

Address: 404 W Palm Dr, FL City, FL 33034: DR 4337

- **Category A Debris Monitoring and Debris Management Planning/Logistics**
- **Category A Debris Removal Records Reconciliation**

DP&O maintains a Document Management system for PW per FEMA Category both electronically which client has access to and maintains projects in audit proof format with supporting documents to facilitate a quick project close out and or audit.

PW's Submittals/Obligated: 4 Category A's Debris Removal PW's (Per FEMA Accelerated PAAP), 1 Category B Emergency Services PW, 3 Category C Roads PW's, 6 Category E Buildings/ Equipment PW's, 4 Category F Utilities PW's with 85 separate locations, and 3 Category G Parks PW's; 1 DR 4337 Florida Local Mitigation Strategy approval and project application.

- **Category A Debris Monitoring and Debris Management Logistics 1.2M cy:** DP&O performed all debris management logistics including Emergency Road Clearing, Critical Hazard Tree identifications and Monitoring of Debris Removal hiring & training local monitors. All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the Florida City debris management site (DMS), obtained FDEM DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. Additionally, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that Florida city requested to save.
- **ROE:** Florida City had many residences where Hurricane damaged trees form Public Right of Way and fell into or on Residential properties. DP&O coordinated all properties with Florida City Project Manager and Mayor for "Right of Entry" (ROE) forms, and cleanup and final inspections. **DP&O** worked closely with the Debris Removal Contractor to coordinate and schedule the ROE crews. The ROE work was documented with Daily labor and equipment logs and maps of each crew location and Photos of the work performed. All records were maintained in our TRKR web and mobile app.
- **Category A Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into DP&O **TRKR™** to verify each ticket was within the formal city boundaries.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for Florida County final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

- **Category B Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal:** DP&O worked close with the Florida City Project Manager and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval with FEMA PW.

Post Irma the Recovery team coordinated with the City Engineer, Public Works and Water Control facilities Directors, all damage assessments; gathered and reconciled emergency services costs documentation work orders, force labor, payroll and equipment used, field logs and reconciled with payroll ledger. DP&O ensured all tasks were properly described and hours matched.

- **Disaster Materials Inventory:** DP&O created the pre-disaster inventory for Several Departments (Water/Sewer, and Public Works) from purchase records, and reconciled all purchased Materials with receipts and inventory.
- **Donated Resources:** DP&O maintained a donated resources list to include quantities, value, and volunteer staff for distribution, Police for inventory security. All inventory items distributed included support receipts for FEMA State credit to offset the Florida county share.

Hazard Mitigation Grant Management/Local Mitigation Strategy: DP&O obtained DR 4337 LMS project approval for Storm drainage improvement system of \$1.2 Million dollars and prepared the submittal application with supporting documents for funding which included coordinating with engineer scope of work and reviewing estimate, gathering field and environmental compliance data, flood zone/ map data, and

obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

HOMESTEAD ENERGY SERVICES (HES):

Project Description: *Hurricane Irma DR4337 Disaster Recovery, Utility Restoration, Monitoring Services, Asset Inventory, Hazard Mitigation Project Management*

Contract Date: November 2018 - Current

Debris Monitoring 8500+ Utility Line Clearing

Utility Asset Inventory & HMP Monitoring Date of Completion: In Progress

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

DP&O Also utilized XACT Recovery BOLTEOC™ for documenting and monitoring all HES 8,500+ damaged repaired power pole inventory with equipment construction unit details mapping and photos of damaged repaired poles. DP&O performed utility line clearing, monitoring and contractor data invoice and reconciliation for successful FEMA obligation.

- **2 CATEGORY F PW's (\$4 million) + Hazard Mitigation, and Category A** - DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles**.
- DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos.
- **MAA Crew and Force labor reconciliation**
- **UTILITY DEBRIS CLEARING, 150,000 + cy using TRKR™ Linear work tracking feature** DP&O was able to track and capture all of the crew locations, work, quantities with mapping and photos to support documentation.
- **Hazard Mitigation Grant Project Qualification and approval for \$2.8 Million Dollars.**

ALCORN COUNTY ELECTRIC POWER ASSOCIATION (ACE), CORINTH MS:

Project Description: *Disaster Debris Management/Monitoring, Disaster Recovery & Grant Management Services, Documentations of Damaged Repaired Down Poles*

Contract Date: December 2019 – Current

Debris Monitoring of 22,000 down power poles and documentation of damaged repaired down poles

Client Contact: Sean McGrath, CFO – (O) 662-287-4402 email: smcgrath@ace-power.com

Marci Gurley, Finance Director – (O) 662-415-1085 email: mgurley@ace-power.com

Address: 1909 S Tate St, Corinth, MS 38834

Debris Monitoring and Debris Management Logistics (110,000cy+): DP&O performed all debris management logistics including Monitoring utilizing TRKR ADMS which included Utility line clearing tracking and monitoring of the 22,000 damaged repaired power poles. All **Debris Removal and Monitoring data, and supporting documents were input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

- All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Olga left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the debris management site (DMS), obtained DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. In addition

- **Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into **TRKR™**, to verify each ticket was within the formal city boundaries.

PWs obligated and funds Recovered: ACE received all disaster costs reimbursement for 2 Category F PWs \$2.5 Million.

DP&O performed assimilation and reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility/Asset Mobile app to map/inventory and photograph all 20,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments. DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O also qualified Hazard Mitigation for.

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 90% complete with ACE Field crews completing final recovery tasks.

DP&O is utilizing DP&O's Utility and Asset Mobile app "XACT Recovery", "Bolt" which allows all Utility Damaged Repaired poles to be inventoried, mapped and tracks equipment and maintenance updates.

DP&O Also utilized XACT Recovery BOLTEOC for documenting all HES power pole inventory with equipment and damaged repaired poles. This data exists on a secured database for HES to use for tracking daily maintenance of power poles.

- **2 CATEGORY F PW's + Hazard Mitigation, and Category A -** DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal, and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles.**

DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos; **All materials used for damaged repaired power poles** were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

MAA Crew and Force labor reconciliation; DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs crew location per grid worked and cross referenced with Pole ID numbers per grid.

- **UTILITY DEBRIS CLEARING 110,000 CY:** DP&O monitored and maintained Asplundh's debris removal of debris hazards from utility power lines, utility substations and other critical facilities including the power generating station and utilities over waterways. Massive mixed Debris Piles prevented utility restoration and especially the utilities over or near waterways. DP&O used TRKR to monitor all Asplundh's debris removal hourly work, documenting locations, date, time, debris type, proof of hazard, and crews equipment and labor staff. Each grid section was reconciled with tickets, GPS locations and proof of hazard in public right of way and to critical facilities.

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O successfully supported the client with all replies to FEMA RFI's.

DP&O successfully supported the client with all FEMA submittals within 6 months of Project Submittals.

CITY OF HOMESTEAD, FLORIDA:

Project Description: *Debris Management & Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery*

Contract Date: November 2018 – Current

Cubic Yard: 500,000+

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

Description: DP&O gathered, reviewed, separated, and reconciled all **Debris Removal and Monitoring contractor's data, and supporting documents as follows and input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

DP&O gathered and reconciled all Debris Removal and Monitoring Data for 4 Cat A periods identifying discrepancies between monitoring data and debris removal records including: Leaner/Hanger's duplication, ineligible items, truck certs, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. Both Debris Removal and Monitoring contractor submitted invoices overlapping Category A reimbursement periods which DP&O had to separate all invoices and Monitoring documents and data to be consistent with FEMA Category A reimbursement periods for FEMA Portal submittal to each Category A Debris Removal project.

- **ROW to DMS** Ticket ledgers were audited with tickets, truck certifications, monitor logs data, and plotted on TRKR ADMS mapping system to identify tickets that fell out of city limits or that had incorrect GPS coordinates in order we could quickly correct.
- Solid Waste, Force labor and equipment used for debris removal was audited/ reconciled with Time Sheets, payroll ledgers, Daily logs, Tickets and Force equipment truck certifications.
- **DMS to Disposal (Final Haul out)** was reconciled with DMS load haul ticket, and disposal tickets for Correct quantities, DMS information and Disposal turn- around time.
- Leaners/ Hangers ticket ledgers were audited and reconciled with tickets, photos journals, for eligibility, GPS accuracy, address, measurements, and proof of hazard over public right of way. DP&O also plotted on TRKR ADMS mapping system leaner hanger tickets to identify those out of city limits or that had incorrect GPS coordinates so that we could quickly correct the leaner hanger ticket ledger, photo journal and tickets.

All discrepancies were corrected prior to FEMA final submittal. All Debris Files submitted to FEMA PA Portal were labeled per FEMA labeling requirements.

Audit and Records Reconciliation services Cat A, B, C, E, G: 4 Category A PW's; 5 Category E (Building & Equip) PW's; 1 Category B (Emergency Services) PW; 1 Category G (Parks) PW

DP&O provided audit and record reconciliation services for all Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document management system for each FEMA category per project, per department all cost records, reconciling the data and obtaining missing information.

The Audit included Contracts review and Invoice reconciliation with City daily logs; between invoices, contract rates, task orders, and daily logs; There were Multiple Departments Force labor, Equipment, (including Police and EOC) records review.

Emphasis was placed on Category A (Debris Removal) and B (Emergency Services) for first submittal.

We have supported Homestead thru all FEMA and FDEM RFI's for each FEMA Category and have obtained Category A, B, E (Buildings and Equipment obligations and Category F obligations. We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's XACT RECOVERY Disaster Claims/Document Management system, and TRKR ADMS to facilitate project close out and audits. All projects financial supporting documents are 100% accurate and audit ready.

- **CATEGORY A** - DP&O assimilated and reconciled multiple departments (Parks and Recreation, Public Works, Streets and Stormwater) disaster costs documents and accounting information for Force labor, equipment, materials, and contractors: This included a review and reconciliation of Debris Monitoring and Debris Removal Records, invoices, load haul and disposal tickets including Hazard limbs/trees per FEMA requirements. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.
- **CATEGORY B, C, E and G** - for Category B DP&O performed assimilation and review of all Disaster cost data including force labor and equipment (Parks/Rec, Streets/Stormwater, Customer Service, and Police Departments) with payroll ledgers, Work orders and timesheets. For Category B, C, E and G DP&O reviewed all contractors invoices, detailed items missing, and cross checked with contractor rates and terms to reconcile payments with invoices and supporting documentation, and all data submitted into the FEMA PA Grants Portal.

MIAMI DADE COLLEGES:

Debris Monitoring / Debris Management Planning; Disaster Recovery Services; FEMA Program Assistance, Debris management planning, Department Training, Hurricane Dorian DR 4468 Monitoring Assistance.

Contract Date: January 2019 - December 2019, Contract extended to Dec 21, 2021

Client Contact: Yakir Fernandez Phone: (305) 766-8243 Email: Yfernan5@mdc.edu

Address: 11011 SW 104th St, #9454, Miami, FL 33176

- DP&O prepared MDC's Debris management plan to include 8 separate campus facilities/ college annexes. Detailed each campus environmentally sensitive areas, critical facilities, surface water features, and areas of limited access.
- DP&O identified strategic debris management sites to facilitate large scale disaster.
- DP&O performs MDC department training of Debris Management Plan (DPM's) annually.

MIAMI- DADE COUNTY PUBLIC SCHOOLS (MDCPS):

Disaster Financial Recovery Planning & Training, Debris Management Planning with Facilities, Risk Management; Debris Management and Debris Monitoring

Client Contact: William Wever, Dir. Risk Mgmt (P) 480-921-3091 Email: bwever@dadeschools.net

Address: 1450 NE 2nd Ave, Miami, FL 33132

MDCPS is the nation's 5th largest school district with over 584 facility locations divided between 4 maintenance centers and 3 geographic regions. DP&O has performed debris management planning meetings with MDCPS for Maintenance Service Centers (MSC) Supervisors, Director of facilities, Risk management, the Executive Director, and other key department to strategize the most time and cost effective process for streamlining the debris removal operations including debris damage assessments, infrastructure damage assessments and prioritizing debris hazards and monitoring/tracking all emergency repairs and debris removal operations, MDCPS brings unique challenges to monitoring debris removal process and ensuring that debris is picked up and removed only from MDCPS properties and facilities. DP&O utilizing TRKR ADMS mapping capabilities was able to establish the critical MDCPS boundaries for the 3 GEO zones 4 MSC and had to map each of the 585 facility boundaries. MDCSP school boundaries proximal park or have parcels that are not part of MDCPS. DP&O was tasked to reviewed MDCPS existing Draft Financial Recovery plan and held meetings with key departments to identify pre and post disaster documentation issues and gaps in the department process. As a follow up we provide Internal Recovery documentation

process flow with templates and checklist to ensure all FEMA required cost documentation and backup is accounted for. We provide multiple planning meetings with key executive level stakeholders to discuss next steps in Department planning & training for Disaster cost recovery readiness. The Department training includes FEMA requirements for (Pre and Post disaster records for Emergency Repairs, Assets Inventory, Damage assessments, Long Term Recovery project cost documentation; documentation management, and gaps analysis; lessons learned discussion).

STATE OF OKLAHOMA:

Project Description: *Oklahoma OEM; Debris Management Planning and Monitoring; DP&O Developed a Statewide Debris Management Plan and Implementation a post disaster for city affected by various disasters (ice storms, floods & tornados); Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County, FEMA Disasters, FEMA public assistance, applicant representation with resolving FEMA issues, appeals representation, statewide debris management planning, partner agency training. Hazard Mitigation project qualifications*

Contract Date: 2010 – 2017

Cubic Yard: 1.5 M+

Client Contact: Kathleen Shingledecker, Retired, State Public Assistance Recovery Director; former Infrastructure Branch Director - (O) 256-206-554; Email: shingledeckeroem@gmail.com

Current Address: 24589 State Road, Elkmont, AL 35620

DP&O assisted with FEMA Disaster Debris Removal Program management emphasizing FEMA compliance for multiple disasters (Ice Storms, Tornados and Floods). DP&O performed Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County with debris **totaling over 1.5 M cy**. Eufaula had sensitive environmental obstacles which included marine scattered debris along the Eufaula Lake shoreline and tributaries. DP&O obtained all permits and interfaced with the environmental agencies for project closeout for debris hazards. For Savannah & McIntosh County we managed DMS site, performed all truck certification and daily reconciliation with debris removal contractor's data and monitoring records. This included with identification and review of FEMA required documentation for damages validation, Project eligibility, and reconciling disaster costs for: debris removal and emergency/recovery repairs, including validating and properly classifying/separating emergency costs versus permanent repairs, for contractors, invoices and supporting documents, force labor and equipment. DP&O prepared PWs with all supporting submittals documentation for Category A-G projects for multiple applicants.

Category A-G where FEMA was denying applicants reimbursement due to FEMA misinterpretation of Contract Policies, and Invoice submittals for multiple applicants. DP&O prepared justification analysis for eligibility of contracts with local and State ordinances/policies and common practices for emergency contracts; DP&O validated invoices with supporting records reconciliation and prepared detailed explanation of emergency repairs and special debris removal costs in surface water areas maintained by the applicants. All appeals resulted in successful award of all appealed dollars and receipt of monies.

SECTION V: ADDITIONAL INFORMATION

DP&O's completed and signed Proposal Form, References, Appendix A, Appendix B and Appendix C is attached.

By signing below, I hereby certify that the proposal price(s) listed above and/or attached have been carefully checked and are submitted as correct and final.

ADDENDA

The Undersigned acknowledges receipt of the following addenda:

No. 1 Dated: 8/4/2022 No. Dated:

No. Dated: No. Dated:

Disaster Program & Operations, Inc.	<i>Gabrielle Benigni</i>	8/3/22
Name of Firm	Authorized Signature	Date
<u>830-13 A1A North #674</u>	<u>Gabrielle Benigni</u>	
Address	Typed or Printed Name	
<u>Ponte Vedra Beach, FL 32082</u>	<u>President</u>	
City, State, Zip	Title	
<u>561-436-3383</u>	<u>gbenigni@dpando.com</u>	
Phone	Fax	E-Mail Address

LIST OF REFERENCES

List below three (3) references.

Company Name City of Florida City
Contact Person Eugene Leon
Address 404 W Palm Dr #100 Florida City FL 33034

Phone Number including area code 786-304-8230

Company Name City of Homestead
Contact Person Steve Taylor
Address 100 Civic Ct. Homestead, FL 33030

Phone Number including area code 305-283-9241

Company Name Alcorn County Electric Power Association
Contact Person Sean McGrath
Address 1909 S Tate St; Corinth, MS 38834

Phone Number including area code 662-287-4402

NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA

PARISH OF St. Charles

PROJECT NO. _____

NAME Insert Project NameLOCATION Insert City, Louisiana

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared Gabrielle Benigni representing Disaster Program & Operations, Inc. who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

Section 2224 of Part II of Chapter 10 of Title 38 of the La. Revised Statutes of 1950 as amended.

- (3) That affiant and his firm employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract for the above-referenced project with the St. Charles Parish School Board under which he will, if awarded the contract, receive or received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (4) That no part of the contract price to be received or received by affiant or his firm was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

Offeror or representative to sign and type name below

Signature: Gabrielle Benigni
(Affiant)

SWORN TO AND SUBSCRIBED BEFORE ME THIS 3rd DAY OF
August, 2022.

NOTARY PUBLIC

Note: This form is to be removed and used to submit a proposal. November 4, 2009

**CERTIFICATION OF PROPOSER REGARDING
DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

I, Gabrielle Benigni, hereby certify on behalf of Disaster Program & Operations, Inc. and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three-year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

Gabrielle Benigni

Signature of Key Principal

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

The Contractor, Disaster Program & Operations, Inc. certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Gabrielle Benigni
Signature of Contractor's Authorized Official

Gabrielle Benigni/President
Name and Title of Contractor's Authorized Official

8/3/2022
Date

DP&O's ADDITIONAL INFORMATION

R. Kyle Ardoin
SECRETARY OF STATE

State of Louisiana
Secretary of State



COMMERCIAL DIVISION
225.925.4704

09/30/2020

Administrative Services

225.932.5317 Fax

Corporations

225.932.5314 Fax

Uniform Commercial Code

225.932.5318 Fax

ONLINE FILING
ebello@dpando.com

DISASTER PROGRAM & OPERATIONS, INC.

It has been a pleasure to approve and place on file your application for certificate of authority. The appropriate evidence is attached for your files.

Payment of the filing fee is acknowledged by this letter.

The passage of Act 944 of the 1991 Regular Session of the Louisiana Legislature requires all for-profit corporations to file a Disclosure of Ownership Affidavit with the Secretary of State's office before contracting with state government. Non-profit corporations, and for-profit corporations whose stock is publicly traded are exempt.

Forms may be obtained by contacting this office at the above telephone number, by writing to the below address, or from our web site. A stamped copy of this form will be returned to you and must then be forwarded to the appropriate state agency.

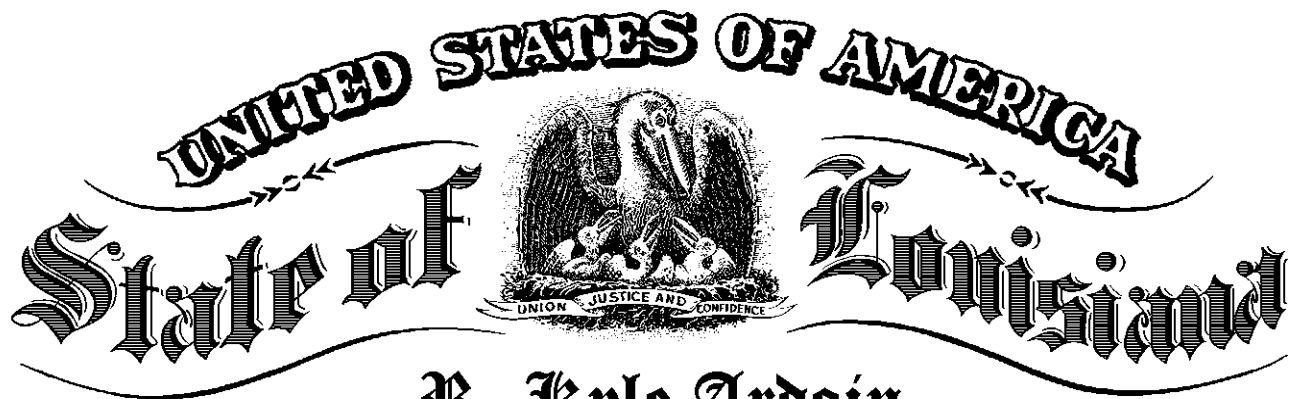
Please note that as of January 1, 2018, business owners in the following parishes will be required to file all available business documents online through **geauxBIZ**: Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Livingston, Orleans, Ouachita, Rapides, St. Tammany, Tangipahoa and Terrebonne.

In addition to email and text notifications, business owners now have the option to enroll in our secured business filings (SBF) service. This service is available online, at no charge, by filing a notarized affidavit. Upon enrollment, an amendment cannot be made to your entity without approval using your personal identification number. This is another way to protect your business from fraud and identity theft.

Online filing options are available if changes are necessary to your registration or if you need to file an annual report. Please visit our website at **GeauxBiz.com** for your future business needs.

Sincerely,

The Commercial Division
WEB



R. Kyle Ardoin

SECRETARY OF STATE

As Secretary of State of the State of Louisiana, I do hereby Certify that

the Application Form for Certificate of Authority of

DISASTER PROGRAM & OPERATIONS, INC.

Domiciled at FLORIDA CITY, FLORIDA,

Was filed and recorded in this Office on September 30, 2020.

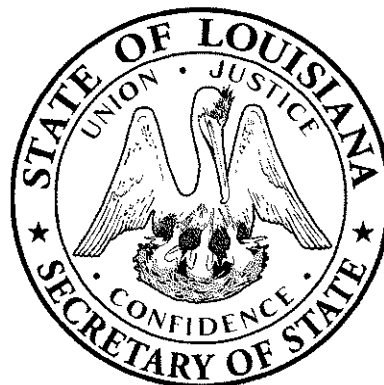
Thus authorizing the corporation to exercise the same powers, rights and privileges accorded similar domestic corporations, subject to the provisions of R. S. 1950, Title 12, Chapter 3, and other applicable laws.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

September 30, 2020

Secretary of State

WEB 44095168F



Certificate ID: 11278861#GTL73

To validate this certificate, visit the following web site, go to **Business Services**, **Search for Louisiana Business Filings**, **Validate a Certificate**, then follow the instructions displayed.
www.sos.la.gov

R. Kyle Ardoin
SECRETARY OF STATE

State of Louisiana
Secretary of State



September 30, 2020

COMMERCIAL DIVISION
225.925.4704

Administrative Services

225.932.5317 Fax

Corporations

225.932.5314 Fax

Uniform Commercial Code

225.932.5318 Fax

The attached document of DISASTER PROGRAM & OPERATIONS, INC. was received and filed on September 30, 2020.

WEB 44095168F

**APPLICATION FOR AUTHORITY
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:304)

This Company is For:
BUSINESS

Corporation Name:
DISASTER PROGRAM & OPERATIONS, INC.

Previous Name:

Principal office address in state or country of incorporation/organization:
404 WEST PALM DRIVE
FLORIDA CITY, FL, 33034

Principal business office address:
830-13 A1A N #674
PONTE VEDRA, FL, 32082

Principal business establishment in Louisiana:
1439 CENTRE STREET
ALEXANDRIA, LA, 71301

Registered office address in Louisiana:
1439 CENTRE COURT
ALEXANDRIA, LA, 71301

Mailing Address:
830-13 A1A NORTH #674
PONTE VEDRA BEACH, FL, 32082

Registered agent's name and address in Louisiana:
MIKE SHELTON
1439 CENTRE COURT
ALEXANDRIA, LA, 71301

Nature of Business to be transacted in Louisiana (optional):

Names and addresses of directors and officers:
GABRIELLE BENIGNI (PRESIDENT)
830-13 A1A NORTH #674
PONTE VEDRA BEACH, FL, 32082

The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to fine or imprisonment or both under R.S. 14:133.

BY TYPING MY NAME BELOW, I HEREBY CERTIFY THAT I AM AN OFFICER
ELECTRONIC SIGNATURE: GABRIELLE BENIGNI (9/30/2020)
TITLE: PRESIDENT



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

November 30, 2021

Disaster Programs & Operations Inc.

Attn: Gabrielle Benigni
404 West Palm Drive
Florida City, FL 33034

Dear Gabrielle Benigni:

Congratulations! The Louisiana Department of Transportation (LADOTD) Compliance Programs Office, on behalf of the Louisiana Unified Certification Program (LAUCP), is pleased to notify you that your company has been certified as a Disadvantaged Business Enterprise (DBE) in accordance with 49 CFR Part 23 and 26 and all the laws of this state applicable to the transaction of business.

The LAUCP has been established to facilitate statewide DBE certification. It eliminates the need for DBE applicant firms to obtain certification from multiple agencies and provides reciprocity within Louisiana. The Louisiana Department of Transportation (LADOTD), the Louis Armstrong New Orleans International Airport (LANOIA) and the Regional Transit Authority (RTA) are the only certifying agencies which comprise the LAUCP.

Your firm has been certified to perform services as described in the following North American Industry Classification System (NAICS) code(s):

NC541620 – Environmental Consulting Services
C20 – Environmental Impact assessment
NC562190 – Remediation Services
C63 – Environmental Remediation
NC624230 – Emergency and Other Relief Services

Your firm's designation as a DBE will appear on the official Louisiana UCP DBE Directory website at www.laucp.org. This directory consists of DBE firms certified by all of the above-mentioned agencies.

Per the federal regulations, suppliers only receive 60% goal credit towards the materials they provide. A Louisiana Contractor's License is required by any contractor performing work in excess of \$50,000 with the exception of electrical, mechanical and plumbing which are required to have a license if work is in excess of \$10,000. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information.

In accordance with 49 CFR paragraph 26.83 (j), you must provide to the LAUCP, every year on the anniversary of the date of your certification, **November 30, 2022**, an affidavit sworn to by the firm's owner, along with all supporting documents (**Business taxes with all attachments, such as 1098, 1099, K-1's and/or W-2's**) stating your firm continues to meet the eligibility requirements of the program. If

you fail to provide this affidavit in a timely manner, you will be deemed to have failed to cooperate under 49 CFR Part 26. 109(c). An email informing you to submit the necessary documentation will be forwarded to you approximately six (6) weeks prior to your anniversary date. However, should you not receive notification for your annual affidavit, contact this office. The responsibility to assure continued certification is yours. Failure to continue your eligibility will result in immediate action to decertify your firm. Additionally, in accordance with 49 CFR paragraph 26.83 (i), as a DBE, you must notify our office, immediately in writing of change in circumstances affecting your ability to meet size, disadvantaged status, ownership or control of your firm. You must provide the written notification within 30 days of the occurrence of the change.

The Louisiana UCP certifying entity reserves the right to withdraw this certification if at any time it is determined your certification was knowingly obtained by false, misleading will, or incorrect information. The Louisiana UCP certify entity also reserves the right to request additional information and/or conduct an onsite visit at any time during the certification period to verify any documentation submitted in the application for certification. By accepting certification, your firm hereby consents to the examination of its books and documents by the certifying entity's DBE Program.

We are pleased to have you as a participant in the LAUCP and wish you much success.

If you have any questions in regard to the content of this letter, contact the LADOTD DBE Certification Unit at (225) 379-1382.

Respectfully,

Rhonda Wallace

Rhonda Wallace
DBE/SBE Program Manager

Enclosure (Certificate)



LOUISIANA UNIFIED CERTIFICATION PROGRAM

Disadvantaged Business Enterprise Program

This is to certify that under Title 49, Part 26 of the Code of Federal Regulations
& under the State of Louisiana United Certification Program (LAUCP)

Disaster Programs & Operations Inc.

Is a Certified Disadvantaged Business Enterprise (DBE) in the following specialties:

NC541620, NC562190, NC624230

NOTE: There may be other approved NAICS Codes. The online DBE Directory includes a complete list of approved codes.

Certificate Eligibility: November 30, 2021 to November 30, 2022

This certificate is valid through the above date provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.

Rhonda Wallace

Rhonda Wallace, DBE/SBE Programs Manager

Louisiana Department of Transportation & Development

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO. Assigned After Award		3. AWARD/EFFECTIVE DATE Refer to 31		4. ORDER NUMBER		5. SOLICITATION NUMBER 47QSMD20R0001 -- REFRESH #6	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME GSA FAS 3QSAC				b. TELEPHONE NUMBER (No collect calls)	
9. ISSUED BY		CODE		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO		CODE		16. ADMINISTERED BY		CODE	
ORDERING AGENCY				SEE BLOCK 9			
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY	
DISASTER PROGRAM & OPERATIONS, INC. 404 W PALM DR BLDG 2 STE 100 FLORIDA CITY, FL, 330343346 ,. DUNs Number : 088882339 TELEPHONE NO.						ORDERING AGENCY	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Multiple Award Schedule The contract summary associated with this award package is hereby incorporated and made a part of this contract (Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>N/A</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
DocuSigned by: Justin S Corbett				DocuSigned by: Sharon L Hair			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	
Justin S Corbett		7/27/2021		Sharon L Hair		7/27/2021	

State of Florida

Department of State

I certify from the records of this office that DISASTER PROGRAM & OPERATIONS, INC. is a corporation organized under the laws of the State of Florida, filed on May 4, 2015.

The document number of this corporation is P15000039932.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 20, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of September,
2020*



Randy Be
Secretary of State

Tracking Number: 2955291280CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Agent Affidavit and Acknowledgement of Acceptance

Charter Number: 44095168F

Charter Name: DISASTER PROGRAM & OPERATIONS, INC.

The agent / agents listed below accept the appointment of registered agent for and on behalf of the Charter Name above.

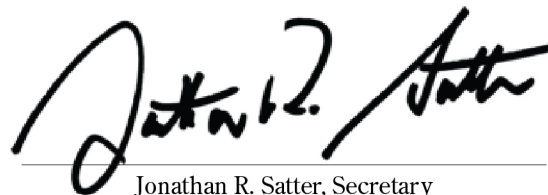
Date Responded	Agent(s)	Agent(s) Electronic Signature
09/30/2020	MIKE SHELTON	MIKE SHELTON

State of Florida

Woman Business Certification

Disaster Program and Operations, Inc

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
12/16/2020 to 12/16/2022



Jonathan R. Satter, Secretary
Florida Department of Management Services



GREATER ORLANDO
AVIATION AUTHORITY



JACKSONVILLE
TRANSPORTATION
AUTHORITY

Florida Unified Certification Program

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

CERTIFICATE OF ELIGIBILITY

DISASTER PROGRAM AND OPERATIONS INC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26

APPROVED NAICS CODES:

541620, 562910, 624230



Samuel Febres

Samuel Febres (Sammy)

DBE & Small Business Development Manager

Florida Department of Transportation



PLEASE NOTE: THOUGH DBE CERTIFICATION DOES NOT EXPIRE, TO KEEP DBE STATUS, YOU NEED TO FILE A NO CHANGE DECLARATION AND COMPLETE BUSINESS TAX RETURN FORMS YEARLY; ON THE ANNIVERSARY OF YOUR CERTIFICATION.

ANNIVERSARY DATE – Annually on 10/08

The Florida Department of Transportation (Department) has certified,

DISASTER PROGRAM AND OPERATIONS INC

under the Florida's Unified Certification Program (UCP) as a Disadvantaged Business Enterprise (DBE), in accordance with Title 49 Part 26, Code of Federal Regulations (CFR).

DBE Certification does not expire. It is contingent upon the firm maintaining eligibility annually through this office. We will notify Owners of their responsibilities in advance of the anniversary date.

We have listed the firm in the Florida's DBE Certification Directory, found at the following link:

<https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory> Prime contractors and consultants must verify the firm's DBE certification status, and identify eligible work area(s) through the Directory. The Department makes available DBE Support Service Providers, offering managerial and technical assistance at no cost.

Contact us at (850) 414-4747 or via email DBECert.Help@dot.state.fl.us with your questions or concerns. Thank you.



Samuel Febres

Samuel Febres (Sammy)
DBE & Small Business Development Manager
Equal Opportunity Office

State of Florida

Department of State

I certify from the records of this office that DISASTER PROGRAM & OPERATIONS, INC. is a corporation organized under the laws of the State of Florida, filed on May 4, 2015.

The document number of this corporation is P15000039932.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 7, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2022*



Ronald R. DeBeauvoir
Secretary of State

Tracking Number: 7850800589CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

State of Florida

Department of State

I certify from the records of this office that XACT RECOVERY INC is a corporation organized under the laws of the State of Florida, filed on January 29, 2020, effective January 29, 2020.

The document number of this corporation is P20000010610.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 7, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2022*



Ronald R. De
Secretary of State

Tracking Number: 7985485389CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

REGISTERED VENDOR NO.: 121959

June 27, 2021

Ms. Gabrielle Benigni, President
Disaster Program & Operations, Inc.
10033 Sawgrass Dr. W., Suite 121
Ponte Vedra Beach, FL 32082

CERTIFICATION EXPIRATION DATE
June 27, 2024

Dear Ms. Benigni:

Congratulations, the South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may **only** be applied when business is conducted in the following area(s):

Environmental and Disaster Consulting Services

Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times. **FAILURE TO REPORT CHANGES MAY RESULT IN DECERTIFICATION.**

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,


Alejandro Quintero
Sr. Contract Compliance Specialist
Procurement Bureau

/aq.dld

P15000039932

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐

PICK-UP

☐

WAIT

☐

MAIL

(Business Entity Name)

(Document Number)

Certified Copies _____

Certificates of Status _____

Special Instructions to Filing Officer:

Office Use Only



800271347018

RECEIVED
15 MAY -4 PM 4:23
DIVISION OF CORPORATIONS

FILED
2015 MAY -4 AM 8:42
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

5/5 or

CORPORATION SERVICE COMPANY
1201 Hays Street
Tallahassee, FL 32301
Phone: 850-558-1500

ACCOUNT NO. : I20000000195

REFERENCE : 615808 121501A

AUTHORIZATION : *Lydia Cohen*

COST LIMIT : \$ 70.00

ORDER DATE : May 4, 2015

ORDER TIME : 3:05 PM

ORDER NO. : 615808-005

CUSTOMER NO: 121501A

DOMESTIC FILING

NAME: DISASTER PROGRAM & OPERATIONS,
INC.

EFFECTIVE DATE:

☒ ARTICLES OF INCORPORATION
☐ CERTIFICATE OF LIMITED PARTNERSHIP
☐ ARTICLES OF ORGANIZATION

PLEASE RETURN THE FOLLOWING AS PROOF OF FILING:

☐ CERTIFIED COPY
☒ PLAIN STAMPED COPY
☐ CERTIFICATE OF GOOD STANDING

CONTACT PERSON: Lydia Cohen - EXT. 62974

EXAMINER'S INITIALS: _____

FILED
2015 MAY -4 AM 3:42
TALLAHASSEE, FL
CLERK OF COURT

ARTICLES OF INCORPORATION
of
DISASTER PROGRAM & OPERATIONS, INC.
(a corporation)

Executed by the undersigned for the purposes of forming a Florida Corporation under Chapter 607, Florida Statutes (2014):

ARTICLE I. NAME AND ADDRESS

The name and address of the corporation is:

DISASTER PROGRAM & OPERATIONS, INC.
529 Sunset Drive
Ponte Vedra Beach, Florida 32082

FILED
2015 MAY -4 AM 8:42
CLERK OF STATE
TALLAHASSEE FLORIDA

ARTICLE II. DURATION AND COMMENCEMENT

This corporation shall exist perpetually and shall commence on the date of execution and acknowledgment of these Articles of Incorporation.

ARTICLE III. PURPOSES

This corporation is organized for the following purposes:

1. To provide disaster consulting and disaster training services.
2. To hire and/or train personnel to carry out these purposes.
3. To rent, lease, purchase and/or own facilities and equipment which are sufficient for the conduct and/or operation of the purposes of the corporation.
4. To transact any and all lawful business for which corporations may be incorporated or organized under the laws of the State of Florida.

ARTICLE IV. CAPITAL STOCK

This corporation is authorized to issue 1000 shares of Five Dollar (\$5.00) per share par value common stock which shall be designated common shares, all of which shall be the same class.

ARTICLE V. VOTING RIGHTS

Except as otherwise provided by law, the entire voting power for the election of Directors and for all other purposes shall be vested exclusively in the holders of the outstanding common shares of this corporation. The holder of each outstanding common share shall be entitled to one (1) vote per share unless otherwise provided in the By-Laws.

ARTICLE VI. MANAGEMENT

The business of this corporation shall be managed by a Board of Directors chosen by the Shareholders or the Shareholders may elect to have the corporation managed by the Shareholders acting as Directors, in which case the terms shall be used interchangeably herein, pursuant to Chapter 607, Florida Statutes (2014).

ARTICLE VII. INITIAL REGISTERED AGENT AND OFFICE

The street address of the initial Registered Agent of this corporation is **233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202**, and the name of the initial Registered Agent of this corporation at that address is **C. HOLT SMITH, III, ESQUIRE**.

ARTICLE VIII. INITIAL BOARD OF DIRECTORS

This corporation shall have one (1) Director initially, the number of which may be increased or decreased from time to time according to the By-Laws of this corporation, but shall never be less than one (1) Director. The name and address of the initial Director of this corporation is:

GABRIELLE BENIGNI

**529 Sunset Drive
Ponte Vedra Beach, Florida 32082**

ARTICLE IX. INCORPORATOR

The name and address of the person signing these Articles of Incorporation is:

GABRIELLE BENIGNI

**529 Sunset Drive
Ponte Vedra Beach, Florida 32082**

ARTICLE X. AMENDMENT

This corporation reserves the right to amend or repeal any provision contained in these Articles of Incorporation, or any amendment to them, and any right conferred upon the Shareholders is subject to this reservation.

IN WITNESS WHEREOF, the undersigned subscribing Incorporator has hereunto set his hand and seal this 12th day May 2015 for the purpose of forming this corporation under the laws of the State of Florida.

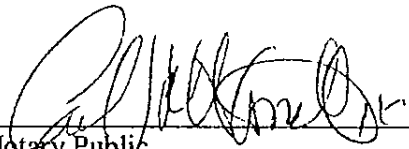

GABRIELLE BENIGNI

STATE OF FLORIDA
COUNTY OF DUVAL

I HEREBY CERTIFY that on this day before me, an officer duly authorized in the state aforesaid and in the county aforesaid to take acknowledgments, personally appeared **GABRIELLE BENIGNI**, who executed the foregoing instrument as Incorporator of **DISASTER PROGRAM & OPERATIONS, INC.**, a corporation named herein, and acknowledged before me that she executed the same as such Incorporator, in the name of and on behalf of the said corporation. She is ☒ personally known to me or has ☐ produced _____ as identification and did (did not) take an oath.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, this 1 day of May 2015.

(SEAL)


Notary Public

CARL Holt Smith
Typed/printed name of Notary

My Commission Expires: _____

**CERTIFICATE DESIGNATING PLACE OF BUSINESS
OR DOMICILE FOR THE SERVICE OF PROCESS
WITHIN THE STATE, NAMING AGENT UPON WHOM
SERVICE OF PROCESS MAY BE SERVED**

IN COMPLIANCE WITH SECTION 48.091, FLORIDA STATUTES, THE
FOLLOWING IS SUBMITTED:

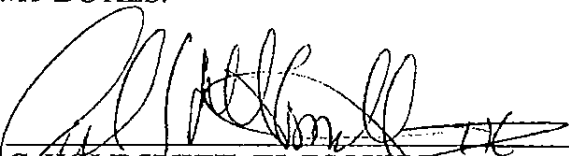
First, that **DISASTER PROGRAM & OPERATIONS, INC.**, desiring to organize or qualify under the laws of the State of Florida, with its principal place of business at the City of Ponte Vedra Beach, State of Florida, has named C. HOLT SMITH, III, ESQUIRE, located at 233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202, as its Agent to accept service of process within Florida.

DISASTER PROGRAM & OPERATIONS, INC.

By: 
GABRIELLE BENIGNI, President

DATED: May 1, 2015

HAVING BEEN NAMED TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION, AT THE PLACE DESIGNATED IN THIS CERTIFICATE, I HEREBY AGREE TO ACT IN THIS CAPACITY, AND I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATIVE TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES.


C. HOLT SMITH, III, ESQUIRE
Registered Agent

DATED: May 1, 2015

Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Disaster Program and Operations, Inc.

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

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

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

5 Address (number, street, and apt. or suite no.) See instructions.
830-13 A1A North #674

6 City, state, and ZIP code
Ponte Vedra Beach, FL 32082

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			-			-				
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or

Employer identification number

4	7	-	3	9	3	6	1	8	1
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Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ► *Gabrielle Benigni*

Date ► 4/21/2022

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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