

RESOLUTION NO. 2024 - 45

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO EXECUTE THE NEGOTIATED CONTRACT WITH TETRA TECH, INC., AS THE TOP RANKED FIRM FOR PERFORMANCE OF THE REQUIRED SERVICES UNDER RFP NO 23-34; DISASTER DEBRIS MONITORING SERVICES.

RECITALS

WHEREAS, the County desires to enter into a contract with Tetra Tech, Inc. to provide Disaster Debris Monitoring Services in accordance with RFP NO. 23-34; and

WHEREAS, Purchasing issued a Request for Proposals (RFP) stating that the scope of services includes monitoring the recovery efforts of the County's Debris Removal Contractor, in the field, in accordance with the Stafford Act and Federal Emergency Management Agency (FEMA) policies and guidelines, as well as monitoring debris collection and data reporting; and

WHEREAS, seven (7) firms submitted proposals. The RFP Evaluation Committee reviewed all Proposals and determined Tetra Tech, Inc. to be the top ranked firm. Staff negotiated the Contract with Tetra Tech, Inc., and the contract is attached for Board approval; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into a contract for the required services, serves a public purpose; and

WHEREAS, the Contract will be funded primarily by reimbursement from FEMA, with the remainder of funding to be provided from the Solid Waste Division.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP No: 23-34; Disaster Debris Monitoring Services to Tetra Tech, Inc. as the highest ranked firm through evaluation of submitted Proposals.

Section 3. Upon Board approval, the County Administrator, or designee, is further authorized to execute the negotiated contract for the performance of the services, at the Rates included therein, in accordance with RFP No: 23-34.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 6th day of February, 2024.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

Attest: Brandon J. Patty, Clerk of Circuit Court & Comptroller

By: Crystal Smith  
Deputy Clerk

By: \_\_\_\_\_  
Sarah Arnold, Chair



Rendition Date FEB 07 2024



PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
ST. JOHNS COUNTY AND CONSULTANT

Professional Services Agreement No: \_\_\_\_\_

## Table of Contents

ARTICLE I CONTRACT DOCUMENTS .....	3
1.1 The Contract Documents .....	3
ARTICLE II AGREEMENT TERM .....	4
2.1 Term .....	4
ARTICLE III DEFINITIONS .....	4
3.1 Definitions .....	4
ARTICLE IV SERVICES .....	5
4.1 Scope of Services .....	5
ARTICLE V Schedule .....	6
5.1 Schedule .....	6
ARTICLE VI COMPENSATION .....	6
6.1 General .....	6
6.2 Method of Payment .....	7
6.3 Withheld Payment .....	7
6.4 Final Payment .....	7
6.5 Availability of Funds .....	7
ARTICLE VII .....	7
OWNERSHIP OF WORK PRODUCT AND CONFIDENTIALITY .....	7
7.1 Ownership of Work Product .....	7
7.2 Confidentiality .....	8
ARTICLE VIII .....	8
AUTHORIZED REPRESENTATIVE AND PERSONNEL .....	8
8.1 Authorized Representative .....	8
8.2 Personnel .....	8
ARTICLE IX SUBCONSULTANTS .....	8
9.1 Subconsultants .....	8
ARTICLE X CHANGES IN THE SERVICES .....	9
10.1 Changes in the Services .....	9
ARTICLE XI TERMINATION .....	9
11.1 Termination .....	9
ARTICLE XII WARRANTY, INDEMNITY, AND INFRINGEMENT .....	10
12.1 Warranty of Performance .....	10
12.2 Indemnity .....	10
12.3 Infringement .....	10
ARTICLE XIII INSURANCE .....	11

13.1 Consultant’s Insurance Requirements.....11

13.2 Additional Insured Endorsements and Certificate Holder .....11

13.3 Workers Compensation.....11

13.4 Commercial General Liability .....11

13.5 Automobile Liability.....11

13.6 Professional Liability .....12

13.7 Other Requirements .....12

ARTICLE XIV GENERAL CONSIDERATIONS ..... 12

14.1 Independent Contractor.....12

14.2 Taxes.....12

14.3 Publicity and Advertising.....13

14.4 Examination of Consultant’s Records.....13

14.5 Governing Law & Venue.....13

14.6 Arbitration.....13

14.7 Disputes.....13

14.8 Assignment and Arrears.....13

14.9 Severability .....13

14.10 Section Headings.....13

14.11 Disclaimer of Third-Party Beneficiaries.....14

14.12 No Waiver; Course of Dealing.....14

14.13 No Waiver of Sovereign Immunity.....14

14.14 Conflict of Interest .....14

14.15 Execution in Counterparts.....14

14.16 Entire Agreement .....14

14.17 Modifications, Amendments, Waivers and Extensions .....14

14.18 Survival .....15

14.19 Convicted and Discriminatory Vendor Lists.....15

14.20 Scrutinized Companies Lists.....15

14.21 Employment Eligibility and Mandatory Use of E-Verify.....15

14.22 Nondiscrimination.....16

14.23 Drug Free Workplace.....16

14.24 Public Records .....16

14.25 Enforcement Costs .....16

14.26 Contingency Fee .....16

14.27 Written Notice.....17

14.28 Non-Exclusive Right.....17

14.29 Truth-In-Negotiation Representation .....17

14.30 Environmental, Safety and Health.....17

14.31 Foreign Entity Access to Personal Identifiable Information.....19

CONSULTANT’S FINAL RELEASE AND WAIVER OF LIEN..... 21

This Professional Services Agreement (hereafter "Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2024 ("Effective Date") by and between **ST. JOHNS COUNTY** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and Tetra Tech. Inc. ("Consultant"), a company authorized to do business in the State of Florida, with its principal offices located at: 3475 E. Foothills Blvd., Pasadena, CA 91107; Phone: 321-441-8511, and E-mail: [TDR.Contracts@tetrattech.com](mailto:TDR.Contracts@tetrattech.com), for **RFP No. 23-34 Disaster Debris Monitoring Services**, hereinafter referred to as the "Project".

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

## ARTICLE I CONTRACT DOCUMENTS

### 1.1 The Contract Documents

1.1.1 The Contract Documents are the collective documents which form the Contract, and shall govern performance of the Services. The Contract Documents hereby consist of the following documents incorporated herein by reference:

- a) Executed Amendments to this Professional Services Agreement;
- b) Executed Change Orders and Amendments to Task Orders;
- c) Executed Task Orders;
- d) This fully executed Professional Services Agreement and all Exhibits and/or Attachments hereto:
  - i. Exhibit A – Consultant's Rate Sheet
  - ii. Exhibit B – FEMA Public Assistance Program Required Contract Clauses
  - iii. Exhibit C – Appendix II to 2 CFR Part 200
  - iv. Exhibit D – FEMA Debris Monitoring Guide, 2021
  - v. Exhibit E – FEMA Public Assistance Program and Policy Guide
  - vi. Exhibit F – SJC Disaster Response and Recovery Guide
- e) Insurance furnished by Consultant meeting the requirements of Article XII
- f) RFP Documents, Exhibits and all issued Addenda for Request for Proposals No: 23-34.

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Agreement. No terms, conditions, limitations or exclusions in Consultant's submitted Proposal or invoices shall be binding upon the County or become part of the Contract Documents. In the event of discrepancies, the Contract Documents shall be interpreted in the order of precedence as listed above in Section 1.1.1. Additionally, the main body of this Agreement takes precedence over any of the Exhibits provided above unless expressly stated to the contrary.

1.1.3 Consultant is solely responsible for requesting instructions, interpretations, or clarifications to the Contract Documents and is solely liable for any costs and/or expenses arising from its failure to do so. Consultant shall have a continuing duty to read, carefully study and compare each of the Contract Documents, the Submittals and shall give immediate written notice to the Project Manager and the County of any inconsistency, ambiguity, error or omission which Consultant may discover with respect to these documents before proceeding with the affected Work. The issuance, or the express or implied approval by the County or the Project Manager of the Contract Documents shall not relieve any such approval by evidence of Consultant's compliance with the Contract. The County may, through the course of this Agreement, provide to Consultant documents for the Services, which shall be accurate, adequate, consistent, coordinated, and sufficient for performance of the Services. **HOWEVER, THE COUNTY MAKES NO REPRESENTATION OR WARRANTY OF ANY NATURE WHATSOEVER TO CONSULTANT CONCERNING SUCH DOCUMENTS.** By the execution hereof, Consultant acknowledges and represents that it shall be obligated and responsible to review and carefully examine such documents, and that Consultant has not, does not, and shall not rely upon any representation or warranties by the County concerning such documents as no such representation or warranties have been or are hereby made.

1.1.4 Any dispute relating to the Contract Documents, shall be resolved through good faith efforts upon the part of the Consultant and the County. Should Consultant have any questions concerning interpretation or clarification of the Contract Documents, Consultant shall submit to the County's Project Manager, in writing, a request for clarification that clearly and concisely sets forth the issues for which such request is sought. Such request shall be submitted to the Project Manager by the Consultant within three (3) business days of receipt of the Contract Documents, or the direction,

interpretation, or clarification thereof provided by the County. The County's Project Manager shall render a determination concerning such interpretation or clarification, which shall be considered final and conclusive unless Consultant files a written protest within fourteen (14) calendar days of receipt thereof. Consultant's protest shall be submitted to the Assistant Director of Purchasing & Contracts, and shall state clearly and in detail the basis thereof. Failure by the Consultant to protest the County Project Manager's rendered determination within the timeframe above, shall constitute a waiver by the Consultant of all its rights to further protest, judicial, or otherwise. The Assistant Director of Purchasing & Contracts shall consider the Consultant's protest and shall render a decision thereon, in writing, within ten (10) calendar days. If Consultant does not agree with the determination of the Assistant Director of Purchasing & Contracts, the Consultant shall deliver written notice to that effect to the County within three (3) business days of receipt of the determination by the Assistant Director of Purchasing & Contracts.

1.1.5 Unless otherwise directed in writing, Consultant shall at all times carry on with the Work and maintain its progress schedule in accordance with the requirements of the Contract and the determination of the County, pending resolution of any Contract Document dispute. In no event will a dispute, the filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve Consultant from its obligation to timely perform the Work required by the Contract and to maintain the progress schedule in accordance with the Contract.

1.1.6 Any and all Contract Documents shall remain the property of the County. Consultant is granted a limited license to use and reproduce applicable portions of the Contract Documents issued by the County appropriate to, and for use in, execution of the Work. Consultant shall have the right to keep one record set of the Contract Documents upon completion of the Work; provided, however, that in no event shall Consultant and/or its subcontractors use, or permit to be used, any or all of such Contract Documents on other projects without the specific written consent of the County.

## ARTICLE II AGREEMENT TERM

### 2.1 Term

This Agreement shall become effective upon the date of execution by all parties, shall remain in effect for a period of five (5) calendar years (Initial Term), and may be renewed for up to one (1) calendar year (Renewal Term). This Agreement may be renewed, upon satisfactory performance by the Consultant, mutual contract by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew this Agreement. It is further expressly understood that the option of renewal is exercisable only by the County, and only upon the County's determination that the Consultant satisfactorily performed the Services specified in the Contract Documents.

## ARTICLE III DEFINITIONS

### 3.1 Definitions

Terms used within this Agreement shall have the meaning as set forth in the St. Johns County Purchasing Policy, or as provided herein. Terms defined herein for specific application to this Contract shall govern over definition of terms provided in the St. Johns County Purchasing Policy.

3.1.1 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Services are performed under this Agreement.

3.1.2 Amendment: A document providing the written modification to a previously issued Agreement, adding, revising, replacing, or removing terms and conditions or provisions to the Agreement.

3.1.5 Change Order: A document, signed by both Parties, providing the written modification to a previously issued Agreement, adjusting Contract Price, Scope of Services, or Completion Time.

3.1.3 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

3.1.4 Compensation Method:

3.1.4.1 Lump Sum. Compensation may be determined as a lump sum amount. The lump sum amount shall

constitute full payment for satisfactory performance of the Services including all direct and indirect labor, personnel related costs, taxes, expenses, costs, fees, overhead and profit, services of Subconsultants and/or subcontractors, and any other expense or cost of whatever nature incurred by Consultant as may be required and/or necessary to complete the Services and agreed to in writing by both parties to this Agreement.

3.1.4.2 Hourly Rate. Compensation may be determined as a Not-To-Exceed (NTE) amount. It is mutually understood and agreed that such compensation for Services satisfactorily performed will be made on the following hourly rate basis:

3.1.4.3(A) Actual Hours. Actual hours necessary, required, and expended by the Consultant's and/or Subconsultant's professional and technical personnel, shall be multiplied by the applicable hourly rates for each classification or position as set forth in Exhibit B (Consultant's Rate Sheet). The hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant except for Expenses approved in writing by the County pursuant to paragraph 3.1.6.2(B) below.

3.1.4.4(B) Reimbursable Expenses. In addition to the hourly rates, the Consultant shall also be reimbursed for travel and travel-related expenses, or other direct non-salary expenses directly attributable to the Services ("Expenses") provided such Expenses incurred by Consultant are approved in writing, in advance. Unless otherwise mutually agreed in writing in advance, any and all such Expenses shall comply with Section 112.061, Florida Statutes. The County shall not be liable for any such Expenses that have not been approved in writing in advance by the County. All requests for payment of such Expenses shall include copies of paid receipts, invoices, or other documentation acceptable the County. Consultant acknowledges and agrees that failure to furnish the required documentation may result in the County's denying all or part of the Expenses for which reimbursement is sought. Reimbursable Subconsultant expenses must also comply with the requirements of this section.

3.1.5 Consumer Price Index (CPI): The Consumer Price Index for All Urban Consumers (CPI-U) for Tampa-St. Petersburg-Clearwater, All Items (1982-84=100), not seasonally adjusted, as promulgated by the Bureau of Labor Statistics of the U.S. Department of Labor, as amended or replaced by the agency or, if no such index shall be published, such similar index reasonably designated by the County. Amounts subject to adjustment shall be adjusted annually (increased or decreased, as applicable) by the lesser of (a) three (3%) percent, or (b) the percentage change in CPI as compared to the prior year period.

3.1.6 FEMA: The Federal Emergency Management Agency, an agency of the United States Department of Homeland Security.

3.1.7 Project: The total undertaking to be accomplished for the County by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Services to be performed by Consultant are a part.

3.1.8 County Representative: The County employee assigned to the Project, or any part thereof, to observe the Services and perform certain other obligations of the County.

3.1.9 Services: The work described in the Contract Documents, or a subsequently issued Task Order or Change Order including any and all work performed by Consultant pursuant to this Agreement.

3.1.10 Subcontractor: Any entity or individual engaged by Consultant to provide Services to the County for which Consultant is contractually obligated, responsible, and liable to provide and perform under this Agreement.

3.1.11 Task Order: A separate written order to Consultant executed by the County, issued after execution of this Agreement, authorizing Consultant to commence Services. Task Orders shall document the scope, price, payment schedule, performance schedule, and deliverables to be completed under the terms of this Agreement.

## ARTICLE IV SERVICES

### 4.1 Scope of Services

4.1.1 Consultant shall provide all services as set forth in each Task Order, including all necessary, incidental, and

related activities required for full and complete performance of this Agreement (the “Services”).

4.1.2 Services provided by the Consultant shall be under the general direction of the St. Johns County Public Works Department requesting Services, or the St. Johns County Purchasing Department, who shall act as the County’s representative during the performance of Services under this Agreement.

4.1.3 The Consultant shall provide and perform all Services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with all Applicable Laws and the requirements of any applicable grant agreements.

4.1.4 The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, reports, memoranda, other documents and other services, and materials performed, provided, or furnished by the Consultant. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in such data, studies, and other services, and materials resulting from the negligent acts, errors, omissions, or intentional misconduct of the Consultant.

4.1.5 Review, approval, or acceptance by the County of data, studies, reports, memoranda, and incidental professional services, and materials furnished by the Consultant under this Agreement shall not relieve the Consultant of responsibility for the adequacy, completeness, and accuracy of its Services and materials. Neither the County’s review, approval, or acceptance of, nor payment for, any part of the Consultant’s Services, and materials shall be construed to operate as a waiver of any of the County’s rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

## **4.2 Task Orders**

4.2.1 The Consultant shall submit a cost proposal and scope for each Project, in the format, as requested by the County. The Consultant shall not perform any Services under this Agreement until a task order for such Services has been executed by the Consultant’s authorized representative and the County Administrator, or his authorized designee, in accordance with County Purchasing Policy. All Task Orders under this Agreement shall be issued on a form provided by the County. The task order shall set forth a description and summary of the agreed Services to be performed, the total compensation for satisfactory completion of the work to be performed, and the estimated time for completion of the Services. Any modification to an executed Task Order shall be in writing and shall be executed by the County Administrator or his authorized designee.

4.2.2 Should Consultant have any questions concerning interpretation or clarification of a Task Order or the Contract Documents, Consultant shall immediately submit to the Project Manager in writing a request for clarification that clearly and concisely sets forth the issues for which such request is sought. The County will render its determination concerning such interpretation or clarification, which determination shall be considered final and conclusive unless Consultant files a written protest pursuant to Paragraph 13.7 titled "Disputes". Consultant’s protest shall state clearly and in detail the basis thereof. The County will consider Consultant’s protest and render its decision thereon within twenty-one (21) calendar days. If Consultant does not agree with the County’s decision, Consultant shall immediately deliver written notice to that effect to the County.

## **ARTICLE V SCHEDULE**

### **5.1 Schedule**

5.1.1 Consultant shall commence complete all Services as described in each individual Task Order.

5.2.1 If the Services of an individual Task Order are scheduled to complete after the expiration of this Agreement, Consultant agrees to continue to complete such Task Order Services upon the same terms and conditions as contained in this Agreement. Consultant shall be compensated for such Services at the rate in effect when the Task Order was issued by the County.

## **ARTICLE VI COMPENSATION**

### **6.1 General**

The County agrees to pay and Consultant agrees to accept for Services rendered pursuant to this Agreement, amounts

determined by a Compensation Method defined in Section 3.1.6 above, and the Hourly Rates established in Exhibit A. Payments made to Consultant pursuant to this Agreement shall be the sole and complete compensation to which Consultant is entitled.

## **6.2 Method of Payment**

6.2.1 Compensation for each Task Order shall be based on the method of compensation as stated in each Task Order. Compensation for all Task Orders issued under this Agreement shall either be on a lump sum basis and/or a Not-To-Exceed amount based on the hourly rates (including reimbursable Expenses if applicable), as set forth in Exhibit A.

6.2.1.1 For lump sum items, each Task Order shall include a mutually agreed breakdown of the various elements of the Services comprising the lump sum items for the purpose of arriving at agreement on the basis for progress payments. Consultant shall submit invoices only after satisfactory completion and County approval of any Services, based on such mutually agreed lump sum breakdown.

6.2.1.2 For hourly rate-based items, Consultant shall be entitled to payment of compensation for Services satisfactorily performed based on the hourly rates set forth in Exhibit A subject to the NTE compensation amount identified therein. In no event shall Consultant be reimbursed in excess of the total NTE amount, unless the NTE amount has been modified in writing by a fully executed Change Order or Amendment to increase the specified amount.

6.2.2 It is expressly understood that Consultant is not entitled to the amount of compensation set forth in any given Task Order. Rather, Consultant's compensation is based upon Consultant's satisfactory completion of all Services and delivery of all Work Product and deliverables identified in each Task Order and the Contract Documents. No payment by the County shall be interpreted to constitute approval or acceptance of any Services, nor shall it be considered a waiver by Consultant of any of the terms of this Agreement.

6.2.3 On or before the tenth (10th) day of each calendar month, Consultant shall submit monthly invoices to the County for Services satisfactorily performed in the preceding month, along with such supporting documentation as the County may reasonably require. The County may prescribe the format of such invoice. In the event Consultant's supporting documentation is not adequate for the County to verify Consultant's invoice, the County will request additional documentation or information and the timeframe for payment will be extended accordingly. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).

## **6.3 Withheld Payment**

The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Consultant for any costs or expenses that the County incurs or reasonably expects to incur as a result of Consultant's failure to comply with the Contract Documents, this Agreement or as a result of Consultant's failure to pay Subconsultants.

## **6.4 Final Payment**

Before being eligible for final payment of any amounts due, the Consultant shall deliver to the County all Work Product (as defined in Paragraph 7.1 below) prepared by and for the County under this Agreement. The Consultant shall clearly state "Final Invoice" on the Consultant's final/last billing to the County. This shall constitute Consultant's certification that all Services have been properly performed and all charges, costs and Expenses have been invoiced to the County. Any other charges, costs or Expenses not properly included on this Final Invoice are waived by Consultant.

## **6.5 Availability of Funds**

The County's obligations under this Agreement are subject to the availability of lawfully appropriated County funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

# **ARTICLE VII OWNERSHIP OF WORK PRODUCT AND CONFIDENTIALITY**

## **7.1 Ownership of Work Product**

All concepts, products, processes (patentable or otherwise) and copyrightable material (including but not limited to documents, specifications, calculations, maps, sketches, notes, reports, studies, proposals, data, models, samples, surveys,



drawings, designs, electronic software, and any other results of the Work), first developed, produced or reduced to practice by Consultant or Subconsultant, or purchased under this Agreement, or at the County's expense ("Work Product"), shall be and remains the County's property upon creation. At the County's request, Consultant shall provide the County with copies of supporting computations, analyses, sketches, or similar items pertaining to the Consultant's Work Product.

The Consultant may not reuse Work Product developed by Consultant for the County without the express written permission of the County. The County may, at its option, reproduce and reuse Work Product (in whole or in part) and Consultant agrees to such reuse in accordance with this provision. Any plans which the Consultant provides under this Agreement shall contain a statement that they are subject to reuse in accordance with the provisions of Section 287.055(10), Florida Statutes.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

## **7.2 Confidentiality**

Subject to Chapter 119, Florida Statutes (Public Records Law), Consultant shall keep all information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, confidential. Such information shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order.

## **ARTICLE VIII AUTHORIZED REPRESENTATIVE AND PERSONNEL**

### **8.1 Authorized Representative**

Prior to commencing Services, Consultant shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Consultant ("Authorized Representative"). Such Authorized Representative shall be authorized to receive and accept any and all communications from the County. All communications given to the Authorized Representative shall be binding upon Consultant. An Authorized Representative may be added, removed or changed upon prior written notice given in the manner provided in this Agreement.

### **8.2 Personnel**

8.2.1 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as described in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision.

8.2.2 In the event Consultant wishes to substitute personnel for the key personnel identified in Consultant's proposal and selection presentation, the Consultant shall notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

## **ARTICLE IX SUBCONTRACTORS**

### **9.1 Subcontractors**

9.1.1 Consultant may obtain the assistance of other individuals or entities ("Subcontractors") by subcontract for the performance of a portion of these Services, provided that any such Subcontractor shall perform its services to the standards set forth herein for Consultant's Services, and that Consultant obtains written approval of Subcontractor(s) from the County. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. The County hereby approves those Subcontractors specifically named by Consultant in Consultant's proposal.

9.1.2 The County reserves the right to disqualify any Subcontractor based upon unsatisfactory performance. If a Subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the Subcontractor to complete the Services in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

9.1.3 The use of any such Subcontractor shall not relieve the Consultant from any liability or responsibility assumed under this Agreement.

## **ARTICLE X CHANGES IN THE SERVICES**

### **10.1 Changes in the Services**

10.1.1 The County reserves the right to make changes to the Services, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the Project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Task Order or Change Order as provided in Section 4.2. The Consultant shall not commence work on any such change until such Task Order or Change Order has been issued and signed by both parties.

10.1.2 Consultant's written acceptance of a Task Order or Change Order shall constitute a final and binding contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

## **ARTICLE XI TERMINATION**

### **11.1 TERMINATION**

11.1.1 The County may terminate this Agreement, in whole or in part, for its convenience upon thirty (30) calendar days written notice to the Consultant. In such event, Consultant will be entitled to compensation for Services previously authorized and satisfactorily performed up through the date of termination identified in the County's notice. Consultant shall not be entitled to compensation or profit for Services not performed.

11.1.2 Consultant may terminate this Agreement for any reason upon sixty (60) calendar days written notice, provided that any outstanding authorized Services are completed by Consultant. Consultant further agrees to cooperate and provide assistance to the County upon request in order to complete any Service or Project. In such event, the County shall compensate Consultant at its hourly rates set forth in Exhibit B for Services provided after termination.

11.1.3 The County may terminate this Agreement, in whole or in part, for cause or default by the Consultant. In the event of the Consultant's default, the County shall issue a Notice of Default to the Consultant, articulating the items which the County finds to be in default of the Contract Documents. Consultant shall have ten (10) consecutive calendar days from the receipt of Notice of Default to remedy deficiencies, or submit, in writing, an acceptable plan for remedying the deficiencies identified in said notice. If Consultant fails to remedy such deficiencies to the satisfaction of the County within the stated time period, the County shall issue a Notice of Termination, stating the date this Agreement shall be terminated for cause, and the County may take over and prosecute the Services to completion. In such case, Consultant shall be liable to the County for reasonable additional costs incurred by the County in completing the Services.

11.1.4 Upon receipt of a notice of termination, except as otherwise directed by the County in writing, Consultant shall:

- (1) Stop Services work on the date and to the extent specified in the notice of termination;
- (2) Terminate and settle all orders and subcontracts relating to the performance of the terminated Services;
- (3) Transfer all Work Product, including work in process, and any other materials related to the terminated Services to the County; and
- (4) Continue and complete all parts of the Services that have not been terminated.

11.1.5 In the event Consultant changes names, merges with another company, becomes a subsidiary, or makes any other substantial change in structure or in principals, the County reserves the right to terminate this Agreement subject to the terms described above.

11.1.6 The rights and remedies of the County provided in this Section 11.1 are in addition to any other rights and remedies provided by law or under this Agreement.

## ARTICLE XII WARRANTY, INDEMNITY, AND INFRINGEMENT

### 12.1 Warranty of Performance

12.1.1 The Consultant hereby represents and warrants that it is fully experienced and properly qualified, licensed, and financed to perform the Services under this Agreement and that it shall continue to maintain all licenses and approvals required to conduct its business and that it shall conduct its business activities in a reputable manner at all times.

12.1.2 Consultant represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all required and optional Services under this Agreement, and that each person and entity that will provide Services is duly qualified to perform such Services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such Services. Consultant represents and warrants that the Services shall be performed in a skillful and respectful manner, and that the quality of all such Services shall equal or exceed prevailing industry standards for the provision of such Services.

12.1.3 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

### 12.2 Indemnity

12.2.1 Consultant shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant or other persons employed or utilized by Consultant in the performance of this Agreement.

12.2.2 To the extent permitted by, and in accordance with Section 725.08 of the Florida Statutes, Consultant further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and persons employed or utilized by Consultant in the performance of this Agreement.

12.2.3 To the extent permitted by, and in accordance with Section 725.08 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Consultant” shall be construed to include, but not be limited to, Consultant, its staff, employees, subconsultants, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Consultant.

12.2.4 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

12.2.5 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

### 12.3 Infringement

Consultant shall not infringe upon any patents, trademarks or copyrights (“Intellectual Property”) in performance of the Services. In the event that Consultant is alleged to have infringed upon such Intellectual Property, in addition to Consultant’s obligations under the Indemnity provisions in Section 12.2 above, Consultant shall, at the sole discretion of County and at Consultant’s sole expense: (i) procure for County the right to continue using the infringing subject matter; (ii) replace or modify the infringing subject matter so that it becomes non-infringing but still complies with the requirements of the Contract; or (iii) reimburse County for all payments made to Consultant relating to or impacted by the infringing material and all costs incurred by County resulting from such infringement.

## ARTICLE XIII INSURANCE

### 13.1 Consultant's Insurance Requirements

13.1.1 Consultant shall, at its sole expense, obtain and maintain the minimum insurance coverages stated herein. All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Consultant shall furnish proof of insurance to the County prior to performance of Services. No Services shall commence until Consultant has obtained all insurance coverages required under this section. The County will not make any payment to Consultant until Consultant has complied with the requirements of this Article XIII. Certificates of insurance shall clearly indicate Consultant has obtained insurance of the type, amount, and classification as required by this Agreement. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, for the duration of the Agreement and until all performance required by Consultant has been completed, as determined by the County. Consultant shall maintain insurance coverage against Claims relating to any act or omission by Consultant, its agents, representatives, employees, or Subcontractors in connection with this Agreement.

13.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

13.1.3 The types and amounts of insurance required under this Agreement do not in any way limit the liability of Consultant including under any warranty or indemnity provision of this Agreement or any other obligation whatsoever Consultant may have to the County or others. Nothing in this Agreement limits Consultant to the minimum required insurance coverages found in this Article XIII.

### 13.2 Additional Insured Endorsements and Certificate Holder

The term "Additional Insured", as used in this Agreement, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Purchasing

### 13.3 Workers Compensation

Consultant shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

### 13.4 Commercial General Liability

Consultant shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the Services and/or operations completed under this Agreement, whether such Services or operations are by Consultant or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

### 13.5 Automobile Liability

Consultant shall procure and maintain during the life of this Agreement, Commercial Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

### **13.6 Professional Liability**

13.6.1 Consultant shall procure and maintain, during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000 with 4-year tail coverage starting upon completion of all Services, as determined by the County. Consultant's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

13.6.2 In the event that Consultant employs professional engineering or land surveyor services for performing field engineering or preparing design calculations, plans, and specifications, Consultant shall require the retained engineers and land surveyors to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Contract.

### **13.7 Other Requirements**

13.7.1 The required insurance limits identified in Sections 13.4 and 13.5, above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Consultant shall require each lower-tier subconsultant to comply with all insurance requirements appropriate for its scope of Services, and any deficiency shall not relieve Consultant of its responsibility herein. Upon written request, Consultant shall provide County with copies of lower-tier subconsultant certificates of insurance.

13.7.2 Providing and maintaining adequate insurance coverage is a material obligation of Consultant. County has no obligation or duty to advise Consultant of any non-compliance with the insurance requirements contained in this Section. If Consultant fails to obtain and maintain all of the insurance coverages required herein, Consultant shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Consultant complied with its obligations herein.

13.7.3 County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

## **ARTICLE XIV GENERAL CONSIDERATIONS**

### **14.1 Independent Contractor**

Consultant shall act as an independent consultant and not as an employee, agent or servant of the County in performing all Services and activities under this Agreement. Consultant shall at all times and in all places maintain complete control over its employees and all of its Subconsultants. Nothing contained in this Agreement shall create any contractual relationship between any such Subconsultant and the County. Consultant shall perform all Services in accordance with the requirements of this Agreement and in accordance with its own means and methods subject to compliance with this Agreement. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

### **14.2 Taxes**

14.2.1 Consultant shall pay and be solely responsible for any and all taxes, levies, duties and assessments of every nature which may be applicable to any Services performed under this Agreement, including, without limitation, any tax that Consultant is required to deduct or withhold from any amount payable under this Agreement and shall make all payroll deductions and withholdings required by law. Consultant herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties and assessments. The indemnity provision of this Paragraph 14.2 shall survive the expiration or earlier termination of this Agreement. Consultant may not use County's tax-exempt status unless specifically authorized in writing in advance.

14.2.2 Foreign Entity Tax Withholding. Amounts due to certain foreign persons or entities may be subject to backup withholding taxes under federal law. If Consultant is a foreign person or entity that is required to complete Internal Revenue Service ("IRS") Form W-8ECI, Consultant shall provide County a copy of Consultant's current Form W-8ECI prior to issuance of any invoice or payment under this Agreement. If Consultant fails to timely provide a completed, current Form W-8ECI, County will withhold all backup withholding taxes from the amounts due Consultant, remit such sums to the IRS, and pay Consultant only the remainder. County makes no representation regarding the tax treatment of amounts due to Consultant, and Consultant releases and holds County harmless from any claims or damages in any way relating to or arising from any tax withholding by County pursuant to this section.

### **14.3 Publicity and Advertising**

14.3.1 Consultant shall not make any announcement or release any information or publish any photographs concerning this Agreement, or the Services or any part thereof, to any member of the public, press or any official body, unless prior written consent is obtained from the County.

14.3.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

### **14.4 Examination of Consultant's Records**

The County or its authorized representative shall, for a minimum of five (5) years after expiration or termination of this Agreement (or until resolution of any audit findings, whichever is longer), have access to, and the right to examine any directly pertinent books, documents, papers and records of Consultant involving transactions relating to this Agreement, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Consultant has overstated any component price, Task Order, Change Order, Claim, or any other County payment obligation arising out of this Agreement, then Consultant shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Consultant, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

### **14.5 Governing Law & Venue**

This Agreement shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Agreement shall be St. Johns County, Florida.

### **14.6 Arbitration**

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with this Agreement in any manner whatsoever.

### **14.7 Disputes**

If any dispute between the County and Consultant under this Agreement arises over whether any work requested by the County is within the scope of the contracted Services and such dispute cannot be resolved by good faith negotiation between the Authorized Representatives of each party, such dispute shall be promptly referred to County's Assistant Director of Purchasing for resolution. The County's Assistant Director of Purchasing shall render a written decision on any such referred claim or dispute, whose decision shall be final and binding on the Parties. During the pendency of any dispute, Consultant shall promptly perform the disputed Services.

### **14.8 Assignment and Arrears**

14.8.1 Neither the County nor the Consultant shall assign, transfer, or encumber its interest in this Agreement without the written consent of the other Party. Any assignment, transfer, encumbrance or subcontract in violation of this section shall be void and ineffective, constitute a breach of this Agreement, and permit the non-assigning Party to immediately terminate this Agreement, in addition to any other remedies available to the non-assigning Party at law or in equity. County reserves the right to condition its approval of any assignment, transfer, encumbrance, or subcontract upon further due diligence and an additional fee paid to the County to reasonably compensate it for the performance of any such due diligence.

14.8.2 The Consultant shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

### **14.9 Severability**

If a court deems any provision of the Agreement void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

### **14.10 Section Headings**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

#### **14.11 Disclaimer of Third-Party Beneficiaries**

Both the County and the Consultant explicitly agree, and this Agreement explicitly states that no third-party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

#### **14.12 No Waiver; Course of Dealing**

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Agreement shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Agreement after the Effective Date shall not be deemed a waiver or modification of this Agreement. In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### **14.13 No Waiver of Sovereign Immunity**

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

#### **14.14 Conflict of Interest**

14.14.1 The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of Services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

14.14.1 The Consultant shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

14.14.1 The County agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to Services provided to the County by the Consultant under the terms of this Agreement.

#### **14.15 Execution in Counterparts**

This Agreement may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Agreement is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Agreement and/or a signature page of this Agreement by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Agreement.

#### **14.16 Entire Agreement**

This Agreement, together with the Contract Documents for the Services, constitutes the entire Agreement between County and Consultant relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written.

#### **14.17 Modifications, Amendments, Waivers and Extensions**

This Agreement may not be modified, amended, changed or supplemented, nor may any obligations hereunder be waived

or extensions of time for performance granted, except by written instrument signed by Authorized Representatives of both parties. No waiver of any default or breach of any agreement or provision herein contained shall be deemed a waiver of any preceding or succeeding default or breach thereof or of any other agreement or provision herein contained. No extension of time for performance of any obligations or acts shall be deemed an extension of the time for performance of any other obligations or acts.

#### **14.18 Survival**

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, taxes, enforcement costs, payment obligations, and the County's right to audit Consultant's books and records, shall in all cases survive the expiration or earlier termination of this Agreement.

#### **14.19 Convicted and Discriminatory Vendor Lists**

Consultant warrants that neither it nor any Subconsultant is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Consultant shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of this Agreement.

#### **14.20 Scrutinized Companies Lists**

Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Agreement, Consultant certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Consultant to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Agreement if a false certification has been made, or the Consultant is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

#### **14.21 Employment Eligibility and Mandatory Use of E-Verify**

As a condition precedent to entering into this Agreement, and in accordance with section 448.095, F.S., Consultant and its subconsultants shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

a. Consultant shall require each of its subconsultants to provide Consultant with an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of this Agreement.

b. The County, Consultant, or any subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.

c. The County, upon good faith belief that a subconsultant knowingly violated these provisions regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subconsultant.

d. Consultant acknowledges that, in the event that the County terminates this Agreement for Consultant's breach of these provisions regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of this Agreement for breach of these provisions regarding employment eligibility.



#### **14.22 Nondiscrimination**

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, political affiliation, disability, age, or sex (including sexual orientation and gender identity/expression) pregnancy, marital status or national origin (including limited English proficiency). Consultant shall include the foregoing or similar language in its contracts with any Subconsultants.

#### **14.23 Drug Free Workplace**

To the extent required under the Drug-Free Workplace Act (Chapter 112, Florida State Statutes), Consultant certifies that it has and will maintain a drug-free workplace program for the duration of this Agreement.

#### **14.24 Public Records**

14.24.1 To the extent Consultant is acting on behalf of the County, Consultant shall comply and shall require all of its subconsultants to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;
- (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Applicable Law for the duration of this Agreement and following expiration of this Agreement, or earlier termination thereof, if Consultant does not transfer the records to the County; and
- (4) Upon completion of this Agreement, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Consultant or keep and maintain for inspection and copying all public records required by the County to perform the Services.

14.24.2 If Consultant, upon expiration of this Agreement or earlier termination thereof: i) transfers all public records to the County, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Consultant shall meet all Applicable Law and requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

14.24.3 Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, PUBLICRECORDS@SJCFL.US, 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084**

#### **14.25 Enforcement Costs**

If any legal proceeding, lawsuit, or action is instituted in connection with any dispute, breach, default, misrepresentation or controversy arising out of this Agreement or the enforcement of any right hereunder, the prevailing party will be entitled to recover, in addition to actual costs, such sums as the court may adjudge reasonable as attorney fees, including fees on any appeal.

#### **14.26 Contingency Fee**

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person,

company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

#### **14.27 Written Notice**

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication (“Notices”) under this Agreement shall be validly given when delivered as follows:

- i. Hand delivered to Consultant’s Authorized Representative or hand delivered during normal business hours and addressed as shown below, or
- ii. Delivered by U.S. Mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Jaime Locklear  
Email Address: [jlocklear@sjcfl.us](mailto:jlocklear@sjcfl.us)

Tetra Tech, Inc.  
3475 E. Foothills Blvd.  
Pasadena, CA 91107  
Attn: Richard A. Lemmon  
Email Address: [TDR.Contracts@tetrattech.com](mailto:TDR.Contracts@tetrattech.com)

*With a copy to:*

St. Johns County  
Office of the County Attorney  
500 San Sebastian View  
St. Augustine, FL 32084  
Email Address: [dmigut@sjcfl.us](mailto:dmigut@sjcfl.us)

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. The County may also send copies of Notices by email transmission. Any such email transmission from the County is for informational purposes only. County and Consultant may each change the above addresses at any time upon prior written notice to the other party.

#### **14.28 Non-Exclusive Right**

Consultant has no exclusive right to provide the Services required within this Agreement. The County may at its sole discretion contract with others to perform the same duties or any part of the Services.

#### **14.29 Truth-In-Negotiation Representation**

By execution of this Agreement, Consultant hereby certifies that, in accordance with Florida Statutes, Section 287.055(5)(a), the wage rates and other factual unit costs supporting the compensation under this Agreement are accurate, complete and current as of the date of entering into this Agreement. The Parties agree that the County may adjust the original Agreement price and any additions thereto to exclude any significant sums by which the County determines the Agreement price was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit costs.

#### **14.30 Environmental, Safety and Health**

14.30.1 Safety and Protection. Contractor shall be solely and exclusively responsible for conducting operations under this Contract to avoid risk of harm to the health and safety of persons and property and for inspecting, supervising and monitoring all equipment, materials (whether in storage on or off the Jobsite), work practices and safety precautions (including but not limited to adequate maintenance of traffic) used in the Work to ensure compliance with its obligations under this Contract. Contractor shall provide or cause to be provided necessary training and furnish all safety construction equipment/tools, including OSHA compliant and ANSI certified personal protective equipment as appropriate and necessary for the performance of the Work, to its subcontractors of every tier and enforce the use of such training and safety construction equipment/tools.

14.30.2 Compliance. Contractor shall comply with all Applicable Laws bearing on the safety of persons or property, or their protection from damage, injury or loss including compliance with applicable permits, Project plans and approvals.

To the extent allowed by law, Contractor shall assume all responsibility and liability with respect to all matters regarding the safety and health of its employees and the employees of Contractor's subcontractors and suppliers of any tier, with respect to the Work.

14.30.3 Stop Work Authority. Notwithstanding the foregoing, the County reserves the right to direct Contractor to stop Work and correct an unsafe condition at any time that any person present at the Jobsite identifies any unsafe condition or action. For this purpose only, any person at the Jobsite is authorized to act on behalf of the County.

14.30.4 Safety Representative. Prior to commencing Work, Contractor shall designate in writing a member(s) of its Jobsite construction team as its Safety Representative. Such Safety Representative shall be acceptable to the County and shall have responsibility for implementing all safety procedures, including OSHA, responsibility for the prevention of accidents, authority for monitoring safety of the Work, authority to correct unsafe conditions or acts by its employees or Subcontractors, the ability to oversee compliance with and address environmental requirements, and coordinate with other on-site contractors and subcontractors on safety and environmental matters required for the Work. In the absence of the required written designation, this person shall be Contractor's Superintendent.

14.30.5 Safety Reporting Requirements. Contractor shall maintain accident and injury records as required by Applicable Law. Such records will be made available to the County upon request. Contractor shall immediately report to the County any death, injury or damage to property incurred or caused by Contractor's employees and employees of Contractor's subcontractors and suppliers of any tier.

14.30.6 Drug Free Workplace. By signing this Contract, Contractor agrees to maintain a healthy and productive workforce and safe working conditions thru compliance with the Drug-Free Workplace Act (Chapter 112, Florida State Statutes). Contractor's personnel shall not possess, use, manufacture, distribute or be under the influence of while on the Jobsite (or any other location where the provisions of this Contract applies) alcoholic beverages and/or illegal drugs or any other "Drug" as such term is defined in the Drug-Free Workplace Act.

14.30.7 Occupational Safety and Health Act (OSHA). Contractor warrants that all materials, equipment, services, etc., delivered or provided to the County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of this Contract. Contractor further certifies that if material, equipment, service, etc., delivered or provided to the County is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by Contractor.

14.30.8 Toxic Substances/Federal Hazard Communication "Right to Know and Understand" Regulations  
The Federal "Right to Know and Understand" Regulation (also known as the Hazard Communication / Globally Harmonized System of Classification and Labeling of Chemicals (GHS) implemented by OSHA requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe chemical storage, labeling, handling practices and emergency procedures.

Accordingly, Contractor is required to provide completed Safety Data Sheets (SDS) for each hazardous substance provided to the County under this Contract. This includes hazardous substances that are not directly included in the Contract Documents, but are included in the goods or services provided by Contractor to the County. The SDS for each substance must be sent to the County's Project Manager and must also be sent to:

St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Risk Management

In the event that hazardous material is improperly handled or stored by Contractor, its subcontractors, any sub-subcontractors, or any employee or agent of any of the aforementioned which results in contamination of the Jobsite, Contractor shall immediately notify the County and the appropriate governmental authority and shall take whatever action is necessary or desirable to remediate the contamination at Contractor's sole cost and expense. Further, Contractor shall indemnify and hold harmless the County from any and all cost, expense, action, or liability whatsoever resulting from

such contamination and/or remedial activities. The indemnity provisions of this section shall survive the expiration or earlier termination of this Contract.

**14.31 FOREIGN ENTITIES ACCESS TO PERSONAL IDENTIFIABLE INFORMATION**

Pursuant to Section 287.138, Florida Statutes, effective July 1, 2023, the County may not enter into contracts which grants the Contractor access to personal identifiable information if: 1) the Contractor is (a) owned by the government of a Foreign Country of Concern (as defined by the statute); (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. The County shall be entitled to immediately terminate this Contract with liability to ensure the County's continued compliance with the Statute.

Pursuant to Section 287.138, Florida Statutes, effective January 1, 2024, if Contractor may access, receive, transmit, or maintain personal identifiable information under this Contract, Contractor must submit a Foreign Entity Affidavit to the County. Additionally, effective July 1, 2025, Contractor shall submit a Foreign Entity Affidavit to the County prior to any renewals or extensions of this Contract. Failure or refusal to submit a Foreign Entity Affidavit shall be cause for immediate termination of this Contract by the County.

\*\*\*\*\*

The authorized representatives hereto have executed this Agreement effective as of the Effective Date. Consultant's authorized representative executing this Agreement represents that he or she is duly authorized to execute this Agreement on behalf of Consultant.

**County**

St. Johns County (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Execution)

**Consultant**

Tetra Tech, Inc (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Execution)

**ATTEST:**  
**St. Johns County, FL**  
**Clerk of Circuit Court and Comptroller**

By: \_\_\_\_\_  
(Deputy Clerk)

\_\_\_\_\_  
(Date of Execution)

**Legally Sufficient:**

\_\_\_\_\_  
(Office of County Attorney)

\_\_\_\_\_  
(Date of Execution)

**CONSULTANT'S FINAL RELEASE AND WAIVER OF LIEN**

<b>Owner:</b> St. Johns County (hereafter "County")	<b>County Department/Division:</b>
<b>Agreement No.:</b>	<b>Consultant Name:</b>
<b>Project:</b>	<b>Consultant Address:</b>
<b>Project Address:</b>	<b>Consultant License No.:</b>
<b>Payment Amount:</b>	<b>Amount of Disputed Claims:</b>

The undersigned has been paid in full for all Services provided to the Project or to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its Subconsultants or anyone else acting for, on behalf of, or at the request of Subconsultant for all Services provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

**Disputed Claims:** The following invoices, pay applications, retention, or extra Services are reserved by undersigned from this final payment (if there are no Disputed Claims enter "**None**"):

*None*

Signed this \_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Consultant Name

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.**

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "A"  
HOURLY RATE SHEET**

**I. HOURLY RATES**

Compensation for services satisfactorily performed shall be in accordance with the Hourly Rates provided below, which shall be approved prior to execution of the Contract, and shall remain firm throughout the duration of the Contract, unless otherwise agreed to by the Parties, as provide in the Contract Documents.

JOB CLASSIFICATION (JOB TITLE)	BASE WAGE RATE	HOURLY RATE
Project Manager	\$ 33.46	\$ 70.00
Field Operations Manager	\$ 24.73	\$ 58.00
Field Supervisor	\$ 16.37	\$ 45.00
Data Manager	\$ 20.37	\$ 50.00
Collection Monitor	\$ 13.09	\$ 33.50
Disposal/Debris Site/Tower Monitor	\$ 13.09	\$ 33.50
Exit Site Monitor	\$ 13.09	\$ 28.00
Drop-Off Site Monitor	\$ 13.09	\$ 28.00
Administrative/Clerical	\$ 12.37	\$ 32.00
Call Center Personnel	\$ 13.09	\$ 28.00
Consultant	\$	\$ 125.00 JB
	\$	\$
	\$	\$

**Hourly Rates.** The above hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant. The Base Wage Rate is the actual hourly wage, exclusive of fringe, overhead, and profit.

**Weekend and Holiday Rates.** No additional compensation shall be paid for any Service performed before or after Consultant's standard operating hours or on weekends and holidays, without prior written approval by County.

**Quantity of Work.** Consultant understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Consultant. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

**Hourly Rate Adjustments.** Consultant may request an increase to the hourly rates on an annual basis, in accordance with the most current Consumer Price Index (CPI) percentage, as defined in the definitions section of this Agreement, but shall not exceed four percent (4%) in any given year. Requests for hourly rate adjustments must be submitted to the SJC Purchasing Division no later than sixty (60) days prior to the anniversary of the Effective Date of the Agreement for the County's review and approval. The County is under no obligation to grant any requested hourly rate adjustments. Approved hourly rate adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Consultant fails to request and/or receive approval for any adjustment to the hourly rates in any given year, the Consultant shall forego any available adjustment for that year, and shall not combine and/or compound any requested hourly rate adjustment in subsequent year(s).

**II. REIMBURSEABLE EXPENSES**

In addition to the hourly rates and subject to Section 112.061, Florida Statutes, the Consultant may also be reimbursed for actual, direct costs (i.e. travel costs, travel-related expenses, or other direct non-salary expenses) incurred in the performance of the Services, provided supporting documentation such as third-party invoices, receipts, or other data as required by the County to support the validity of the expenses incurred shall be submitted with each invoice.



## NOTICE OF INTENT TO AWARD

November 6, 2023

### RFP No: 23-34; Disaster Debris Monitoring Services

St. Johns County hereby issues this Notice of Intent to Award a contract, upon successful negotiations, with Tetra Tech, Inc., as the highest ranked firm, based upon evaluation of submitted Proposals under RFP 23-34.

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice, the County will proceed with negotiations, and upon successful negotiations, award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Greg Lulkoski, Procurement Coordinator, via email at [glulkoski@sjcfl.us](mailto:glulkoski@sjcfl.us) or phone at 904-209-0156.

Leigh A. Daniels, CPPB  
Purchasing Manger  
[ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)  
(904) 209-0154 - Direct

Date: 11/6/23



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DIVISION  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

FULL LEGAL NAME OF PROPOSER: Tetra Tech, Inc.

MAILING ADDRESS: 2301 Lucien Way, Ste. 120, Maitland, FL 32751

POINT OF CONTACT NAME & TITLE: Jonathan Burgiel, Business Unit President

CONTACT EMAIL ADDRESS: TDR.Contracts@tetrattech.com

DATE: October 19, 2023

# Section 1: Proposal Cover Page and Cover Letter

St. Johns County Board of County Commissioners  
500 San Sebastian View St. Augustine, FL 32084

October 19, 2023

## **Subject: Disaster Debris Monitoring Services (RFP No. 23-34)**

Dear Mr. Greg Lulkoski and Members of the Evaluation Committee,

Tetra Tech, Inc. (Tetra Tech) submits the enclosed proposal in response to St. Johns County (County) request for proposals for Disaster Debris Monitoring Services. Our proposal describes our technical expertise in disaster debris management and our approach to delivering unmatched services to the County.

Tetra Tech was established in 1966 and has been in business for over 57 years. Tetra Tech has more than 27,000 employees across 550 offices globally. We feel strongly that Tetra Tech provides the highest value to St. Johns County for debris monitoring services for the following reasons:

- **Unwavering Support and Proven Commitment to St. Johns County.** The Tetra Tech team led by our Principal in Charge and Project Manager, Mr. Chuck McLendon, has served St. Johns County Public Works for nearly 20 years – including the development of the County's disaster debris management plan and by providing debris monitoring services for multiple disaster events, including Hurricanes Matthew, Irma, and Ian. We consider ourselves trusted advisors and strategic partners to the County. We are intimately familiar with the unique aspects of a disaster debris removal mission in St. Johns County. Our understanding of the County's debris management system and approach results in a faster and more efficient ramp up of debris monitoring services.
- **National Leadership in Debris Monitoring.** Our team has successfully assisted **over 300 local and state government clients** with planning for and recovering from disasters. With extensive experience successfully managing multiple disaster response and recovery operations across the U.S. simultaneously, we have overseen and managed the removal of **over 172 million cubic yards (CYs) of debris**, resulting in excess of **\$12 billion in reimbursable costs** to our clients. We have served as the ground-zero debris monitoring consultant for hundreds of clients affected by our nation's most catastrophic natural disasters, including Hurricanes Laura, Sally, Michael, Irma, Matthew, Florence, Harvey, and Ian; over a dozen wildfires; and numerous severe storm, tornado, and flooding events.
- **Deeply Experienced Project Management Team.** The team of disaster debris experts who were specifically selected for this engagement were chosen based on their experience serving the County and similar communities, programmatic expertise, and availability to respond to the County's needs. Principal in Charge and Project Manager, **Mr. Chuck McLendon, is a 33-year veteran of the industry who is a leading expert in disaster debris monitoring operations and Federal Emergency Management Agency (FEMA) Public Assistance (PA) program reimbursement.** Additionally, proposed Deputy Project Manager, Sommer Parish is a proven leader in large-scale mobilizations, project staffing, and debris monitoring operations. Chuck and Sommer are supported by Ms. Allison McLeary, Esq. and the Tetra Tech FEMA Public Assistance grant management team that are many of the leading experts in the U.S. on federal grant management.
- **Extensive Experience Throughout the State of Florida.** Since 2004, our team has **monitored the collection and removal of almost 60 million CY of debris in Florida** and has assisted numerous communities in Florida with response and recovery efforts after Hurricanes Charley, Frances, Jeanne, Ivan, Dennis, Katrina, Wilma, and most recently, Matthew, Irma, Michael, Sally, Ian, and Nicole. In addition, our team has assisted communities after a variety of other disasters, including tropical storms, tornadoes, fires, and floods. Tetra Tech is proud of our experience in Florida and is committed to successfully managing all phases of debris monitoring for our clients after a debris-generating event. **We have over 1,000 staff across 22 offices throughout Florida, including our Response and Recovery Division headquarters in Maitland.** Tetra Tech is available to County before, during, and after a disaster.
- **Proprietary, Best-in-Class Automated Debris Management System (ADMS) Technology.** Via *RecoveryTrac™* ADMS, our staff can monitor and manage a recovery effort electronically, increasing productivity while decreasing fraud, human error, and cost to the County. *RecoveryTrac™* ADMS enables real-time collection data and furnishes accurate and timely reporting to County stakeholders. ***RecoveryTrac™* ADMS has been validated by the United States Army Corps of Engineers (USACE) twice (in 2015 and 2023) and is the ADMS preferred by USACE debris contractors.**

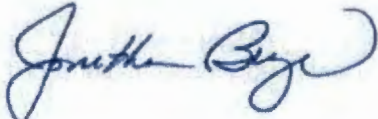
For questions regarding this response, please contact the representatives listed below. As an authorized representative of the firm, I am authorized and empowered to sign this proposal and bind the firm in contractual commitments. The Delegation of Authority has been provided at the end of this section.

**Technical Representative: Mr. Chuck McLendon**  
 2301 Lucien Way, Suite 120, Maitland, FL 32751  
 Phone: 407-353-0342 | Fax: 321-441-8501  
 Chuck.McLendon@tetrattech.com

**Contractual Representative: Ms. Betty Kamara**  
 2301 Lucien Way, Suite 120, Maitland, FL 32751  
 Phone: 321-441-8511 | Fax: 321-441-8501  
 TDR.contracts@tetrattech.com

Sincerely,

**Tetra Tech, Inc.**



Jonathan Burgiel  
 Business Unit President – Tetra Tech Disaster Recovery

## Company Officers

Tetra Tech has provided a list of principals and partners below.

Name	Role
<b>Dan L. Batrack</b>	Chairman, Chief Executive Officer
<b>Jill M. Hudkins</b>	President
<b>Steven M. Burdick</b>	Executive Vice President, Chief Financial Officer
<b>Leslie L. Shoemaker</b>	Executive Vice President, Chief Sustainability and Leadership Development Officer
<b>William R. Brownlie</b>	Senior Vice President, Chief Engineer, President, Commercial/International Group
<b>Brian N. Carter</b>	Senior Vice President, Corporate Controller and Chief Accounting Officer
<b>Craig L. Christensen</b>	Senior Vice President, Chief Information Officer
<b>Preston Hopson</b>	Senior Vice President, General Counsel, and Secretary
<b>Richard A. Lemmon</b>	Senior Vice President, Corporate Administration
<b>Brendan O'Rourke</b>	Senior Vice President, Enterprise Risk Management
<b>Roger R. Argus</b>	President, Government Services Group and President, U.S. Government Division
<b>Stuart W. Fowler</b>	President, High Performance Buildings Division
<b>Olivier H. Jeannot</b>	President, Federal Information Technology Division
<b>Bernard Teufele</b>	President, Environment/Geotech Division
<b>Jonathan S. Weiss</b>	President, Energy Engineering Division
<b>Dan L. Batrack</b>	Chairman of the Board, Director
<b>Gary R. Birkenbeuel</b>	Director
<b>Prashant Gandhi</b>	Director
<b>Joanne M. Maguire</b>	Director
<b>Christiana Obiaya</b>	Director
<b>Kimberly E. Ritrievi</b>	Director
<b>J. Kenneth Thompson</b>	Director
<b>Kirsten M. Volpi</b>	Director
<b>Li-San Hwang</b>	Chairman Emeritus, Director



DELEGATION OF AUTHORITY

TETRA TECH, INC.

To: St. Johns County, Florida

I hereby certify to you that I am a duly elected and qualified Senior Vice President, General Counsel and Secretary of Tetra Tech, Inc., a Delaware corporation (the "Company"), and that, as such, I am authorized to execute this Certificate on behalf of the Company. I further certify to you on behalf of the Company that:

Jonathan Burgiel, Business Unit President within the Company's United States Government Division of the Government Services Group, is authorized and empowered, in accordance with the Company's Signature Approval Authority Matrix, as approved by the Company's Board of Directors, for and on behalf of the Company, to sign a proposal in response to St. Johns County for Disaster Debris Monitoring Services. Further, Mr. Burgiel is authorized and empowered to sign any resulting contract and is authorized to bind the Company.

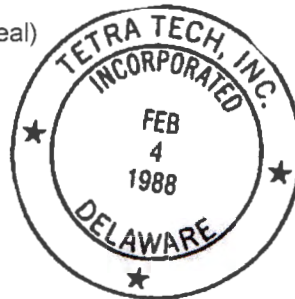
IN WITNESS WHEREOF, I have hereunto set my hand as of this 17 day of October.

A handwritten signature in blue ink, appearing to read 'PH', is written over a horizontal line.

Preston Hopson

Senior Vice President, General Counsel and  
Secretary

(Seal)



## Section 2: Staff Qualifications and Professional Team

Tetra Tech has assembled a team of debris removal monitoring experts with direct experience responding to recent disasters. **Our dedicated project management team is deeply familiar with St. Johns County’s approach to disaster debris removal as well as the policies, procedures, and requirements associated with delivering successful disaster debris monitoring services.**

Our staff members have **managed the removal of and reimbursement for over 172 million cubic yards (CYs) of debris as well as the demolition of over 22,000 uninhabitable residential and commercial structures.** Our team has monitored and obtained FEMA, FHWA, and NRCS reimbursement on over 30 debris removal projects in excess of 1 million CYs of debris and understands the significant resource commitment and effort that is necessary to manage and monitor large-scale debris removal operations for local governments.

Our record of success includes serving over 300 state and local government clients in response to over 90 presidential disaster declarations over the last decade. Our team has obtained **over \$12 billion in reimbursement funds** for our clients from federal agencies.

Tetra Tech is committed to providing the County an experienced project manager and consistent project management team that will expedite recovery efforts by establishing a coordinated and organized approach to debris removal. Our dedicated team is available to the County 365 days per year.

### Licenses/Certifications

Tetra Tech remains abreast of the latest guidance, issues being debated, and current best practices through participation in expert groups, attendance in training and conference sessions, and working with national experts in disaster recovery operations, emergency management, national security, information technology, public health, transportation, and critical infrastructure protection. **Our proposed team possesses key certifications that help them provide quality technical services and have attended numerous training courses related to debris operations and emergency management.**

Some of these include:

- Occupational Safety and Health Administration (OSHA) Disaster Site Worker Course
- OSHA 10-Hour Construction Safety Certification
- OSHA 40-Hour HAZWOPER Certification
- G-202: Debris Management
- IS 100: Introduction to Incident Command System
- IS-120: Introduction to Exercises
- IS 191: ICS/EOC Interface
- IS-200: Basic Incident Command
- IS 242: Effective Communication
- IS-288: Local Volunteer and Donations Management
- IS-230: Fundamentals of Emergency Management
- IS-547: Introduction to Continuity of Operations (COOP)
- IS-631: Public Assistance Operations I
- IS-632: Introduction to Debris Operations
- IS-634: Introduction to FEMA’s Public Assistance Program
- IS-700: National Incident Management System
- IS-800: National Response Program
- ICS 300: Intermediate ICS for Expanding Incidents
- Intermediate Workzone Traffic Control (FDOT)

Additionally, all collection and disposal monitors as well as field supervisors must attend a debris monitoring training session prior to working. Included in this training is Tetra Tech’s environmental health and safety training program which helps our business operate in a manner that protects the health and safety of our employees, customers, business partners, community neighbors, and the environment. Our field teams attend daily safety sessions with field employees to discuss potential hazards and review safe work practices.

**Tetra Tech has provided licenses/certifications applicable to the County’s scope of work on the following pages.**

# *State of Florida*

## *Department of State*

I certify from the records of this office that TETRA TECH, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on April 28, 1988.

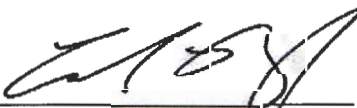
The document number of this corporation is P19034.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 12, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twelfth day of January, 2023*



  
*Secretary of State*

Tracking Number: 8116527869CC

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

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Foreign Profit Corporation  
TETRA TECH, INC.

### Filing Information

<b>Document Number</b>	P19034
<b>FEI/EIN Number</b>	95-4148514
<b>Date Filed</b>	04/28/1988
<b>State</b>	DE
<b>Status</b>	ACTIVE
<b>Last Event</b>	CORPORATE MERGER
<b>Event Date Filed</b>	12/30/2003
<b>Event Effective Date</b>	01/02/2004

### Principal Address

3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Changed: 07/14/2003

### Mailing Address

3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Changed: 07/14/2003

### Registered Agent Name & Address

CT CORPORATION SYSTEM  
1200 S. PINE ISLAND ROAD  
PLANTATION, FL 33324

Name Changed: 03/18/1992

Address Changed: 03/18/1992

### Officer/Director Detail

**Name & Address**

Title Senior Vice President, Chief Engineer

BROWNLIE, WILLIAM R  
3475 E. Foothill Blvd.  
Pasadena, CA 91107

Title Senior Vice President, Corporate Administration

LEMMON, RICHARD A  
3475 E. Foothill Blvd.  
PASADENA, CA 91107

Title Executive Vice President, CFO and Assistant Secretary

BURDICK, STEVEN M  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Chairman of the Board, CEO

Batrack, Dan L.  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title EVP, Chief Sustainability and Leadership Development Officer

Shoemaker, Leslie L.  
3475 E. Foothill Blvd.  
Pasadena, CA 91107

Title Senior Vice President, Corporate Controller, Chief Accounting Officer

Carter, Brian N  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director

Lewis, J. Christopher  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director

Thompson, J. Kenneth  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Director



Ritrievi, Kimberly E  
3475 E FOOTHILL BLVD  
PASADENA, CA 91107

Title Director

Volpi, Kirsten M  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title SVP

BIAGI , JAMES Q, Jr.  
4967 U.S. Hwy 42  
Ste. 210  
Louisville, KY 40222

Title Director

Maguire, Joanne M.  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title Senior Vice President and President of the Client Account Management Division and Commercial/International Services Group

Amidon, Derek G  
4750 W. 2100 South  
Ste. 400  
Salt Lake City, UT 84120

Title Senior Vice President, President of the Government Services Group and President of the United States Government Division

Argus, Roger R.  
1230 Columbia Street  
Suite 1000  
San Diego, CA 92101

Title Secretary

Hopson, Preston  
3475 E. FOOTHILL BLVD.  
PASADENA, CA 91107

Title VPFS

JENKINS, LAWRENCE E  
201 E. PINE ST.  
ORLANDO, FL 32801

Title Director

Birkenbeuel, Gary R.  
 3475 E. FOOTHILL BLVD.  
 PASADENA, CA 91107

Title President

Hudkins, Jill  
 3475 E. FOOTHILL BLVD  
 PASADENA, CA 91107

Title Treasurer

Wu, Jim  
 3475 E. FOOTHILL BLVD.  
 PASADENA, CA 91107

Title Director

GANDHI, PRASHANT  
 3475 E. FOOTHILL BLVD.  
 PASADENA, CA 91107

Title Director

OBIAYA, CHRISTIANA  
 3475 E. FOOTHILL BLVD.  
 PASADENA, CA 91107

**Annual Reports**

Report Year	Filed Date
2021	01/04/2021
2022	01/03/2022
2023	01/12/2023

**Document Images**

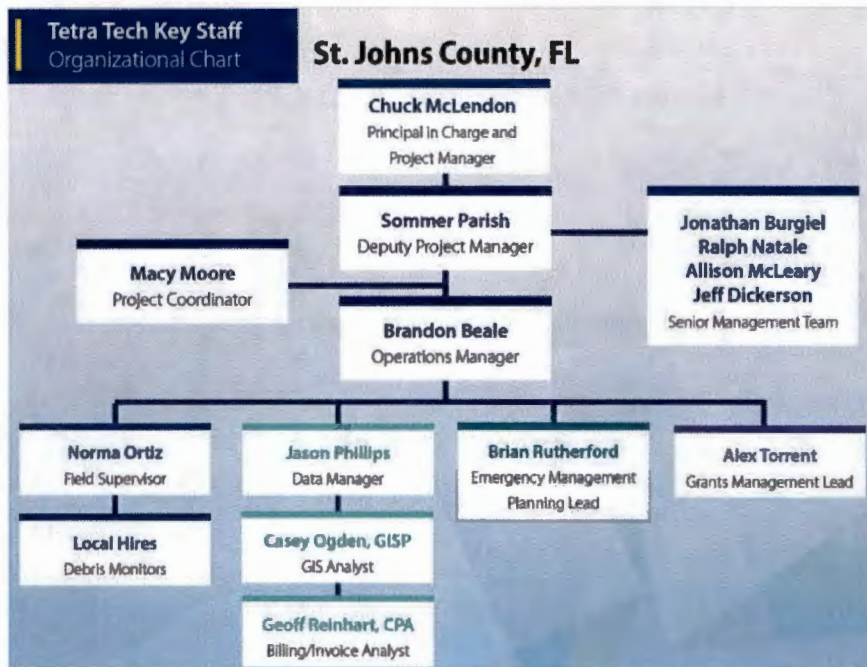
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<a href="#">05/13/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/05/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/01/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/30/2003 -- Merger</a>	<a href="#">View image in PDF format</a>
<a href="#">07/14/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/03/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/15/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/04/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/07/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/29/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/09/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/09/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/14/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

Florida Department of State - Division of Corporations

## Organizational Chart

The proposed organization structure is based on industry best practices and an understanding of geography and the distinct management responsibilities of each position. Our proposed organizational structure ensures orderly communication, distribution of information, effective coordination of activities, and accountability. Tetra Tech's project team can scale as needed, coordinate responses, establish common processes for planning and managing resources, and adapt organizational structure to match the needs and complexities of projects.



## Incident Command Structure

Tetra Tech's emergency management professionals, many of whom are certified ICS instructors, provide guidance to our disaster recovery staff on how to effectively organize and respond to disasters. Our debris project managers have spent many hours in emergency operations centers across the country and understand how ICS works at the local and state level. Our debris project managers know how to apply IC-100, 200, 700, and 800 training in the field.

We understand the value ICS has in organizing for disasters, so we strive to implement these principles into our business processes. Per ICS, during disaster response operations, our structure includes an incident commander and section chiefs for operations, logistics, action planning, and finance and administration. We establish bi-daily calls using Microsoft Teams with the incident command team and section chiefs to establish our incident action plan, identify resource needs, and plan for any deficiencies. We have a dedicated health and safety officer who oversees the operation and coordinates with health and safety personnel at each project location.

## Project Team

Tetra Tech has assembled a project team with the qualifications and expertise necessary to support the County following a disaster. The individuals selected for this project not only have national expertise from having worked on every major disaster in the past decade, but also have **hands-on experience working on prior St. Johns County projects.**

## Senior Management and Advisory Team

Our senior management and advisory team will provide expert oversight and assistance at critical junctures. This team is prepared to provide both tactical and strategic guidance for the duration of any disaster recovery operation. These individuals bring decades of disaster debris monitoring and FEMA PA reimbursement expertise. **Resumes for project management and advisory staff have been provided at the end of this section.**



**Mr. Burgiel, President and Senior Advisor.** As president of Tetra Tech Disaster Recovery, Mr. Burgiel will provide executive-level oversight to **help our team meet the County's needs and expectations and serve as an executive sponsor to overcome challenges faced in operation.** Mr. Burgiel's disaster-related work has included serving as principal in charge of over 100 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters. Mr. Burgiel has overseen operations for teams in communities in Puerto Rico (Hurricane Maria); Miami-Dade County and the City of Miami (Hurricane Irma); Richland County, South Carolina (Historic 1,000 Flooding Event); the New Jersey Department of Environmental Protection (NJDEP) (Hurricane Sandy); State of Connecticut (Hurricane Sandy); and the State of Louisiana (Hurricane Isaac).



**Mr. Ralph Natale** is the director of post-disaster programs for Tetra Tech. He leads the practice by developing programs, providing daily project support, and providing oversight and guidance to his team of project managers and projects. Mr. Natale is an expert in FEMA-PA Grant Program reimbursement policies and has administered nearly 70 projects in his 15-year career. Mr. Natale has served as a principal in charge, project manager, data manager, and operations manager in response to some of the country's largest debris-generating disasters, including Hurricanes Ian, Matthew, Katrina, Ike and Sandy. Mr. Natale has led operations focused on managing and documenting the removal of over 66 million CYs of debris and over 1.7 million hazardous trees, the program management of over 35,000 demolitions, and over \$4.5 billion of reimbursed invoices.



**Ms. Allison McLeary, Esq.,** Senior Policy Advisor and Grant Management lead, will apply her program administration and policy expertise to facilitate procedural and data compliance with FEMA requirements. Ms. McLeary is an Attorney and experienced emergency response and recovery executive with a demonstrated history of building meaningful relationships across all levels of government. As the former Recovery Bureau Chief of FDEM, Allison McLeary understands the points of friction many PA grant projects can encounter through the submittal and review process. She will advocate for the County's projects and help to ensure the County's priorities are addressed.



**Mr. Jeff Dickerson** is responsible for the planning, development, deployment of technical applications supporting emergency response operations. Mr. Dickerson has led the development and support of Tetra Tech's *RecoveryTrac*™ ADMS. As one of only three systems validated by the USACE, it is the preferred provider by the USACE debris contractors, providing ADMS services to six of eight USACE districts globally. Mr. Dickerson has managed numerous large disaster activities with over 1,000 field monitors, coordinated the operation of round-the-clock data processing centers, and provided technical support for a debris management database to track over 1,000 trucks and documentation for over 5 million CYs of debris brought to the client's DMS locations.

## Project Field Operations Team

Tetra Tech has identified a team of field staff to support the County. We have selected team members who have previous experience in similar operations. Brief summaries of each team member's experience are provided below.

### Proposed Staff

### Summary of Qualifications



Chuck McLendon,  
**Principal in Charge  
and Project Manager**

**Mr. Chuck McLendon** has been providing consulting engineering services to federal, state, and local governments across the U.S. for more than 33 years. His background in solid and hazardous waste management has led him to become one of the leading experts in the country on the implementation of large-scale post-disaster debris removal programs. Mr. McLendon has served as principal in charge for upwards of 30 major disaster activations, including projects totaling more than 150 million CYs of debris and approximately \$3 billion in FEMA PA reimbursement. Mr. McLendon has supported St. Johns County in shaping its debris management programs since 2005 with multiple activations in the County.

**Value Add for St. Johns County:** With previous direct experience serving St. Johns County after its most recent debris-generating events, Mr. McLendon proves to be a trusted advisor for the County and its staff.

**Proposed Staff**

**Summary of Qualifications**



Sommer Parish,  
**Deputy Project  
Manager**

Ms. Parish has served as a project manager, project analyst, and as a planner for multiple disasters where she was responsible for preparedness planning, field operations, staffing, and data management for Tetra Tech's response to hurricanes, wildfires, tornados, winter storms, and floods. Her experience serving the County after Hurricane Ian in 2022 as project manager includes project implementation, oversight, and serving as the primary point of contact for County staff and contractors. She also oversaw operations and the hiring and training of local debris monitors, where she was deployed for project setup and to establish field operations. Additionally, Ms. Parish served as the lead biologist for Tetra Tech's work on multiple state level CDBG-DR-funded environmental review programs, where she conducts reviews on endangered species, toxics, coastal zone management, and wetlands.

**Value Add for St. Johns County:** With previous direct experience serving St. Johns County after Hurricane Ian in 2022, Ms. Parish is intimately familiar with County objectives and expectations. *There is no learning curve.*

Brandon Beale,  
**Operations Manager**

Mr. Beale is an operations manager with approximately five years of debris operations experience. His areas of expertise include truck certification, disposal site management, documentation management, quality assurance/quality control (QA/QC), and overseeing and training field monitors. He has supported multiple hurricane and wildfire projects providing program management and monitoring services. Mr. Beale previously served as Operations Manager for St. Johns County following Hurricane Ian.

**Value Add for St. Johns County:** Mr. Beale has recent experience serving St. Johns County after Hurricane Ian in 2022, Mr. Beale has a deep understanding of disaster response operations in the County.

Norma Ortiz,  
**Field Supervisor**

Norma Ortiz is an experienced professional in disaster response and management. With a focus on right of way and hazardous tree debris removal operations, she has served in various roles such as task force leader, field supervisor, operations manager, and project manager. Her experience spans across multiple disasters such as hurricanes and wildfires in different states including Texas, Louisiana, California, and Florida. She has trained and overseen teams of field monitors, provided quality assurance, and ensured compliance with health and safety guidelines.

**Value Add for St. Johns County:** Ms. Ortiz provides St. Johns County with leadership and experience in training and managing locally hired debris monitors. Norma was also part of the 2022 Hurricane Ian team that served St. Johns County so she has familiarity with County operations.

Jason Phillips,  
**Data Manager**

Mr. Jason Phillips is an experienced Data Manager with more than 7 years of experience supporting multiple hurricane and fire projects at Tetra Tech. In the role of data manager, Mr. Phillips's duties include supervising and training data personnel, analyzing, tracking, and documenting data such as the removal of hazardous debris and trees, and training data managers for multiple clients to ensure quality assurance and quality control.

**Value Add for St. Johns County: A resident of Palm Coast,** Mr. Phillips served as a Data Manager for St. Johns County following Hurricane Ian. Mr. Phillips has demonstrated the ability to manage County data accurately and efficiently and is prepared to do so again, if the need arises.

Casey Ogden, GISP,  
**GIS Analyst**

Mr. Casey Ogden has more than 20 years of experience in Geographic Information Systems (GIS), with experience with the ESRI suite of products. As the geospatial applications manager, Mr. Ogden manages a team of five GIS personnel and is responsible for developing GIS applications that are efficient, accurate, and cutting edge. Making landfall as a large category 4 storm, Hurricane Ian left devastating effects across the state of Florida. Mr. Ogden serves as a GIS Applications Manager and has authored web applications using ESRI's web app builder and dashboard platforms to depict live debris pick-up locations and incident reporting. Of these, custom dashboards were created per client specification to meet the public needs.

**Value Add for St. Johns County:** Mr. Ogden is a GIS professional with specialized expertise in debris removal operations. He understands the requirements to segregate GIS data based on County roads, gated communities, private roads, City roads, and State roads. Casey supported the Tetra Tech team with GIS applications for St. Johns County following Hurricane Ian.

Geoff Reinhart, CPA,  
**Billing/Invoice Analyst**

Mr. Geoff Reinhart is an experienced CPA with both public and private sector experience. As a billing and invoice analyst at Tetra Tech, Mr. Reinhart is responsible for reconciling contractor invoices and performing quality control on data to ensure that all FEMA guidelines for debris removal monitoring are successfully fulfilled. Most recently, Mr. Reinhart has been providing billing and invoicing analysis services to all Tetra Tech's projects related to Hurricane Ian.

**Value Add for St. Johns County:** Mr. Reinhart brings extensive knowledge of proven accounting principles to reconciliation of debris contractor invoices. In the past five years, Jeff has supported dozens of Florida clients including St. Johns County.

Macy Moore,  
**Project Coordinator**

Macy Moore is an accomplished Regional Project Coordinator with five years of experience in the disaster recovery industry. Since joining Tetra Tech in 2017, she has supported projects in Florida, as well as multiple states along the Gulf and East coasts following hurricanes, tornadoes, and winter storms. Ms. Moore is

Proposed Staff	Summary of Qualifications
	responsible for onboarding, training, and assisting with the oversight of administrative teams to ensure that projects run smoothly and efficiently.
<b>Value Add for St. Johns County:</b>	Ms. Moore has proven knowledge of the administrative requirements associated with running large scale debris monitoring assignments including our prior work in St. Johns County. She is an expert in supporting our field project managers in hiring and training staff as well as managing operational records that will be required for FEMA PA reimbursement.
Brian Rutherford, <b>Emergency Management Planning Lead</b>	Mr. Brian Rutherford has over 20 years of emergency management experience. His areas of expertise include disaster debris management, continuity of operations, emergency planning, mitigation, and recovery. Mr. Rutherford has been involved in a wide range of emergency management planning and response projects. Some of these include: disaster debris management planning and response, public health emergency plan development, continuity of operations planning, infectious disease planning, plan assessments, public information plan development, hazard mitigation planning, hurricane planning and response, wildfire response, flooding response, training design and meeting facilitation. Mr. Rutherford is also experienced in the design and evaluation of exercises following Homeland Security Exercise and Evaluation Program principles.
<b>Value Add for St. Johns County:</b>	Mr. Rutherford has extensive experience in assisting similar clients with their debris planning efforts. He will be able to provide the requested services seamlessly.
Alex Torrent, <b>Grants Management Lead</b>	Ms. Torrent has 20 years of experience in various accounting and management positions. Over the years, she has proven the ability to implement effective policies and procedures, enhance productivity, and increase efficiency. She is an expert in budget management, negotiations, forecasting, reporting, analysis, and customer service. Ms. Torrent has excellent analytical and quantitative abilities. She has a consistent record of growing revenues while reducing operating costs and outstanding presentation, leadership, and communication skills in both English and Spanish.
<b>Value Add for St. Johns County:</b>	Ms. Torrent has provided grants management services for many Florida-based clients, most recently following Hurricane Ian in 2022. She has a thorough understanding of how reimbursement and eligibility works in Florida.

## Staffing Plans

Our scalable disaster recovery operations are staffed by a deep bench of experienced disaster recovery professionals that includes:

<b>9</b> Project Principals	<b>88</b> Project Managers	<b>82</b> Operations Managers	<b>155</b> Field Supervisors	<b>35</b> Project Coordinators
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This core team provides management and oversight to our disaster response and recovery operations. They are seasoned experts in their field, with experience managing disaster recovery projects in response to hurricanes, floods, tornadoes, fires, ice storms, and straight-line wind events in 20 states and simultaneous activations in nine states.

While the Tetra Tech senior management team has worked together for more than 15 years, the firm also frequently welcomes new talent to meet client needs. Positions will be filled using Tetra Tech's vast network of disaster recovery professionals, including full-time employees and local hires.

## Proven Ability to Respond to Multiple Simultaneous Commitments

While Tetra Tech is an organization of over 27,000 employees with the capability to mobilize for numerous communities, we are very careful not to overextend our staff and resource capability to ensure that we can successfully meet our clients' expectations. **Upon careful consideration of these contractual obligations and the capacity of our logistics, equipment, staffing, and ability to mobilize across Florida, we certify that the County will receive our full commitment to always ensure this contract's success. Moreover, we are intentionally assessing future engagements in the area to ensure that we can successfully respond and deliver with dedicated attention once awarded the work.** As elaborated throughout this proposal, we have the existing staff, systems, and policies needed to respond to the County's needs rapidly and effectively.

## Rapid Response Methodology

In many cases, we respond rapidly within 24 hours of receiving notice-to-proceed and fully staff projects within 7 days. Our staffing process has rapidly mobilized project teams for major disaster recovery projects nationwide, leveraging both our in-house and on-call staff with demonstrated disaster response training and experience. We highly prioritize the utilization of local staff, this not only benefits the St. Johns County economy but also reduces mobilization and transportation costs.

Tetra Tech has never failed to respond to our clients' deployment and mobilization needs, regardless of location or disaster. In 2017, Tetra Tech successfully deployed **more than 6,000 field staff** throughout the country to respond to clients affected by Hurricane Irma in Florida, Hurricane Harvey in Texas, Hurricane Maria in Puerto Rico, and multiple wildfires in California.

**Our team has successfully deployed large-scale mobilizations of hundreds of staff and thousands of dollars' worth of equipment to multiple clients in a matter of days and on very short notice.**

Ultimately, the strategy, structure, and staffing requirements for the project organization are based on client expectations and the desired outcome. Tetra Tech's project team can scale as needed, coordinate response, establish common processes for planning and managing resources, and adapt organizational structure to match the needs and complexities of projects. A sample of rapid deployments and timeframes is provided below.

### Representative Recent Tetra Tech Response Deployment

Event and Year	Staff Mobilized	Project Fully Staffed Within
Hurricane Ian (2022)	1,300	5 days
Hurricane Laura (2020)	600	4 days
Hurricane Isaias (2020)	50	3 days
Hurricane Michael (2018)	665	4 days
California Wildfires (2018)	1,000	7 days
Hurricane Florence (2018)	450	3 days
Hurricane Harvey (2017)	1,417	10 days
Hurricane Irma (2017)	2,452	10 days
Hurricane Matthew (2016)	800	5 days
Texas Flooding – (October 2015)	50	2 days
Texas Flooding – (May 2015)	150	3 days
California Wildfires (2015)	100	2 days

### Rapid Recruiting

During program ramp-up, we focus on hiring locally. We deploy several methods for outreach and recruitment for local staff, including targeted outreach in community hubs, extensive networking with potential candidates, and coordination with local support groups. **We will work closely with our local business partners and project success sponsors to recruit and retain locally-based staff.**

 <b>Advertising Job Postings</b>	 <b>Connecting with Labor Networks</b>	 <b>Engaging in the Digital Space</b>
<ul style="list-style-type: none"> <li>Local newspapers</li> <li>Job boards of local colleges and universities</li> <li>Supermarkets</li> <li>Employment and job training websites</li> <li>All project locations</li> <li>All satellite offices</li> </ul>	<ul style="list-style-type: none"> <li>Community organizations</li> <li>Vocational training organizations</li> <li>Faith-based organizations</li> <li>Semi-annual career fairs</li> <li>Labor unions</li> <li>Apprentice programs</li> <li>Job Corps</li> <li>Unemployment Department</li> <li>Chambers of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>Facebook</li> <li>LinkedIn</li> <li>Twitter</li> <li>Glassdoor</li> <li>Indeed</li> <li>Career Builder</li> </ul>



## Field Hiring Center

In addition to maintaining an extensive case management and community outreach staff database, Tetra Tech can deploy our Field Human Resources (HR) Hiring Center which is designed to be quickly mobilized to allow near immediate response for staffing needs. In fact, in most cases, Hiring Centers are ready in less than 72 hours from the notice to proceed. The number of trained HR representatives can scale up to 20 at a moment's notice – allowing Tetra Tech to **hire 200+ staff per day**. Under this process, local teams can be hired, trained, and deployed quickly.

Tetra Tech monitors the project work plan to meet the needs of the project throughout the engagement, including fluctuations in staffing needs. As the work volume decreases after the initial surge upon program launch, we typically reduce staffing levels accordingly. Our utmost priority is to balance workload and customer service – providing the proper amount of field staff to maintain pace with activity in the workflow.

Typically, during the program demobilization process, Tetra Tech works with each employee to determine the next step in their professional journey – very frequently another project with our team. Many of our current project management staff members began their career with Tetra Tech as locally hired staff and have grown with us into national senior leadership positions.

## Local hires in 24 hours.

Tetra Tech can hire, train, and deploy local teams within 24 hours. Our onboarding procedures are designed for rapid mobilization, thorough training, and near-immediate execution of work.

## Certificate of Insurance

Tetra Tech has an excellent insurance program for its professional services. A sample certificate of insurance is provided at the end of this proposal in Section 6: Administrative Information, which demonstrates our ability to meet the County's insurance requirements.

## Proposed Sub-Contractors

Tetra Tech seeks opportunities to work with small, women-owned, minority-owned, and disadvantaged business enterprises (DBE) where specific and individual capabilities complement our own for the benefit of the successful completion of a project.

While Tetra Tech is a large, multi-national firm with sufficient resources to complete most any project, we are committed to upholding the requirements for contracting with local businesses and small, minority-owned, and/or women-owned businesses included within 2 CFR 200.321 and within the County's RFP. As evidence of the Tetra Tech Disaster Recovery division's commitment to local and minority participation in our projects, in February 2019, Tetra Tech received the City of Houston Goods and Services Prime Contractor of the Year Award at the 6<sup>th</sup> Annual Champions of Diversity Awards Ceremony. Tetra Tech is honored to be selected for such award, and it demonstrates our commitment to work with minority, women, small, and disadvantaged business enterprises.

Most recently, Tetra Tech received the 2022 Dwight D. Eisenhower Award for Excellence in the Services Category for our effective small business subcontracting programs. The award recognizes large U.S. prime contractors that have excelled with their small business subcontracting programs by creating optimal opportunities for use of small businesses in all socioeconomic categories. The award was presented during the U.S. Small Business Administration's (SBA) National Small Business Week's virtual award ceremony on May 5, 2022.

Tetra Tech does not discriminate on the basis of social and economic disadvantage, race, color, sex, gender, disability, or national origin. **While Tetra Tech would certainly be open and willing to discuss with the County any local or minority firms that they would like to see involved in a project or recovery effort, given the anticipated scope of work and Tetra Tech's capabilities, Tetra Tech does not anticipate the solicitation of subcontractors for this project. Tetra Tech has provided evidence of our Good Faith Efforts at the end of this proposal in Section 6: Administrative Information.**



**30+** YEARS OF EXPERIENCE

**100+** PROJECTS

**\$8B** GRANT FUNDING

### Areas of Expertise

Disaster Recovery Program Design and Management

Federal Grant Management

Solid and Hazardous Waste Management

### Grant Experience

FEMA PA

CDBG-DR

HMGP

### Disasters

4337 FL HURRICANE IRMA  
 4332 TX HURRICANE HARVEY  
 4286 SC HURRICANE MATTHEW  
 4344 CA WILDFIRES  
 4084 HURRICANE ISAAC  
 4029 TX WILDFIRES  
 4024 HURRICANE IRENE  
 4106 CT WINTER STORM  
 1791 HURRICANE IKE  
 1679 FL TORNADOS  
 1602 HURRICANE KATRINA  
 1539 HURRICANE CHARLEY  
 & SEVERAL MORE

### Education

University of Central Florida, Master of Business Administration, 1989

Tufts University, Bachelor of Arts, Economics, 1984

## EXPERIENCE SUMMARY

As President of Tetra Tech’s Disaster Recovery Business Unit, Mr. Burgiel manages the business operations of all disaster recovery efforts, including preparedness planning, project staffing, logistics, grant administration and agency reimbursement support, program accounting/auditing oversight, and contract negotiations. Mr. Burgiel is dedicated to helping communities plan for and recover from disasters and provide the necessary documentation to receive the maximum allowable reimbursement from federal and state emergency management agencies.

Mr. Burgiel has 30+ years of solid waste and disaster recovery experience. His disaster-related work has included serving as principal in charge of over 100 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters.

Mr. Burgiel is intimately familiar with local, state, and federal solid waste and hazardous waste regulations, as well as U.S. Department of Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) policies and reimbursement procedures as they relate to disaster management and recovery.

## RELEVANT EXPERIENCE

### Mr. Burgiel has provided senior management oversight to the following projects:

- 30 communities and over 1,500 staff in Florida – Hurricane Ian
- Rental and Mortgage Assistance - rental assistance to 120k homeowners across 5 states; and mortgage assistance in Florida and Maryland resulting from COVID pandemic
- Hurricane Maria debris mission supporting the Commonwealth of Puerto Rico Department of Transportation, comprehensive support including environmental; grant management; homeowner and infrastructure support w/HUD funding
- 67 communities and over 2,400 staff in Florida – Hurricane Irma
- 38 communities and over 1,400 staff in Texas – Hurricane Harvey
- CalRecycle/CalOES - State of California Camp Fire Response
- Multiple communities in South and North Carolina – Hurricane Matthew
- Richland County & Lexington County, South Carolina - South Carolina 1,000-year Flooding Event - Comprehensive Disaster Recovery Services
- Hays County/City of Wimberley, Texas – Severe Flooding Disaster Recovery Assistance
- New Jersey Department of Environmental Protection (NJDEP) – Hurricane Sandy Disaster Vessel Recovery Program
- State of Connecticut – Hurricane Sandy Disaster Debris Program
- State of Louisiana – Hurricane Isaac Disaster Debris Program Management
- City of New Orleans, Louisiana – Hurricane Katrina Residential Demolitions
- Bastrop County, Texas – Wildfires
- City of Cedar Rapids, Iowa – Severe Flooding



**15+** YEARS OF EXPERIENCE

**250+** PROJECTS

**\$4.5B** REIMBURSED INVOICES

#### Areas of Expertise

Program Development  
Documentation Management  
Private Property Debris Removal  
Debris Removal Planning  
Debris Removal Monitoring  
Packet Management  
Geospatial Reporting

#### Grant Experience

FEMA-PA  
NRCS-EWP  
FHWA-ER  
CDBG-DR

#### Disasters

4240 VALLEY AND BUTTE FIRES  
4084 HURRICANE ISAAC  
1971 AL TORNADOES  
1791 HURRICANE IKE  
1763 IA FLOODING  
1609 HURRICANE WILMA  
1602 HURRICANE KATRINA  
& SEVERAL MORE

#### Certifications

OSHA 40-Hour Asbestos Training  
IS-632: Debris Operations  
HSEEP-Certified  
OSHA Asbestos Health and Safety  
IS-30: Mitigation Grants System  
IS-100, 200, and 700: ICS and NIMS  
IS-630: Intro to the PA Process

## EXPERIENCE SUMMARY

Mr. Ralph Natale is the director of post-disaster programs for Tetra Tech, Inc. He leads the practices by developing programs, providing daily project support, and providing oversight and guidance to his team of project managers and projects. Mr. Natale is an expert in Federal Emergency Management Agency-Public Assistance (FEMA-PA) Grant Program reimbursement policies and has administered nearly 250 projects in his 15-year career.

Mr. Natale specializes in large scale responses and has served as a principal in charge or project manager in response to some of the country's largest debris-generating disasters, including 19 state level responses after major hurricanes, floods, and fire events. This includes managing and documenting the removal of over 66 million cubic yards (CYs) of debris, 1.7M hazardous trees, and the program management of debris collection and demolition of over 35,000 parcels on fire removal projects and over 200,000 environmental samples. These programs equate to over \$4.5B dollars of reimbursed invoices.

## RELEVANT EXPERIENCE

### Subject Matter Expert (Debris Documentation, Program Management, Grant Management)

Mr. Natale has served as a program manager and grant consultant for state and local governments during his extensive career in disaster debris industry. This includes the largest debris projects since Katrina for federal, State and local government work. Mr. Natale also supports missions as a senior consultant serving as a member of the State of Connecticut Emergency Operations Debris Task Force, where he was activated during the recovery operations following Hurricane Irene and Winter Storm Alfred.

Mr. Natale has also served on the following projects:

- Hurricane Ian (2022-Current)
- State of California Dixie Fire Response (2021 - current)
- Hurricane Ida (2021 - current)
- Hurricane Laura (2021 - current)
- State of California Camp Fire Response (2018- 2020)
- Hurricane Michael local and USACE response (2018-2019)
- NorCal Wildfires | USACE (2017-2018)
- Hurricane Harvey (2017-2018)
- Hurricane Ike, Severe Droughts, Floods | City of Houston, Texas (June 2009-Present)
- Winter Storms | State of Connecticut, Interagency Debris Management Task Force (August 2010-Present)

### Principal in Charge/Senior Program Manager

As director of post-disaster programs for Tetra Tech, Mr. Natale has focused on developing and improving program management processes. These processes ensure the most efficient methods of managing debris removal programs to maximize federal reimbursement via the FEMA 325, and 327 guidelines.



**18** YEARS OF  
EXPERIENCE

#### Areas of Expertise

- Disaster Response & Recovery
- Grant Administration
- Stafford Act Compliance
- Alternative Procedures

#### Grant Experience

- FEMA Public Assistance
- CARES Act
- USDA Agriculture Recovery Block Grants
- HUD CDBG
- ARPA

#### Education

Auburn University, Bachelor of Arts,  
March 2000

Louisiana State University- Paul M.  
Hebert Law Center, Juris Doctorate,  
May 2004

Louisiana State University- Paul M.  
Hebert Law Center, Bachelor of  
Civil Law, May 2004

## EXPERIENCE SUMMARY

Ms. Allison McLeary is an experienced emergency response and recovery executive with a demonstrated history of building meaningful relationships across all levels of government. As former Recovery Bureau Chief of the Florida Division of Emergency Management, she offers more than three years of direct experience administering grant programming throughout the State of Florida. She also served as **Recovery Counsel for the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)**. She is a steadfast advisor in planning for, responding to, and recovering from challenges and disasters.

## RELEVANT EXPERIENCE

### Director, Disaster Recovery Programs (March 2021 – Present) Tetra Tech, Inc.

Ms. McLeary serves as Director of Disaster Recovery Programs, providing policy guidance and program support. Ms. McLeary is an expert in FEMA policies, building and maintaining relationships with FEMA representatives. She analyzes policy and provides policy guidance to clients. She supports the Tetra Tech team to build programs that align with federal expectations and comply with client/federal requirements. She maximizes operational efficiencies by analyzing individual projects with a holistic lens, leveraging best practices from Tetra Tech debris management operations throughout the nation. Additionally, Ms. McLeary coordinates relationships with funding agencies and local partners to streamline project operations.

### Recovery Bureau Chief (March 2020 – February 2021)

#### Compliance and Appeals Officer (December 2018 – February 2020) Florida Division of Emergency Management

- Administered all FEMA Stafford Act programs for the State of Florida (\$9.8+ Billion over 26 federally declared events under management)
- Validated and Paid through FDEM an unprecedented \$4.1 Billion in Recovery funds in the period January 2019-February 2021, including \$2.7 Billion in PA and over \$300 Million in USDA Agriculture Recovery Block Grants
- Developed and implemented the State strategy for \$1.275 Billion in CARES-Coronavirus Relief Fund payments to 55 medium and small counties. (\$1.07 Billion validated and paid June 2020-February 2021)
- Served as Alternate Governor's Authorized Representative and Deputy State Coordinating Officer for all FEMA declared events in Florida
- Created a comprehensive FEMA PA Compliance program, including risk assessments, monitoring, and technical assistance and programmatic guidance tailored to address specific compliance risks

### Recovery Legal Counsel (January 2017 – November 2018)

#### Louisiana Governor's Office of Homeland Security and Emergency Preparedness

Served as Recovery counsel advising on all matters of emergency management and whole community recovery, covering programs such as FEMA/Stafford Act programs and HUD-Community Development Block Grants (CDBG-DR)



**30+** YEARS OF EXPERIENCE  
**1,000+** MANAGED FIELD MONITORS  
**5M** CYS OF DEBRIS

#### Areas of Expertise

- Solid Mobile and GIS Technology
- Resource Deployment and Tracking
- Readiness Training and Exercises
- Disaster Operations Support
- 20+ Years Military Experience

#### Grant Experience

- CDBG-DR

#### Key Training/Certifications

- FEMA IS-632, IS-700, IS-922
- MCDBA, Microsoft Certified Database Administrator
- MCSE, Microsoft Certified Network Engineer
- MCT, Microsoft Certified Trainer

#### Disasters

4340 HURRICANE MARIA  
 4240 CA WILDFIRES  
 4223 TX FLOODING  
 4145 CO FLOODING  
 4115 SD WINTER STORM  
 4087 HURRICANE SANDY  
 4024 HURRICANE IRENE  
 4106 CT WINTER STORM  
 1609 HURRICANE WILMA  
 1602 HURRICANE KATRINA

#### Education

Thomas Edison University, Associate of Science, Nuclear Engineering Technology, 1997

## EXPERIENCE SUMMARY

Mr. Jeffrey Dickerson has more than 30 years of experience in program management, with extensive experience in technical organizational management, training, and readiness exercises. He is a military veteran with skills in leadership, training, and personnel development. As the Technical Applications Manager, Mr. Dickerson is responsible for the planning, development, deployment of technical applications supporting emergency response operations for the firm.

Mr. Dickerson has extensive experience in process improvement and application of advanced technology to boost efficiency post-disaster field and data operations. He recently presented at the National Hurricane Conference on the use and application of technology to improve disaster response cost efficiency.

Mr. Dickerson has led the development and support of Tetra Tech's *RecoveryTrac™* Automated Debris Management System (ADMS). As one of only three systems validated by the USACE, it is the preferred provider by the USACE debris contractors, providing ADMS services to 6 of 8 USACE districts globally. *RecoveryTrac's* flexibility and GIS capabilities provide best-in-class reporting and analysis tools. Additionally, *RecoveryTrac™* ADMS technology web-based data feeds enable direct integration into client GIS and emergency management systems.

## RELEVANT EXPERIENCE

### Senior Project Manager (March 2021 – Present)

#### Emergency Rental Assistance Program | Various Clients

Established the infrastructure for 2 project offices supporting Call Center and Application Review services. The offices supported over 400 team members providing Internet connectivity and workstation equipment. Communications included VOIP phone system, Call Center call handlers, Email and SMS tools.

### Project Manager (December 2018 – Present)

#### State of Florida, Rebuild FL CDBG Program

Mr. Dickerson managed technical program and staffing for the HUD-mandated environmental reviews (Tier II Site Specific Reviews), Damage Assessment Inspection/Cost Estimate and LBP Inspection program in accordance with 24 CFR Part 58 and the current Florida Department of Economic Opportunity (DEO) Program Environmental Review (Tier II) Procedures for an estimated 7,000 flood damaged properties.

### GIS/ADMS Applications Manager (October 2016 – May 2017)

#### States of Florida, Georgia, South Carolina and North Carolina | Hurricane Matthew Disaster Debris Public and Private Property Debris Removal (PPDR) Program Management

Mr. Dickerson managed the deployment of customized GIS-enabled ADMS technology. The system documented removal of over 8.5 million CYs of debris and 198,000 tree hazards while supporting 720 ADMS field employee and 47 debris management sites at a removal rate of nearly 165,000 CYs/day.



**32+**

YEARS OF  
EXPERIENCE

**125M**

CYS OF DEBRIS

**\$3B**

FEMA PA  
REIMBURSEMENT

### Areas of Expertise

- Solid and Haz. Waste Management
- Disaster Debris Monitoring
- Solid Waste Routing and Efficiency
- Private Property Debris Removal
- Emergency Management
- Damage Assessment
- Utility Engineering/Consulting
- Cost of Service Evaluations
- Program Management
- Public Outreach/ Communications
- Procurement (2CFR)
- Environmental Permitting
- Grant Management

### Disasters

- DR4673, Hurricane Ian
- DR4564FL, Hurricane Sally
- DR-4559LA, Hurricane Laura
- DR-4393NC, Hurricane Florence
- DR 4337FL, Hurricane Irma
- DR-4283FL, Hurricane Matthew
- DR-4241SC, Severe Flooding
- DR-4138FL, Severe Flooding
- DR-1971AL, Tornado Outbreak
- DR-4024VA, Hurricane Irene
- DR-1603LA, Hurricane Katrina
- BP Deepwater Horizon Oil Spill

### Education

Florida State University  
Bachelor of Science, Business  
Marketing, 1991

## EXPERIENCE SUMMARY

Mr. McLendon has been providing consulting engineering services to federal, state, and local governments across the U.S. for more than 33 years. His background in solid and hazardous waste management has led him to become one of the leading experts in the country on the implementation of large-scale post-disaster debris removal programs. He has routinely assembled large teams to support major infrastructure and emergency response efforts. Career highlights include:

- Experienced Executive Program Manager with over 33 years of experience working with federal, state, and local government agencies on the finance, design, permitting, procurement, construction, and operations of infrastructure projects.
- Served as Principal in Charge for upwards of 30 major disaster activations including projects totaling more than 125 million cubic yards of debris and upwards of \$3 billion in FEMA PA reimbursement.
- Experience in the legal substantiation and implementation of complex debris removal programs including PPDR, waterways, beaches, and selective salvage.
- In depth knowledge of the FEMA Public Assistance program including a strong understanding of Federal Register 2 CFR Part 200 ("the Super Circular").

## RELEVANT EXPERIENCE

### Principal and Regional Program Manager (2022 / 2023)

#### Numerous Florida Jurisdictions | Hurricanes Ian and Nicole

Following Hurricanes Ian and Nicole, Mr. McLendon served as regional program manager supporting multiple clients in North and Central Florida including **St. Johns County**, Volusia County, and the Florida Department of Environmental Protection. Mr. McLendon ensured that all required resources of the firm were deployed and assisted field operations staff in day-to-day field operations where required. Mr. McLendon also served as a senior subject matter expert for challenging programmatic areas including private property debris removal, as well as beach and waterway debris removal.

### Principal in Charge (2021)

#### Miami-Dade County, Florida | Surfside Condominium Collapse

The collapse of the twelve story Champlain Towers South condominium was a high-profile, catastrophic event. Mr. McLendon was on the ground at the collapse site within hours of the building collapse and County activation in order to assess the resources.

### Senior Oversight for Debris Monitoring Operations (2017)

#### Numerous Central Florida Jurisdictions | Hurricane Irma

Following Hurricane Irma in September of 2017, Mr. McLendon provided senior oversight of debris monitoring operations across seven counties – including Seminole, Lake, and Volusia counties. He oversaw a team of over 1,000 and 6 million cubic yards.

### Hurricane Matthew (2016)

#### St. Johns and Flagler Counties, Florida

Mr. McLendon served as Principal in Charge for the debris monitoring mission in St. Johns County and Flagler County, Florida following Hurricane Matthew. Chuck oversaw the removal of more than 1.1 million cubic yards of debris from public and private roads as well as debris removal efforts along nearly 27 miles of county-maintained beach.

**6** YEARS OF  
EXPERIENCE

**15+** DISASTERS

### Areas of Expertise

CDBG-DR Environmental Reviews

Endangered Species

Wetlands delineation and assessment

Coastal Management and Clean Water Act

Section 106 National Historic Preservation Act Experience

Quality Assurance/Quality Control

FEMA Public Assistance Program

Field Coordination and Oversight

Project Scheduling/Reporting

Field Operations

Disposal Operations

Private Property Debris Removal

### Disasters

4734 HURRICANE IDALIA  
4673 HURRICANE IAN  
5400 CA DIXIE FIRE  
4558 CA NORTH BRANCH FIRE  
4563 HURRICANE SALLY  
3549 HURRICANE ZETA  
4611 HURRICANE IDA  
4559 HURRICANE LAURA  
4570 HURRICANE DELTA  
4466 HURRICANE IMELDA  
4465 HURRICANE DORIAN  
4407 CA CAMP FIRE  
5259 CA CARR FIRE  
4393 HURRICANE FLORENCE  
4399 HURRICANE MICHAEL  
4332 HURRICANE HARVEY  
1603 HURRICANE KATRINA

### Key Training/Certifications

OSHA 40 HR HAZWOPER

FEMA ICS 100, 200, 632, 633, 700, 1000

Financial Accounting (Harvard Business School Online)

### Education

Lamar University, Master of Science in Biology

Lamar University, Bachelor of Science in Communication Disorders

## EXPERIENCE SUMMARY

Ms. Parish has served as a field manager, project analyst, and as a planner for multiple disasters where she has been responsible for mobilization, project staffing, field operations, data management and field reporting for Tetra Tech's response to hurricanes, wildfires, tornados, winter storms, and floods.

Ms. Parish served as the lead biologist for Tetra Tech's work on multiple state level CDBG-DR-funded environmental review programs, where she conducts reviews on endangered species, toxics, coastal zone management, and wetlands. Her experience includes ecological site characterization/mapping; threatened and endangered species surveys; wetland delineation and preparation of National Environmental Policy Act (NEPA) and state program environmental assessments. Ms. Parish has regulatory experience at the state, federal and local program level, including experience with Clean Water Act Section 10/404, and threatened and endangered species biological assessments relating to Endangered Species Act Section 7 and Section 10 consultations. Ms. Parish reviewed biological, ecological, and environmental assessments and reports evaluating physical and/or chemical impacts to the environment resulting from the construction of new facilities, or the remediation of contaminated or disturbed sites.

## RELEVANT EXPERIENCE

### Project Manager St. Johns County, FL

Following Hurricane Ian in 2022, Ms. Parish served as Project Manager for Tetra Tech's support to St. Johns County, FL in providing disaster debris monitoring services. Sommer oversaw the day-to-day operations of the project including staffing, field operations, and daily reporting. She served as the primary point of contact for client staff and debris contractors. Ms. Parish also served as Project Manager for the update of the St. Johns County Debris Management Plan and Disaster Response and Recovery Guide. This assignment required coordination with multiple divisions within the County Public Works Department to ensure operational readiness.

### Operations Manager Florida Department of Environmental Protection

Hurricane Idalia struck the Big Bend area of Florida in September of 2023. Tetra Tech was activated to provide debris monitoring services on behalf of the FDEP to provide debris monitoring services within the coastal waterbodies and rivers in the area. Ms. Parish managed project field operations within one of three regions impacted. Daily assignments included coordinating with the debris contractor on assets deployed, daily staffing and problem solving, and review of collected data for completeness and accuracy.

### Field Administrative Manager Multiple Disasters (2017 – 2023)

Over the last six years, Ms. Parish has served as a field administrative manager for multiple disaster activations across Texas, Louisiana, Florida, and North Carolina in response to Hurricanes Irma, Laura, Sally, and Florence. In this role, she has supervised various aspects of field operations including project staffing, field accounting, and data quality management.

**5** YEARS OF  
EXPERIENCE

**7** DISASTERS

### Areas of Expertise

- Monitor Training
- Truck Certification
- Disposal Site Operations
- Field Operations

### Education

Albany Technical College, Associates  
in Criminal Justice

## EXPERIENCE SUMMARY

Mr. Beale is an operations manager with approximately five years of debris operations experience. His areas of expertise include disposal site management, documentation management, quality assurance/quality control (QA/QC), as well as overseeing and training field monitors. He has supported multiple hurricane and wildfire projects providing program management and monitoring services.

## RELEVANT EXPERIENCE

### Operations Manager St. Johns County, FL

Following Hurricane Ian in 2022, Mr. Beale served in an Operations Manager role in support of St. Johns County, Florida. Mr. Beale led our truck certification operations ensuring that all trucks were properly measured, photographed, and logged. He subsequently supported the Project Manager in overseeing field operations at debris management sites. Mr. Beale eventually assumed a larger role where he was responsible for the implementation of Tetra Tech's work plans, dispatching field personnel, staffing, safety, field logistics, and training. He verifies debris eligibility and compliance of field operations with Tetra Tech standard operating procedures.

### Field Supervisor

As a field supervisor, Mr. Beale is responsible for overseeing a team of debris monitors and ensuring the safe and efficient removal of debris from disaster-impacted areas. This includes setting standards, allocating resources, monitoring progress, and providing guidance and training to team members.

- Florida Department of Environmental Resources (FDEP) – Hurricane Idalia Waterways, 2023
- Manatee County, FL – Hurricane Ian, 2022
- City of Auburn, AL – Lee County Tornado, 2019
- City of Albany, GA, Hurricane Michael, 2018-2019

### Task Force Leader

Mr. Beale served as a task force leader where he worked closely with field monitors, supervisors, and the data team to ensure quality assurance and quality control (QA/QC) of all project documentation.

- Tetra Tech EMI - East Palestine Train Derailment, 2023
- US Army Corp of Engineers, NM – New Mexico Fires, 2022

### Area Leader

Mr. Beale was responsible for ensuring that all Task Force Leaders (TFL) were educated on FEMA standards and made sure that all homesites were cleared of contaminants before signing them over to the state.

- CalRecycle, CA – Dixie Fire, 2021-2022



**6** YEARS OF  
EXPERIENCE

**13** DISASTERS

### Areas of Expertise

Supervision of Field Operations

Debris Removal Monitoring

Scheduling & Dispatch

Project Management

### Key Training/Certifications

Hazwoper 40

FEMA ICS 100

FEMA ICS 200

### Education

High School Diploma, 1998

## EXPERIENCE SUMMARY

Norma Ortiz is an experienced professional in disaster response and management. With a focus on hazardous tree and debris removal, she has served in various roles such as task force leader, field supervisor, operations manager, and project manager. Her experience spans across multiple disasters such as hurricanes and wildfires in different states including Texas, Louisiana, California, and Florida. She has trained and overseen teams of field monitors, provided quality assurance, and ensured compliance with health and safety guidelines. Her previous roles also include serving as a disposal monitor in the aftermath of the Carr Fire. Norma Ortiz's experience and expertise in disaster response and management make her a valuable asset to any disaster response team.

## RELEVANT EXPERIENCE

### Task Force Leader

Ms. Ortiz served as a task force leader where she worked closely with field monitors, supervisors, and the data team to ensure quality assurance and quality control (QA/QC) of all project documentation.

- Tetra Tech EMI - East Palestine Train Derailment, 2023
- CalRecycle, CA – Siskiyou Fires, 2023
- Merced County, CA – Winter Storm, 2023
- US Army Corp of Engineers, NM – New Mexico Fires, 2022
- CalRecycle, CA – Camp Fire, 2019
- CalRecycle, CA – Carr Fire, 2017-2018

### Field Supervisor

As a field supervisor, Ms. Ortiz was responsible for overseeing a team of debris monitors and ensuring the safe and efficient removal of debris from disaster-impacted areas. This includes setting standards, allocating resources, monitoring progress, and providing guidance and training to team members.

- Travis County, TX – Winter Storm, 2023
- City of Cape Coral, FL – Hurricane Ian, 2022-2023
- St John's County, FL – Hurricane Ian, 2022
- City of Alexandria, LA – Hurricane Laura, 2020
- Rapides Parish, LA - Hurricane Laura, 2020
- City of Houston, TX – Silt Removal, 2019-2020

### Operations Manager

As operations manager Ms. Ortiz is responsible for the implementation of Tetra Tech's work plans, dispatching field personnel, staffing, safety, field logistics, and training. She verifies eligibility, compliance, and collection and disposal operations oversight and coordinate directly with our project manager daily with progress reports and on specific issues.

- Volusia County, FL – Hurricane Ian, 2022
- St. John the Baptist Parish, LA – Hurricane Ida, 2021
- Hidalgo County, TX – Hurricane Hanna, 2020
- Harris County, TX – Tropical Storm Imelda, 2019-2020

**7** YEARS OF EXPERIENCE

**8** DISASTERS

### Areas of Expertise

Disaster Debris Management  
Data Collection, Utilization, and Validation  
Data Management  
Report designs  
Invoice Reconciliation

### Key Training/Certifications

FEMA ICS 100

### Education

IBM College, Computer Science

## EXPERIENCE SUMMARY

Mr. Jason Phillips is an experienced Data Manager with more than 7 years of experience supporting multiple Hurricane and Fire projects at Tetra Tech. As the role of data manager, Mr. Phillips's duties include supervising and training data personnel, analyzing, tracking, and documenting data such as the removal of hazardous debris and trees and other important information related to Mr. Phillips's job position.

## RELEVANT EXPERIENCE

### Data Manager Lead

Mr. Phillips was responsible for multiple functions during debris removal activities, including reporting and quality assurance/quality control of all automated debris management system (ADMS) documentation in the field along with storing the documentation in preparation for future audits. He managed all real-time reporting collected by RecoveryTrac™ and oversaw our virtual command center to audit project information as it is collected. This prevents ticket errors, reduces invoice reconciliation timeframes, prevents fraud, and establishes a sound dataset for future audits.

- Leon County, FL – Hurricane Idalia, 2023
- Pasco County, FL – Hurricane Idalia, 2023
- CalRecycle, CA – Dixie Fire, 2021-2022
- CalRecycle, CA – Northern Branch Fires, 2020-2021
- Multiple Clients, LA – Hurricane Laura, 2020

### Regional Data Manager Lead

Mr. Phillips served as a Regional Data Manager for multiple counties of Hurricane Ian response project. His responsibilities include electronically tracking site documentation and training several data managers multiple clients and ensure quality assurance and quality control.

- Multiple Clients, North Central Florida – Hurricanes Ian and Nicole, 2022
  - St. John's County
  - Volusia County
  - City of Deltona
  - City of New Smyrna
  - City of Orange City
  - City of Winter Park
  - Brevard County
  - Orange County
  - City of Cocoa Beach
  - Seminole County
  - Osceola County

### Invoice Analyst

Mr. Phillips worked with our data team to enter, tabulate, and organize collection and disposal data into FEMA-required formats. He developed regular updates on the quantities and types of debris collected and will provide quality assurance and quality control processes for the review and verification of field and debris contractor-provided data in support of invoices.

- Multiple Clients – Hurricane Ian, 2022

**20** YEARS OF  
EXPERIENCE

### Areas of Expertise

- GIS Programming
- ESRI Enterprise Geodatabase and Services
- GNSS Survey Grade Data Collection
- ArcGIS Pro / ArcMap Operation and Support
- ArcGIS Server and AGOL Administration

### Training/Certification

- GISP - URISA

### Education

Florida State University  
Master of Science, Geography,  
2004

Louisiana State University  
Bachelor of Science, Geography,  
1999

## EXPERIENCE SUMMARY

Mr. Casey Ogden has more than 20 years of experience in Geographic Information Systems (GIS), with experience with the ESRI suite of products. He holds a Master's degree from the Florida State University with a Certificate of Emergency Management, as well as, a Bachelor's Degree from Louisiana State University in the field of Geography. As the geospatial applications manager, Mr. Ogden manages a team of five GIS personnel and is responsible for developing GIS applications that are efficient, accurate, and cutting edge.

## RELEVANT EXPERIENCE

### GIS Applications Manager (September 2022 – Present)

#### Hurricane Ian Response | Multiple Jurisdictions

Making landfall as a large category 4 storm, Hurricane Ian left devastating effects across the state of Florida. Mr. Ogden serves as a GIS Applications Manager and has authored web applications using ESRI's web app builder and dashboard platforms to depict live debris pick-up locations and incident reporting. Of these, custom dashboards were created per client specification to meet the public needs both internally and externally.

### GIS Applications Manager (July 2022 – Present)

#### Ashbritt | USACE

Mr. Ogden has initiated a Smartsheet/web application integration for real-time property status updates. Additionally, he has introduced site assessment and tree tag mapping automation techniques.

### GIS Applications Manager (April 2022 – Present)

#### CA, Office of Emergency Services

Mr. Ogden has produced a toolset for boundary maps that aid in wildfire management for the Office of Emergency Services in California. This includes functions that calculate tree hazard status, provide buffer analysis, and generate parcel boundary maps.

### GIS Applications Manager (April 2022 – August 2022)

#### Harris County

Mr. Ogden is responsible for automating day/night noise level reporting to include measurements to nearest roadways, railroads, airports, and managing map book production for debris zone map books.

### GIS Developer (June 2021–May 2022)

#### NASA (Genex Systems)

Mr. Ogden created an ArcGIS web app builder site that links data submitted for personnel to the reserved parking dataset by applying immediate calculation attribute rules developed using Arcade expressions in ArcGIS Pro. This application also incorporates validation attribute rules and smart editor rules to restrict editing capability and manage data content. This JSC Parking Application includes an editor, security viewer and viewer site, and replaces the existing parking management system.

**13** YEARS OF  
EXPERIENCE

### Areas of Expertise

Accounting  
Fixed Assets  
Oracle  
Peoplesoft

### Key Training/Certifications

Certified Public Accountant

### Education

Bachelor of Science in Accounting  
in Managerial Accounting, Florida  
State University, 2006

## EXPERIENCE SUMMARY

Mr. Geoff Reinhart is an experienced CPA with both public and private sector experience. As a billing and invoice analyst at Tetra Tech, Mr. Reinhart is responsible for reconciling contractor invoices and performing quality control on data to ensure that all FEMA guidelines for debris removal monitoring are successfully fulfilled.

Most recently, Mr. Reinhart has been providing billing and invoicing analysis services to all Tetra Tech's projects related to Hurricane Ian. Following the disaster, Tetra Tech was activated by more than 40 clients. Mr. Reinhart has been performing cost/budget and margin analyses and reviewing invoices and accruals.

## RELEVANT EXPERIENCE

### Billing and Invoice Analyst (April 2019 - Present)

#### Tetra Tech | Orlando, FL

Responsible for reconciling contractor invoices for debris removal and corresponding services. Ensured contractor invoice payment packages were submitted to the client in a timely manner.

- Performed QA/QC on data points required for payment recommendation
- Managed team of analysts to ensure QA/QC processes were performed accurately and efficiently
- Verified FEMA guidelines for debris removal were met

### Audit Senior (July 2018 to April 2019)

#### Forehand & Associates | PA - Orlando, FL

- Oversee multiple full-cycle financial statement audits and reviews from the planning stage through issuance.
- Financial Statement preparation for all assigned engagements, including Income Statement, Balance Sheet, Statement of Cash Flow, Disclosures & Supplementary Information required by the users of the Financial Statements.
- Design and perform analytical procedures/analysis to detect unusual financial statement relationships.
- Perform internal control analysis and substantive procedures. Identify and communicate accounting and auditing matters to managers and partners.
- Identify and communicate accounting and auditing matters to managers and partners.
- Propose adjusting journal entries and discuss audit findings with key management and / or owners.
- Document audit procedures and cross reference work papers.
- Key role in launching two firm-wide software implementation projects.

### Accounting Manager (January 2017 to July 2018)

#### Lowndes, Drosdick, Doster, Kantor & Reed, PA | Orlando, FL

- Lead and manage five of the Firm's ten Finance professionals, including selection/hiring, delegation of duties, performance management, development and training with indirect oversight of the remaining five members.
- Responsible for overseeing all aspects of the month-end and year-end close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.

**5+** YEARS OF  
EXPERIENCE

**12** DISASTERS

### Areas of Expertise

Project Coordination

Project Setup

Staff Training

Organization

QA/QC

Scheduling and Dispatch

Adherence to State Labor Laws

### Key Training/Certifications

HAZWOPER 40

FEMA ICS-100

FEMA ICS-200

### Disasters

4673 Hurricane Ian

5400 Dixie Fire

4558 North Branch Complex

4563 Hurricane Sally

4559 Hurricane Laura

3530 Hurricane Hanna

4476 TN Severe Storms

4465 Hurricane Dorian

4407 Camp Fire

4393 Hurricane Florence

4385 CT Severe Storms

4337 Hurricane Irma

### Education

Hilton Head High, HS Diploma,  
2014

Charleston Southern University

## EXPERIENCE SUMMARY

Macy Moore is an accomplished Regional Project Coordinator with five years of experience in the disaster recovery industry. Since joining Tetra Tech in 2017, she has supported projects in California, as well as multiple states along the Gulf and East coasts following hurricanes, tornadoes, and wildfires. Ms. Moore is responsible for onboarding, training, and assisting with the oversight of PC teams to ensure that projects run smoothly and efficiently.

## RELEVANT EXPERIENCE

### Regional Project Coordinator (September 2022 – Present)

#### Florida | Hurricane Ian

Ms. Moore serves as the Regional Project Coordinator for multiple counties in southwest Florida including Collier, Charlotte, and Lee. As well as the central counties of Orange and Seminole. Ms. Moore's responsibilities include the hiring and oversight of local project coordinators, coordination between project management and field staff, HR and payroll liaison, and QA/QC of project documentation and time records.

### Regional Project Coordinator (October 2021 – September 2022)

#### California | Dixie-Caldor Fire

Ms. Moore served as the on-site lead for Tetra Tech's response to the Dixie-Caldor Fire. She was responsible for conducting interviews for potential administrative staff, followed by their onboarding and initial training. Ms. Moore provided day-to-day support for operations and was responsible for the organization and tracking of licenses used for Tetra Tech's Tetraforms system.

### Regional Project Coordinator (September 2020 – November 2020)

#### Alabama, Florida, Louisiana | Hurricane Laura, Hurricane Sally

Ms. Moore served as a Regional Project Coordinator across various projects in Alabama, Florida, and Louisiana. She assisted with the training of local project coordinators, managing office duties, and providing immediate on-site support.

### Project Coordinator (April 2020-May 2020)

#### Tennessee | Hamilton County and City of Chattanooga

Ms. Moore served as the project coordinator for the projects of Hamilton County and City of Chattanooga in Tennessee following a tornado in April of 2020. She was responsible for onboarding and training field monitors, hiring local project coordinators, and monitoring Tetra Tech's time keeping system.

### Project Coordinator (September 2019-October 2019)

#### South Carolina (Remote Support) | Hurricane Dorian

Ms. Moore provided remote support for projects in South Carolina in response to Hurricane Dorian in 2019. This included the onboarding of field monitors, 19 processing, training, and monitoring of Tetra Tech's field time keeping system.

### Project Coordinator (September 2017 – April 2018)

#### Florida | Hurricane Irma

Ms. Moore assisted with day-to-day operations of Tetra Tech's response to Miami Dade County, Miami Dade County Parks, and the City of Miami. She was responsible for managing office duties, payroll and HR documentation, and assisted with training of field staff.

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**20+** YEARS OF EXPERIENCE

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**Areas of Expertise**

Emergency Planning, Response and Recovery

Continuity of Operations Planning

Debris Management

Hazard Mitigation

Regional Coordination

Training and Exercises

Public Health Preparedness

Infectious Disease Planning

Meeting Facilitation

Public Information

**Key Training/Certifications**

Professional Continuity Practitioner

FEMA Public Assistance Program and Eligibility

FEMA Emergency Management Institute: Personal Development Series

Homeland Security Exercise Evaluation Program

National Incident Management System 700

Incident Command System 100, 200, 300, 400

National Response Plan 800

Debris Management

Fatalities Management

40 Hour HAZWOPER and refresher

Public Information

Hazard Mitigation

**Education**Bachelor of Business Administration,  
University of Houston-Downtown,  
2002

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**EXPERIENCE SUMMARY**

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Mr. Brian Rutherford has over 20 years of emergency management experience. His areas of expertise include disaster debris management, continuity of operations, emergency planning, mitigation, and recovery.

Mr. Rutherford has been involved in a wide range of emergency management planning and response projects. Some of these include: disaster debris management planning and response, public health emergency plan development, continuity of operations planning, infectious disease planning, plan assessments, public information plan development, hazard mitigation planning, hurricane planning and response, wildfire response, flooding response, training design and meeting facilitation. Mr. Rutherford is also experienced in the design and evaluation of exercises following Homeland Security Exercise and Evaluation Program principles.

Prior to joining our team, Mr. Rutherford served as a public health planner for the Galveston County Health District in Texas. His responsibilities included coordinating public health preparedness activities, overseeing the county's Strategic National Stockpile program, developing emergency plans, coordinating exercises, conducting training, and organizing conferences. While there, he also helped coordinate the public health response to several emergencies, including Hurricane Rita, Hurricane Humberto, and the BP explosion in Texas City. Mr. Rutherford also held a position as an information specialist for the Texas Department of State Health Services, where he was responsible for coordinating responses to media inquiries, public health preparedness planning, and response to public health emergencies.

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**RELEVANT EXPERIENCE**

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**Project Manager (February 2022 – April 2022)****Sarasota County, Florida | Disaster Debris Management Training**

Mr. Rutherford was the project manager and trainer in a project to train Sarasota County staff in planning, operations, public information, and continuity of operations in response to a debris generating disaster.

**Project Manager (August 2020 – Present)****Marin County, California | Disaster Debris Management Planning**

Mr. Rutherford is managing a project to develop disaster debris management plans for Marin County, California, develop a disaster debris plan template for other counties in the region, conduct training and exercises.

**Project Manager (February 2020 – September 2020)****Walton County, Florida | Hazard Mitigation Plan Update Planning**

Mr. Rutherford managed a project to update the hazard mitigation plan for Walton County, Florida.

**Planner (April 2018 – November 2018)****City of Miami, Florida | Disaster Debris Management Planning**

Mr. Rutherford assisted in a project to update the disaster debris management plan for the city of Miami, Florida. In addition to updating the plan, Mr. Rutherford was also involved in developing a scope of work for debris removal contractors that will be procured to by the city following a disaster.

**20** YEARS OF EXPERIENCE

**8** DISASTERS

**\$8.3B** GRANT FUNDING

### Areas of Expertise

Accounting

Budget Management

Cost Benefit Analysis

Disaster Debris Removal

Problem Solving/Troubleshooting

Payroll

Training/Development of Training Manuals

### Grant Experience

FEMA Pre-Disaster Mitigation Grants

FEMA Public Assistance

### Key Training/Certifications

Florida Notary Public

### Education

Florida Metropolitan University, B.S.  
Accounting

University of Puerto Rico, B.S.  
Chemistry

## EXPERIENCE SUMMARY

Ms. Torrent has 20 years of experience in various accounting and management positions. Over the years, she has proven the ability to implement effective policies and procedures, enhance productivity, and increase efficiency. She is an expert in budget management, negotiations, forecasting, reporting, analysis, and customer service. Additionally, Ms. Torrent has excellent analytical and quantitative abilities. She has a consistent record of growing revenues while reducing operating costs and outstanding presentation, leadership, and communication skills in both English and Spanish.

## RELEVANT EXPERIENCE

### Public Assistance Consultant (June 2021 ~ Present)

City of Callaway FL & City of Lynn Haven, FL | Hurricane Michael  
Vernon Parish LA | Hurricane Laura

- Managed and monitored Post Obligations teams to develop and collect funds on Obligated Projects
- Responded to RFI and variance reports to ensure accuracy and timely reimbursement to the Applicants
- Created and maintained various reports, tracking spreadsheets, and on-demand ad-hoc report requests, as needed, and within specific timeframes
- Tracked awards by reviewing and analyzing post-award financial, programmatic and expenditure reports to identify financial and administrative problems or potential problems
- Performed a variety of post-award grants and/or cooperative agreement management tasks including conducting post-award reviews and analyses to identify and resolve management, financial, and administrative issues

### Public Assistance Consultant (April 2020 – Present)

Various Clients | COVID-19

- Worked with local, state, and federal officials to identify eligible COVID-19 response and mitigation activities.
- Managed data analyst teams to assist with the creation of project cost summaries and review for accuracy and eligibility. Develop project narratives, identify expenses, and review for eligibility and accuracy for reimbursement and reconciliation
- Created and maintained various reports, tracking spreadsheets, and on-demand ad-hoc report requests, as needed, and within specific timeframes
- Provided training, technical assistance and guidelines, oversight, expertise, and consultation to internal staff, management and program officials, awardees, review panels, applicants, recipients, and sub-recipients

The list of Tetra Tech clients Ms. Torrent assisted in this role can be found below:

- Harris County, Texas
- City of Houston, Texas
- Palm Beach County, Florida
- City of Dunedin, Florida
- Walton County, Florida
- City of Fort Myers, Florida

## Section 3: Related Experience

### Firm History

Tetra Tech is a leading provider of consulting, engineering, environmental, and technical services worldwide. Founded in 1966, Tetra Tech is one of the leading firms in the nation in the field of disaster management and homeland security, with millions of dollars in revenue coming from contracts in such diverse areas as infrastructure hardening and protection; disaster recovery; emergency management, planning, and preparedness; community resilience; environmental services, and grant management. Tetra Tech supports government and commercial clients by providing innovative solutions to complex problems focused on water, environment, energy, infrastructure, and natural resources. We are a global company with over 27,000 employees that is *Leading with Science*® to provide innovative solutions to complex problems for our public and private clients.

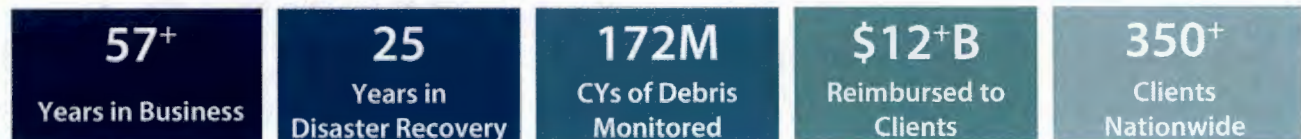
Dedicated to helping state and local governments plan for and recover from natural and human-caused disasters, our staff members offer a field-tested and proven methodology for emergency readiness, continuity planning, and disaster recovery. Our team is recognized for its ability to quickly respond to a broad range of emergencies, allowing our clients to return to the business of running their day-to-day operations.

Likewise, our team's understanding of the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA) (including recent changes), and other reimbursement agencies' requirements for eligibility, documentation, and reimbursement helps clients receive the maximum reimbursement allowed. *Our team has obtained over \$12 billion in reimbursement funds for our clients from federal agencies such as FEMA, FHWA, and the Natural Resources Conservation Service (NRCS).* In total, our team has successfully managed the removal of and reimbursement for over *172 million cubic yards (CYs) of debris as well as the demolition of over 22,000 uninhabitable residential and commercial structures.*

In addition to disaster recovery, Tetra Tech offers a diverse suite of solutions to complex problems in water, environment, infrastructure, resource management, energy, advanced data analytics, and more. In all, Tetra Tech has dedicated problem solvers and innovators from 60 disciplines collaborating on innovative projects worldwide.



### Knowledge and Expertise



Tetra Tech Disaster Recovery is a national leader in the field of disaster management. Our contracts with federal agencies and state and local governments are in diverse areas such as disaster recovery consulting and technical assistance; staff augmentation; community resilience; grant management; and disaster debris planning and preparedness. Our team offers deep



understanding of the FEMA, FHWA, and other regulatory agencies' policies and procedures. We have worked closely with these agencies, recipients, and subrecipients on billions of dollars' worth of projects to determine project eligibility and to provide technical assistance, detailed damage inspection reports, cost estimates, validation and testing, audit documentation, and process reimbursements. Our team also maintains strong relationships with many of the lead federal officers, state agency leadership, local governments, and other staff.

## Unmatched Debris Monitoring Experience

Our team has provided disaster management, recovery, and consulting services to hundreds of state and local government agencies since 2001. These services have included environmental permitting; monitoring of debris collection, hazardous tree programs, debris management sites (DMS), and specialized debris missions; fire damage restoration; contractor invoice reconciliation; and federal grant reimbursement support. **Profiles and references from specific projects are featured later in this section. Tetra Tech can provide additional projects and information upon request.**

### Experience Matrix (2001–Present)

# OVER 95 EVENTS SINCE 2001

## 2023

OH TRAIN DERAILMENT - 1 Client  
 WINTER STORM MARA - 5 Clients  
 CA FLOODING EVENTS - 3 Clients  
 ARKANSAS TORNADO - 5 Clients  
 MISSISSIPPI TORNADO - 1 Client

## 2022

HURRICANE NICOLE - 4 Clients  
 HURRICANE IAN - 31 Clients  
 CA WILDFIRES - 4 Clients  
 NM WILDFIRE (USACE) - 1 Client  
 WINTER STORM VA - 1 Client  
 KY STORMS/TORNADOES - 2 Clients

## 2021

DIXIE FIRE - 1 Client  
 HURRICANE IDA - 9 Clients  
 BUILDING COLLAPSE - 1 Client  
 STORMS/TORNADOES AL - 1 Client  
 WINTER STORM TX - 3 Clients  
 STORMS/FLOODING TN - 1 Client  
 WINTER STORM VA - 1 Client

## 2020

HURRICANE ZETA - 6 Clients  
 HURRICANE DELTA - 4 Clients  
 WILDFIRES - 2 Clients  
 HURRICANE SALLY - 4 Clients  
 HURRICANE LAURA - 18 Clients  
 HURRICANE ISAIAS - 2 Clients  
 HURRICANE HANNA - 3 Clients  
 TORNADOES - 3 Clients  
 IOWA DERECHO - 1 Client

## 2019

TROPICAL STORM IMELDA - 3 Clients  
 HURRICANE DORIAN - 4 Clients  
 TORNADOES - 2 Clients

## 2018

HURRICANE MICHAEL - 13 Clients  
 HURRICANE FLORENCE - 12 Clients  
 WILDFIRES - 1 Client

## 2017

WILDFIRES - 2 Clients  
 HURRICANE MARIA - 1 Client  
 HURRICANE IRMA - 67 Clients  
 HURRICANE HARVEY - 38 Clients  
 TX & GA TORNADOES - 2 Clients

## 2016

HURRICANE MATTHEW - 34 Clients  
 HURRICANE HERMINE - 1 Client  
 STORMS & FLOODING - 2 Clients  
 WILDFIRES - 2 Clients  
 FLOODING - 6 Clients

## 2015

WILDFIRES - 2 Clients  
 SEVERE STORMS - 3 Clients  
 FLOODING - 10 Clients

## 2014

FLOODING - 1 Client  
 TORNADOES - 2 Clients  
 ICE STORM - 7 Clients

## 2013

ICE STORM - 2 Clients  
 FLOODING - 1 Client

## 2012

HURRICANE SANDY - 13 Clients  
 HURRICANE ISAAC - 5 Clients  
 TROPICAL STORM DEBBY - 3 Clients

## 2011

WINTER STORMS - 19 Clients  
 TEXAS DROUGHT - 1 Client  
 TEXAS WILDFIRES - 1 Client  
 HURRICANE IRENE - 22 Clients  
 TORNADOES - 4 Clients

## 2010

FLOODING - 2 Clients  
 TORNADOES - 1 Client  
 ICE STORMS - 1 Client  
 TROPICAL STORM ALEX - 1 Client



## 2009

ICE STORMS - 1 Client  
 SNOW STORMS - 2 Clients  
 TROPICAL STORM IDA

## 2008

HURRICANE IKE - 78 Clients  
 HURRICANE GUSTAV - 7 Clients  
 TROPICAL STORM FAY - 3 Clients  
 HURRICANE DOLLY - 30 Clients  
 MIDWEST FLOODING - 2 Clients

## 2007

MIDWEST ICE STORM - 3 Clients  
 TORNADOES - 2 Clients  
 MIDWEST SNOW STORMS - 3 Clients

## 2006

BUFFALO SNOW STORMS - 6 Clients

## 2005

HURRICANE WILMA - 17 Clients  
 HURRICANE RITA - 3 Clients  
 HURRICANE KATRINA - 11 Clients  
 HURRICANE DENNIS - 5 Client

## 2004

HURRICANE JEANNE - 2 Clients  
 HURRICANE IVAN - 3 Clients  
 HURRICANE FRANCES - 2 Clients  
 HURRICANE CHARLEY - 2 Clients

## 2002

HURRICANE LILU - 1 Client

## 2001

TROPICAL STORM GABRIELLE - 1 Client


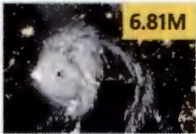
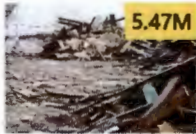
















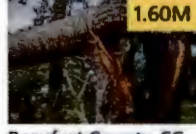
## Large-Scale Debris Monitoring Experience

Clients count on us to respond in their time of need, and we have never failed to deliver. Our team of debris experts and vast resources allow us to respond to our clients' deployment and mobilization needs, regardless of size, location, or type of disaster. **More than 6,000 Tetra Tech field staff were deployed in concurrent responses to Hurricanes Harvey, Irma, Maria, and the California wildfires in 2017–2018.** Tetra Tech understands the unique aspects and special considerations related to large-scale operations.

### Large Project Experience



### Top 20 Debris Monitoring Projects by Cubic Yard (CY)

 <b>8.27M</b> CalRecycle Camp Wildfire, 2018	 <b>6.81M</b> Calcasieu Parish, LA Hurricane Laura, 2020	 <b>5.47M</b> Houston, TX Hurricane Ike, 2008	 <b>5.38M</b> Escambia County, FL Hurricane Ivan, 2004	 <b>4.60M</b> Charlotte County, FL Hurricane Ian, 2022
 <b>4.42M</b> Baldwin County, AL Hurricane Sally, 2020	 <b>4.0M</b> Lake Charles, LA Hurricane Laura, 2020	 <b>3.90M</b> Miami-Dade County, FL Hurricane Katrina, 2005	 <b>3.56M</b> Miami-Dade County, FL Hurricane Irma, 2017	 <b>3.14M</b> Collier County, FL Hurricane Irma, 2017
 <b>2.69M</b> Bolivar Peninsula, TX Hurricane Ike, 2008	 <b>2.49M</b> Harrison County, MS Hurricane Katrina, 2005	 <b>2.39M</b> Harris County, TX Hurricane Ike, 2008	 <b>2.30M</b> Miami-Dade County, FL Hurricane Wilma, 2005	 <b>2.89M</b> Gulfport, MS Hurricane Katrina, 2005
 <b>2.27M</b> Polk County, FL Hurricane Irma, 2017	 <b>2.18M</b> Hilton Head Island, SC Hurricane Matthew, 2016	 <b>1.81M</b> Galveston, TX Hurricane Ike, 2008	 <b>1.70M</b> Santa Rosa County, FL Hurricane Dennis, 2005	 <b>1.60M</b> Beaufort County, SC Hurricane Matthew, 2016

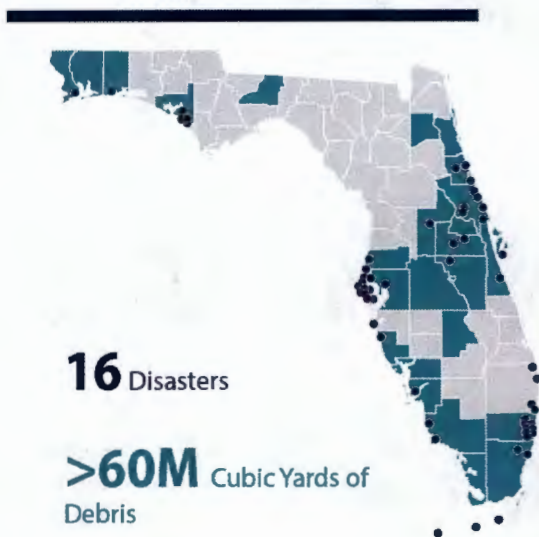
## Florida Debris Monitoring Experience

Tetra Tech has performed more debris monitoring services in the state of Florida than any other firm. Our team has responded to every major disaster in Florida since 2001. In response to these events, our team has overseen 141 projects amounting to over 60 million CYs of debris across the State. Due to our vast experience, we have become experts in Florida's unique needs disaster recovery needs, including PPDR, waterways, and beach projects.

Florida is also our home state, where many of our principal and senior staff reside. We are proud of our work in Florida, and we want to be known in our hometowns for providing excellent service to our communities. With 22 offices throughout the state, including our disaster recovery headquarters and fully stocked warehouse in Central Florida, Tetra Tech is mere hours away to mobilize rapidly to our clients throughout the state.

### Florida Debris Monitoring Experience

## Florida Debris Monitoring Projects



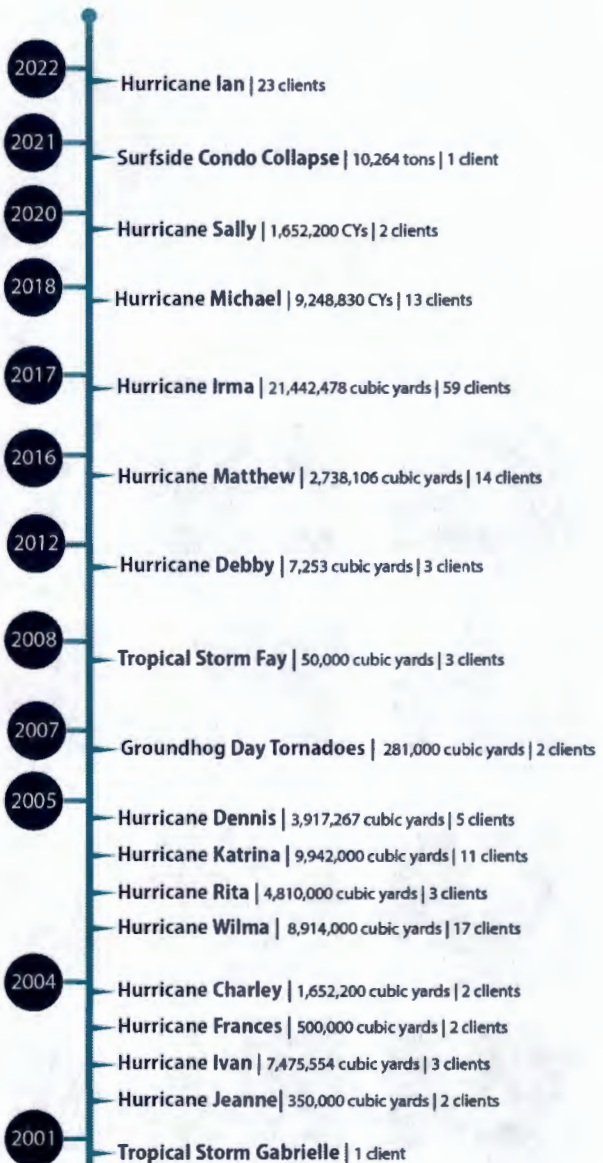
**16** Disasters

**>60M** Cubic Yards of Debris

**140+** Projects

**22** Offices and

**>900** Personnel throughout the State



## Long Standing Partnership with St. Johns County

Tetra Tech has served St. Johns County Public Works for nearly 20 years – including the development of the County’s disaster debris management plan and by providing debris monitoring services for multiple disaster events. In 2022, Tetra Tech was activated by St. Johns County for disaster debris monitoring services following Hurricane Ian. Tetra Tech deployed within hours of the storm’s passing and was able to stand up a debris monitoring operation within 48 hours. We assisted the County in monitoring **over 45,000 cubic yards of vegetative and construction and demolition (C&D) debris**, including the documentation and pickup of private property debris removal (PPDR) within gated communities. The PPDR program was essential given that a substantial portion of County residents reside within gated communities.

In 2017, St. Johns County called on Tetra Tech when Hurricane Irma caused flooding, wind damage, and beach erosion. We mobilized immediately following the storm and hired **over 60 local monitors to conduct debris monitoring operations**. Tetra Tech monitored the removal of **nearly 675,000 CYs of disaster-generated debris** from the public ROW. Additionally, we monitored and provided documentation for the removal of **over 2,000 hazardous hanging limbs and leaning trees**. In addition, Tetra Tech provided support to the County in preparing its packages for FEMA reimbursement through the FEMA Grants Portal system.

Hurricane Matthew impacted St. Johns County on October 7, 2016, leaving a trail of wind and flooding destruction behind. Our team mobilized in the immediate aftermath of the storms impact, hiring nearly 50 local monitors to manage and document the County’s debris removal efforts. This included the staffing of seven temporary debris management sites (DMS) throughout the County – five for vegetative debris and two that accepted C&D debris.

In addition to right-of-way (ROW) debris removal, our team assisted the County with PPDR and beach debris removal programs. In total, the Tetra Tech team monitored the removal of **over 720,000 cubic yards of debris and over 800 hazardous hanging limbs and leaning trees**.



St. Johns County Debris Removal Zones

Date Created: 6/28/2023

# HURRICANE IAN

## Event Recap (DR-4673):

Hurricane Ian was a devastating Category 4 hurricane that made landfall in Southwest Florida on September 28, 2022. A destructive storm surge was pushed inland in coastal areas, while high winds and extreme rainfall caused catastrophic damage and flooding across Florida's interior. It is estimated that Hurricane Ian caused more than \$50 billion in damages in Florida.

## Key Tetra Tech Accomplishments:

- Mobilized more than **1,000 staff in 5 days**
- **Mobilized by Florida Division of Emergency Management to support statewide logistics program and restoration of water/sewer services in Lee County, Florida**
- Supported Florida Department of Environmental Protection with parks, beaches, and waterway debris removal
- Immediate response operations with transition to long-term recovery
- More than **6.7 million cubic yards of disaster debris** monitored for federal documentation and reimbursement
- Supporting **complex projects up to \$45 million in FEMA PA funding** to support recovery



Disaster Type:  
Hurricane



Number of  
Clients:  
38



Number of Staff:  
1,400 at peak



Duration of Work:  
October 2022 –  
Ongoing

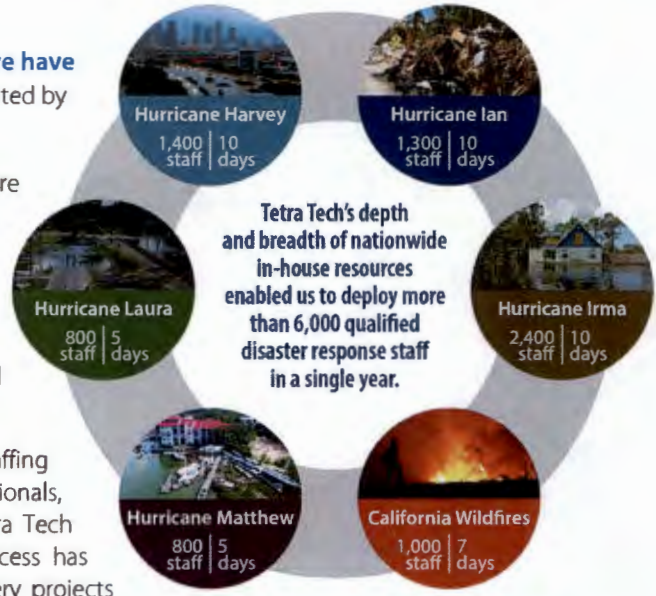
## Representative Clients:

Florida Division of Emergency Management • Florida Department of Environmental Protection • St. Johns County, FL • City of Cape Coral, FL • Charlotte County, FL • Collier County, FL • City of Fort Myers, FL • Pinellas County, FL • Volusia County, FL • Manatee County, FL • Osceola County, FL • Polk County, FL

## Ability to Respond

**Clients count on us to respond in their time of need, and we have never failed to deliver.** Our ability to respond rapidly is accelerated by utilizing the following:

- Incident Command System (ICS) Structure:** Our projects are operated under the ICS structure and have a proven track record of meeting even the most challenging staffing level requirements. ICS allows the Tetra Tech project team to scale as needed, coordinate response, establish common processes for planning and managing resources, and adapt organizational structure to match the needs and complexities of projects.
- Ability to Hire Rapidly:** Tetra Tech's immediate response staffing plan utilizes our vast network of disaster recovery professionals, including full-time employees, reserve staff from the Tetra Tech Disaster Recovery Unit, and local hires. Our staffing process has rapidly mobilized project teams for major disaster recovery projects nationwide. We prioritize deploying local staff, which benefits the local post-disaster economy and reduces mobilization and transportation costs.
- Depth of Resources:** Tetra Tech maintains a fully stocked warehouse located in Orlando, Florida with over 120 fully stocked bays of debris monitoring supplies capable of supporting over 50 simultaneous recovery operations for over 90 days. We also have dedicated logistics staff that manages resources and supplies and can have a fully functioning field office in a matter of days, and often several simultaneous offices at once. Tetra Tech has consistently deployed large-scale mobilizations of hundreds of staff and thousands of dollars' worth of equipment to multiple clients in a matter of days and on very short notice.



## We Set the Standard.

No firm has responded to more disaster events with more personnel in a shorter amount of time than Tetra Tech.

## Recent Debris Monitoring Experience

The exhibit below provides an abbreviated experience matrix for projects conducted since 2017. Tetra Tech can provide specific references and additional information upon request.

**Experience Matrix (2017–Present)**

Year	Disaster	Representative Client(s) <small>*Work in Progress</small>	Client Contact Information	Contract Value	Size (CYs)	Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Debris/Hazard/Storm Removal	Private Property Debris Removal	Asbestos/Waterway Debris	ETMA Reimbursement
2023	Hurricane Idalia	Florida Department of Environmental Protection	Ongoing	Ongoing	Ongoing	■	■	■	■				
	Oklahoma Straight-line Wind Event	Tulsa, City of*	Brett Wallgren, (918) 908-4518, <a href="mailto:bwallgren@cityoftulsa.org">bwallgren@cityoftulsa.org</a>	\$750,000	26,691	■	■	■	■				

Year	Disaster	Representative Client(s) *Work in Progress	Client Contact Information	Contract Value	Size (CYs)	Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Leaning/Hanging/Stump Removal	Private Property Debris Removal	Marine/Waterway Debris	EMMA Reimbursement	
2022	Vermont Floods	Vermont, State of*	Ben Rose, (802) 585-4719, ben.rose@vermont.gov	\$250,000	5,980 tons	■	■	■						
	Arkansas Tornadoes Clients Served: 4	Cammack Village*	Shalada Toles, (501) 663-4593, stoles@ cammackvillage.org	\$104,194	9,874	■	■	■						
		City of Little Rock*	Jon Honeywell JHoneywell@littlerock.gov	\$769,677	470,661	■	■	■	■					
		City of North Little Rock*	Kim Francisco, (501) 425-8197, kim.francisco@nlrpolice.org	\$1,803,846	599,632	■	■	■	■	■				■
		City of Sherwood*	Brian Galloway, (501) 416-0135, briang@cityofsherwood.net	\$355,955	50,805	■	■	■	■	■				■
	Mississippi Tornado	Sharkey County*	Bill Newsom, (662) 907-1498 bill@newsomconsulting.com	\$693,344	354,844	■	■	■	■	■				
		Merced County, CA*	Bryan D. Behn, (209) 385-7602	\$1,717,818	23,684	■	■	■	■	■				■
	California Floods Clients Served: 2	Santa Barbara County, CA	Matthew Griffin, (805) 568-3444, mgriff@countyofsb.org Hansel Corsa (805) 803-8784, hacorsa@countyofsb.org	Ongoing	30,928	■	■	■	■	■				■
		City of Austin, TX	Amy Slagle, (512) 974-4302 Amy.Slagle@austintexas.gov	Ongoing	532,298	■	■	■	■	■				■
	2023 Texas Ice Storm Clients Served: 4	Travis County, TX	Dan Pacatte, (512) 854-7678, Daniel.pacatte@traviscountytexas.gov	\$903,187	343,768	■	■	■	■	■				
		City of Georgetown, TX	Jackson Daly, (512) 819-3115 jackson.daly@georgetown.org	\$903,187	149,036	■	■	■	■	■				
		Williamson County	J. Terror Evertson, (512) 943-3330, tevertson@wilco.org	\$593,143	97,550	■	■	■	■	■				
	Hurricane Ian Clients Served: 30	Florida Department of Environmental Protection, FL	Cheri Albin, (850) 245-3105, cheri.albin@FloridaDEP.gov	\$704,908	111,667	■	■	■	■	■				■
		Brevard County, FL	Jill Hayes, (321) 350-9240 Jill.Hayes@brevardfl.gov	\$487,199	172,181	■	■	■	■	■				■
		City of Cape Coral, FL	Gina Lanzilotta, (239) 574-0471, glanzilo@capecoral.gov	\$4,294,542	2,608,134	■	■	■	■	■				■
		Charlotte County, FL	John Elias, (941) 628-2662, john.elias@charlottecountyfl.gov	\$6,823,436	4,674,284	■	■	■	■	■				■
		Collier County, FL	Dan Rodriguez, (239) 252-8330, dan.rodriguez@colliercountyfl.gov	\$3,144,234	1,371,750	■	■	■	■	■				■
		Highlands County, FL	Gator Howerton, (863) 381-6400, chowerton@hcbcc.org	\$1,077,874	459,964	■	■	■	■	■				■
City of New Smyrna Beach, FL		David Ray, (386) 527-6657, dray@cityofnsb.com	\$236,139	130,600	■	■	■	■	■				■	
City of Key West, FL		Greg Velis, (305) 809-3879, aavere@keywestcity.com	\$196,764	22,380	■	■	■	■	■				■	
Manatee County, FL		Jeanne Detweiler, (941) 748-5543, Jeanne.detweiler@mymanatee.org	\$1,654,459	743,966	■	■	■	■	■				■	
City of Melbourne, FL		Jennifer Wilster, (321) 953-6302, jwilster@melbourneflorida.org	\$80,118	25,852	■	■	■	■	■				■	
Osceola County, FL		Danny Sheaffer, (407) 742-7752, danny.sheaffer@osceola.org	\$108,435	10,143	■	■	■	■	■				■	
Polk County, FL		Jay Jarvis, (863) 581-0163, jayjarvis@polk-county.net	\$2,950,997	1,107,839	■	■	■	■	■				■	
St. Johns County, FL		Greg Caldwell, (904) 669-5221, gcaldwell@sjcfl.us	\$293,669	46,964	■	■	■	■	■				■	
Volusia County, FL	Arden Fontaine, (386) 736-5965 x15621 afontaine@volusia.org	\$1,388,825	532,472	■	■	■	■	■				■		

Year	Disaster	Representative Client(s) *Work in Progress	Client Contact Information	Contract Value	Size (CYs)							
						Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Energy/Wingair/Slump Removal	Private Property Debris Removal	Marine/Waterway Debris
2021	McKinney Fire	Siskiyou County, CA		Ongoing	Ongoing	■	■	■	■	■	■	■
	New Mexico Wildfires	New Mexico USACE	Paul Dries (with North Wind Group) pdries@northwindgrp.com	Invoices Pending	Ongoing	■	■	■	■	■	■	■
	Oak Fire	Mariposa County, CA	Eric Sergienko, (209) 966-2000, esergienko@mariposacounty.org Stephen Fritton, (804) 609-5399 Stephen.fritton@vdot.virginia.gov	Ongoing	Ongoing	■	■	■	■	■	■	■
	Winter Storms Clients Served: 1	Virginia Department of Transportation	Stephen.fritton@vdot.virginia.gov	\$6,493,642	3,555,584	■	■	■	■	■	■	■
	Severe Storms and Tornadoes Clients Served: 2	City of Bowling Green, KY	Matt Powell, (270) 784-7796, Matt.powell@bgky.org	\$105,520	174,346	■	■	■	■	■	■	■
		Warren County, KY	Matt Powell, (270) 784-7796, Matt.powell@bgky.org	\$72,784	47,402	■	■	■	■	■	■	■
	Dixie Fire Clients Served: 1	CalRecycle (State Contract)*	Alan Zamboanga, (916) 341-6450	Invoices Pending	1,992,877	■	■	■	■	■	■	■
		City of Central, LA	David Barrow, (225) 246-2306, david.barrow@central-la.gov	\$309,530	62,878	■	■	■	■	■	■	■
	Hurricane Ida Clients Served: 11	Iberville Parish, LA	Randall Dunn, (225) 776-1109, dunn@ibervilleparish.com	\$127,659	10,846	■	■	■	■	■	■	■
		Tangipahoa Parish, LA*	Vicki Travis, vtravis@tangipahoa.org	\$6,827,306	3,052,014	■	■	■	■	■	■	■
	Surfside Condo Collapse Clients Served: 1	Miami-Dade County, FL	Michael Fernandez, (786) 473-7314, michael.fernandez@miamidade.gov	\$837,481	10,264 (tons)	■	■	■	■	■	■	■
	Tennessee Severe Storms and Floods Clients Served: 1	Metro Nashville and Davidson County, TN	Phillips Jones, (615) 533-2377, phillip.jones@nashville.gov	\$368,467	804 (tons)	■	■	■	■	■	■	■
	Winter Storms Clients Served: 1	Virginia Department of Transportation	Stephen Fritton (804) 609-5399, stephen.fritton@vdot.virginia.gov	\$1,384,431	471,000	■	■	■	■	■	■	■
		Audubon Society of LA	Cecillie Halliwill, (504) 212-5325, challiwill@auduboninstitute.org	\$144,765	19,408	■	■	■	■	■	■	■
		City of Diamondhead, MS	Mike Reso, (228) 222-4626 Ext. 1802   mreso@diamondhead.ms.gov	\$314,779	200,556	■	■	■	■	■	■	■
		City of Gulfport, MS	Wayne Miller, (288) 868-5740 wmler@gulfport-ms.gov	\$1,010,182	483,147	■	■	■	■	■	■	■
	Hurricane Zeta Clients Served: 7	City of Waveland, MS	Mickey Lagasse, (228) 467-4143 mlagasse@waveland-ms.gov	\$371,206	216,681	■	■	■	■	■	■	■
	City of Slidell, LA	Blaine Clancy, (985) 646-4270 bclancy@cityofslidell.org	\$31,039	340 hangers/hazardous trees	■	■	■	■	■	■	■	
	Dallas County, AL	Heath Sexton, (334) 375-1587 hsexton@dallscounty_al.org	\$553,066	222,732	■	■	■	■	■	■	■	
	Hancock County, MS	Scotty Adam, (228) 467-0172 Scotty.Adam@co.hancock.ms.us	\$183,361	64,520	■	■	■	■	■	■	■	
	City of Youngsville, LA	Sally Angers, (337) 857-6925 SallyAngers@youngsvilleLA.gov	\$30,163	7,646	■	■	■	■	■	■	■	
Hurricane Delta Clients Served: 3	St. Martin Parish, LA	Heath Babineaux, (337) 394-4798 Hbabineaux@stmartinparish.net	\$220,303	30,600	■	■	■	■	■	■	■	
Hurricane Sally Clients Served: 4	Baldwin County, AL	Terri Graham, (251) 331-4158 TGraham@baldwincountyal.gov	\$6,910,848	4,425,281	■	■	■	■	■	■	■	



Year	Disaster	Representative Client(s) *Work in Progress	Client Contact Information	Contract Value	Size (CYs)	Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Leaving/Hanging/Stump Removal	Private Property Debris Removal	Wetland/Waterway Debris	EMMA Reimbursement	
2019	Hurricane Laura Clients Served: 17	City of Pensacola, FL	John Pittman, (850) 435-1894 jpittman@cityofpensacola.com	\$1,109,949	574,579	■	■	■	■	■	■	■	■	
		Okaloosa County, FL	Jim Reece, (850) 978-1063 jreece@co.okaloosa.fl.us	\$203,856	30,794	■	■	■	■	■	■	■	■	■
		Acadia Parish, LA	Chance Henry, (337) 824-7720 electchancehenry@gmail.com	\$123,346	98,595	■	■	■	■	■	■	■	■	■
		Calcasieu Parish, LA	Theresa Champeaux, (337) 540-8094 tchampeaux@calcasieuparish.gov	\$8,552,060	6,950,234	■	■	■	■	■	■	■	■	■
		City of Lake Charles, LA	Jeff Jones, (337) 540-1707 jjones@cityoflc.us	\$5,559,677	4,314,878	■	■	■	■	■	■	■	■	■
		City of Sulphur, LA	Stacy Dowden, (337) 764-8044 sdowden@sulphur.org	\$1,264,144	838,412	■	■	■	■	■	■	■	■	■
		Jefferson Davis Parish, LA	Renee Hicks, (337) 824-4792 renee@jdpj.net	\$802,432	140,874	■	■	■	■	■	■	■	■	■
	Hurricane Isaias Clients Served: 6	Orange County, TX	Leon George, (409) 238-9169, lgeorge@co.orange.tx.us	\$1,158,261	723,064	■	■	■	■	■	■	■	■	■
		Town of Holden Beach, NC	Heather Finnell, (910) 842-6488 heather@hbtownhall.com	\$26,171	2,150	■	■	■	■	■	■	■	■	■
		Town of Ocean Isle Beach, NC	Justin Whiteside, (910) 579-3469 justin@oibg.com	\$48,866	6,966	■	■	■	■	■	■	■	■	■
	Hurricane Hanna Clients Served: 4	Town of Oak Island, NC	Rose Braam, (910) 201-8015 rbraam@ci.oak-island.nc.us	\$193,765	62,394	■	■	■	■	■	■	■	■	■
		Hidalgo County, TX	Mr. Judge "J.D." Salinas, (956) 318-2600 jd.salinas@gsa.gov	\$706,129	187,135	■	■	■	■	■	■	■	■	■
	South Carolina Severe Storms and Tornadoes Clients Served: 1	Barnwell County, SC	Mr. Roger Riley, (803) 541-2013 rriley@barnwellsc.com	\$21,539	783	■	■	■	■	■	■	■	■	■
		City of Chattanooga, TN	Elizabeth Goss, (229) 894-4591 egoss@chattanooga.gov	\$380,079	322,200	■	■	■	■	■	■	■	■	■
	Tennessee Severe Storms and Tornadoes Clients Served: 3	Hamilton County, TN	John Agan, (423) 315-3840 johna@HamiltonTN.gov	\$961,480	408,305	■	■	■	■	■	■	■	■	■
		Metro Nashville and Davidson County, TN	Phillips Jones, (615) 533-2377 phillip.jones@nashville.gov	\$193,710	308,949	■	■	■	■	■	■	■	■	■
Harris County, TX		Ms. Danielle Cloce, MS, (551) 427-6581 danielle.cloce@hcpid.org	\$195,526	15,907	■	■	■	■	■	■	■	■	■	
Hurricane Dorian Clients Served: 5	Jefferson County, TX	Patrick Swain, (409) 835-8500 pswain@co.jefferson.tx.us	\$208,610	57,429	■	■	■	■	■	■	■	■	■	
	Colleton County, SC	Carla W. Harvey, PE, (843) 782.3104, cell - (843) 909-4653 charvey@colletoncounty.org	\$21,639	4,272	■	■	■	■	■	■	■	■	■	
	Dorchester County, SC	Mr. Mario Formisano, (843) 832-0341 MFormisano@dorchestercounty.net	\$135,437	31,294	■	■	■	■	■	■	■	■	■	
	Louisiana Severe Storms and Tornadoes	City of Ruston, LA	John Freeman, (318) 245-2398 jfreeman@ruston.org	\$230,000	30,516	■	■	■	■	■	■	■	■	

Contract Management  
 Data Management  
 Collection Monitoring  
 Disposal Monitoring  
 Leasing/Hangar/Storage Removal  
 Private Property Debris Removal  
 Marine/Waterway Debris  
 FEMA Reimbursement

Year	Disaster	Representative Client(s) *Work in Progress	Client Contact Information	Contract Value	Size (CYs)	Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Leasing/Hangar/Storage Removal	Private Property Debris Removal	Marine/Waterway Debris	FEMA Reimbursement		
2018	Clients Served: 5														
	Alabama Severe Storms and Tornadoes Clients Served: 1	Lee County, AL	Patrick Harvill, (334) 737-7011 Pharvill@leeco.us	\$375,000	176,780 (and 7,262 Tons)	■	■	■	■				■		
	Hurricane Michael Clients Served: 13	Lynn Haven, City of, FL	Vickie Gainer, (850) 265-2121 ext 112 vgainer@cityoflynnhaven.com	\$3,226,800	1,280,400	■	■	■	■					■	
		Callaway, City of, FL	Ed Cook, (850) 215-6691 Citymanager@cityofcallaway.com	\$1,150,500	1,468,100	■	■	■	■					■	
		Parker, City of, FL	Rich Musgrave, (850) 871-4104 richmusgrave@cityofparker.com	\$508,920	548,800	■	■	■	■					■	
		Wakulla County, FL	Brandy Raye King, (850) 745-7711 bking@mywakulla.com	\$341,704	38,085	■	■	■	■					■	
		Franklin County, FL	Pamela Brownell, (850) 653-8977, ext. 10	\$548,949	126,087	■	■	■	■					■	
		Albany County, GA	Em3frank@fairpoint.net Phil Roberson, (229) 357-0667 PRoberson@dougherty.ga.us	\$2,008,025	363,000	■	■	■	■					■	
		Dougherty County, GA	Michael McCoy, (229) 431-2193 MMcCoy@dougherty.ga.us	\$2,008,025	207,000	■	■	■	■					■	
		New Bern, City of, NC	Matt Montanye, (252) 646-3984 MontanyeM@newbern-nc.org	\$665,351	155,400	■	■	■	■					■	
		Hurricane Florence Clients Served: 15	Craven County, NC	Steven Aster, (252) 658-7179 saster@cravencountync.gov	\$414,147	59,800	■	■	■	■					■
			Lenoir County, NC	Samuel Kornegay, (252) 361-1788 skornegay@co.lenoir.nc.us	\$249,918	34,662	■	■	■	■					■
	Fayetteville, City of, NC		Jackie Tuckey, (910) 433-1854 jtuckey@ci.fay.nc.us	\$560,405	134,282	■	■	■	■					■	
Connecticut Tornadoes Clients Served: 4	Brookfield, CT	Ralph Tedesco, (203) 775-7318 rjtedesco@brookfieldct.gov	\$634,119	175,442	■	■	■	■					■		
	New Fairfield, CT	Russ Loudon, (203) 312-5628 rloudon@newfairfield.gov													
2017	California Wildfires (2017-18) Clients Served: 4 (6 Wildfires)	CalRecycle, CA	Alan Zamboanga, (916) 341-6450 alan.zamboanga@calrecycle.ca.gov	\$1,500,000,000	2,278,740 Tons	■	■	■	■				■		
	Hurricane Irma Clients Served: 67	Miami-Dade County, FL	Michael Fernandez, (786) 473-7314 michael.fernandez@miamidade.gov	\$15,315,654	3,558,943	■	■	■	■					■	
		Polk County, FL	Jay M. Jarvis, P.E, (863) 581-0163 JayJarvis@polk-county.net	\$6,190,877	2,244,330	■	■	■	■					■	
		Collier County, FL	Dan Rodriguez, (239) 252-2504 danrodriguez@colliergov.net	\$5,130,000	4,004,300	■	■	■	■					■	
		Miami, City of, FL	Mario Nunez, (786) 479-4097 MFNunez@miamigov.com	\$3,911,307	540,053	■	■	■	■					■	
		Seminole County, FL	Jeff Waters, (407) 665-2253 jwaters02@seminolecountyfl.gov	\$2,250,000	824,534	■	■	■	■					■	

Year	Disaster	Representative Client(s) *Work in Progress	Client Contact Information	Contract Value	Size (CYs)	Contract Management	Data Management	Collection Monitoring	Disposal Monitoring	Leaning/Hanging/Slump Removal	Private Property Debris Removal	Marine/Waterway Debris	FEMA Reimbursement	
	Hurricane Harvey Clients Served: 31	Lake County, FL	Mary Hamilton, (352) 253-6006 mhamilton@lakecountyfl.gov	\$1,887,841	355,000	■	■	■	■				■	
		Brevard County, FL	Euripides Rodriguez, (321) 633-2042 Euripides.rodriguez@brevardfl.gov	\$1,292,085	653,953	■	■	■	■					■
		Pinellas County, FL	Sean Tipton, (727) 464-8809 stipton@co.pinellas.fl.us	\$1,759,698	380,000	■	■	■	■					■
		Holly Hill, City of, FL	Antoine Khoury, (386) 248-9493 akhoury@hollyhillfl.org	\$115,000	46,876	■	■	■	■					■
		South Daytona, City of, FL	Les Gillis, P.E., (386) 322-3080 lgillis@southdaytona.org	\$79,534.00	27,908	■	■	■	■					■
		Corpus Christi, City of, TX	Gabriel Maldonado, (361) 826-3165 gabrielm@cctexas.com	\$1,037,930	536,074	■	■	■	■					■
		Dickinson, City of, TX	Connie Nicholson, (281) 337-2489 ext. 224 cnicholson@ci.dickinson.tx.us	\$678,086	182,354	■	■	■	■					■
		Fort Bend County, TX	Marc Grant, (832) 473-2730 grantmar@co.fort-bend.tx.us	\$1,028,474	338,277	■	■	■	■					■
		Friendswood, City of, TX	Brian Mansfield, (281) 996-3335 bmansfield@ci.friendswood.tx.us	\$747,162	135,957	■	■	■	■					■
		Harris County, TX	Danielle Cloce, (551) 427-6581 danielle.cloce@hcpid.org	\$3,700,000	1,129,652	■	■	■	■					■
		Houston, City of, TX	Joanne Song Yu, (832) 393-0484 Joanne.Song@houston.tx.gov	\$7,964,528	2,500,000	■	■	■	■					■
		Humble, City of, TX	James Nykaza, (281) 853-7832 jnykaza@cityofhumble.net	\$128,269	22,737	■	■	■	■					■
		Katy, City of, TX	Jason Rivera, (281) 391-4796 jrivera@cityofkaty.com	\$127,583	24,000	■	■	■	■					■
		League City, City of, TX	Ogden "Bo" Bass, AICP, (281) 554-1007 bo.bass@leaguecitytx.gov	\$493,774	116,461	■	■	■	■					■
		Montgomery County, TX	Darren Hess, (936) 523-3910 Darren.Hess@mc.tx.org	\$902,000	119,572	■	■	■	■					■
		Nassau Bay, City of, TX	Jamie L. Galloway, (281) 336-6298 jamie.galloway@nassaubay.com	\$44,250	6,323	■	■	■	■					■
		Pasadena, City of, TX	Robin S. Green, Jr., P.E., (713) 475-7836 rgreen@pasadenatx.gov	\$162,944	30,164	■	■	■	■					■
	Seabrook, City of, TX	Kevin Padgett, (281) 291-5656 kpadgett@seabrooktx.gov	\$26,526	1,592	■	■	■	■					■	
	Georgia Tornadoes Clients Served: 2	Albany County, GA	Phil Roberson, (229) 357-0667 PRoberson@dougherty.ga.us	\$2,008,025	380,000	■	■	■	■				■	
		Dougherty County, GA	Michael McCoy, (229) 431-2193 MMcCoy@dougherty.ga.us	\$2,008,025	540,000	■	■	■	■					■

### Our program is designed to maximize federal grant reimbursement.

Over the course of working with hundreds of local and state governments on disaster debris management projects, our team has developed a deep understanding of FEMA, FHWA, NRCS, and other reimbursement and regulatory agencies' policies and procedures. Our efforts allow clients to maintain their focus on continuing daily operations while relying on us to oversee the management of debris removal operations in compliance with programmatic guidelines and procedures. Additionally, we have supported clients across the state and have successfully helping our clients navigate the Florida Division of Emergency Management reimbursement and closeout process. Our understanding of requirements for eligibility, documentation, and reimbursement has helped our clients obtain **over \$12 billion in reimbursed costs**. Our team has direct experience with federal grant programs, including:

- FEMA PA Program (including Section 406 mitigation and Section 428 alternative procedures program)
- FEMA Hazard Mitigation Grant Program (HMGP, Section 404 mitigation)
- FEMA Hazard Mitigation Assistance (HMA)
- FEMA Individual Assistance (IA) Program
- FHWA-Emergency Relief (FHWA-ER) Program
- FHWA Transportation Investment Generating Economic Recovery Grant
- Natural Resources Conservation Service (NRCS) Emergency Watershed Protection
- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG)
- U.S. Treasury Coronavirus Aid, Relief, and Economic Security (CARES) Act and COVID-related funds

For this engagement, Tetra Tech anticipates that majority of reimbursement will be pursued through the FEMA PA Program. Our team holds comprehensive qualifications in working both for and with FEMA. Tetra Tech maintains six current contracts directly supporting FEMA, in addition to our routine work with FEMA as part of state and local projects seeking FEMA reimbursement.

#### REGION 4

The nuances presented in each Region's administration of the FEMA PA program provide their own challenges. We know Region 4's approach to administering FEMA PA and have helped clients successfully navigate it for years.



Our team has worked closely with FEMA and FHWA staff in the determination of debris eligibility, data requirements, project worksheet/detailed damage inspection report development, auditing of documentation, and reimbursement requirements. This includes providing **step-by-step assistance to clients throughout the FEMA reimbursement process.**

"As a former State Recovery Director in Region IV, I advise our team, and yours, on the best approach to documentation and presentation of costs in order to maximize your utilization of PA funding."

- Allison McLeary, Esq.  
Senior Management Team

#### Spotlight On: Commitment from Blue Skies through Reimbursement

"Tetra Tech proved itself to be a reliable partner for the City and executed all its obligations under our continuing services agreement. On top of that, they provided excellent communication throughout the whole process and efficiently assisted in the cleanup of the City [after Hurricanes Irma and Ian]. Their diligence and precision in detail ensured proper reimbursement from FEMA on all occasions. In our experience working with Tetra Tech, they have always come to the City of St. Petersburg's assistance when they are needed most for our residents and greater community. We would happily recommend their services to other communities and plan to continue our relationship with them into the future."

-Mr. Bryan M. Eichler, Assistant Director, City of St. Petersburg, FL

## Focus On

# FEMA Programs

*\$12 billion+ Managed*

## Experience Summary

Our team holds comprehensive qualifications in working both for and with State/Recipient agencies and FEMA. Tetra Tech maintains six current contracts directly supporting FEMA, in addition to our routine work with FEMA Recipients and Subrecipients as part of state and local projects seeking reimbursement.

Our experience supporting clients with FEMA programs includes:

- FEMA PA Program
- Section 406 mitigation and Section 428 alternative procedures program
- FEMA Hazard Mitigation Grant Program (HMGP)
- Section 404 mitigation
- FEMA Individual Assistance (IA) Program
- FEMA Flood Mitigation Assistance Program (FMA)
- FEMA Building Resilient Infrastructure and Communities (BRIC)

## Recent Sample Projects

Year	Client	Program	Preliminary Damage Request	Develop Request for Public Assistance	Applicant Briefing	Applicant Kickoff Meeting	Site Visits/Inspections	Project Scoping	Project Cost Estimation & Documentation	PW/Application Development	Alternate/Improved/Pilot Program Projects	Project Cost Reconciliation
2023	Pensacola, FL	PA					■	■	■	■		■
2023	Collier County, FL	PA				■	■	■	■	■		■
2022	Fort Myers, FL	PA	■	■	■	■	■	■	■	■	■	■
2022	South Daytona, FL	PA				■	■	■	■	■		■
2022	Philadelphia, PA	PA	■			■	■	■	■	■		■
2020	Hamilton County, TN	PA	■	■	■	■	■	■	■	■	■	■
2020	Commonwealth of Massachusetts	PA					■	■	■	■		■
2020	Harris County, TX	PA	■	■	■	■	■	■	■	■		■
2020	Houston, TX	PA	■	■	■	■	■	■	■	■	■	■
2020	LA GOHSEP SAL	PA					■	■	■	■		■
2020	State of Connecticut	PA					■	■	■	■		■
2020	Dunedin, FL	PA	■	■	■	■	■	■	■	■		■
2019	State of Missouri	PA					■	■	■	■		■
2019	Commonwealth of Puerto Rico	PA		■	■	■	■	■	■	■	■	■
2018	Callaway, FL	PA	■	■	■	■	■	■	■	■	■	■
2018	Lynn Haven, FL	PA	■	■	■	■	■	■	■	■	■	■
2018	Dougherty County, GA	PA	■	■								
2018	Albany, GA	PA	■	■								

## FEMA Focus Areas



### Tailored Procedures

Our procedures are tailored to facilitate FEMA review and generation of Project Worksheet versions. Tetra Tech incorporates changes and/or updates to the PAPPG, IAPPG, FEMA IHP Unified Guidance, and Hazard Mitigation Assistance Guidance into our procedures.



### Understanding of FEMA Regulations

Our management team and field staff fully understand rules and regulations across FEMA programs. This allows us to monitor contracts in detail while managing and documenting the operation using proven methodologies to allow the maximum reimbursement.



### Relationships Regional Reps

Our team maintains strong relationships with many of the lead federal coordinating officers, PA/IA officers, and other staff. Regular interface and communication with FEMA at the headquarters, regional, and local levels allow our team to obtain quick responses on guidance and issues.



### Audits and Appeals

Our grant management experts have assisted clients with applying for and retaining grant funds, even after closeout and audit processes. Our FEMA appeals and funding specialists have worked with FEMA closeout officers to obtain millions of previously deobligated dollars.

## Disaster Recovery Program Management Services

Our team is a national leader in providing management and support documentation for all facets of the debris removal monitoring industry, including special disaster recovery program management services.

### Disaster Recovery and Special Program Management Capabilities

Disaster Recovery Program Management	
Emergency road clearance	Final debris disposal at a landfill or other end use
Curbside debris collection	Conflict and damage resolution
Operation of citizen drop-off sites	Truck certification
Data management and invoice reconciliation	Right-of-entry administration
Oversight of debris management sites	
Special Programs Management	
Animal carcass removal and disposal	Marine and waterway debris removal
Asbestos abatement	Private property demolition and debris removal
Beach remediation and restoration	Nuisance abatement ordinance administration
Construction and demolition debris removal	Saltwater killed tree removal
Creosote piling removal	Sediment dredging and removal
Drainage and canal debris removal	Subsurface storm drain debris removal
E-waste debris removal	Vessel and vehicle recovery
Hazardous waste debris removal	Wetland and parkland debris
Hazardous tree and stump removal	White goods and putrescent waste removal

### Private Property/Right-of-Entry Debris Removal

Our team has administered many of the largest PPDR programs in U.S. history. Tetra Tech assists communities with ensuring they have the legal authority via local and state ordinances to enter onto private property. We also assist with preparing submittal packages for FEMA to approve the program, promoting the Right-of-Entry (ROE) program with residents, and ensuring the program is properly documented. Included below is a representative sample of our PPDR projects.

**65 PRIVATE PROPERTY DEBRIS REMOVAL PROJECTS MANAGED**



#### SCOPE TASKS

- Application Administration
- Data Management
- Debris Removal Monitoring
- Demolition Program Management
- Historical/Environmental Review
- Individual Property Debris Tracking
- Property Close Out
- Property Survey
- Public Advertisement
- Reduction/Disposal Monitoring
- Scheduling

- Surfside Condo Collapse (2021)** 1 client
- Wildfires (2021)** 15 clients
- Hurricane Laura (2020)** 1 client
- North Branch Wildfires (2020)** 9 clients
- Hurricane Michael (2018)** 2 clients
- Hurricane Florence (2018)** 1 client
- Hurricane Michael (2018)** 3 clients
- Camp Wildfire (2018)** 1 client
- Mendocino-Complex Fire (2018)** 1 client
- Carr Wildfire (2018)** 1 client
- Severe Storms/Tornadoes (2017)** 1 client
- Hurricane Harvey (2017)** 2 clients
- NorCal Wildfires (2017)** 4 clients
- Thomas Wildfire (2017)** 1 client
- Detwiler Wildfire (2017)** 1 client
- Helena Wildfire (2017)** 1 client
- Flooding & Severe Storms (2016)** 1 client
- Flooding (2016)** 1 client
- Erskine Wildfire (2016)** 1 client
- Clayton Wildfire (2016)** 1 client
- Butte Wildfire (2015)** 1 client
- Valley Wildfire (2015)** 1 client
- Flooding (2014)** 1 client
- Flooding (2013)** 1 client
- Hurricane Sandy (2012)** 1 client
- Hurricane Isaac (2012)** 1 client
- Wildfires (2011)** 1 client
- Ice Storm (2009)** 1 client
- Flooding (2008)** 2 clients
- Hurricane Ike (2008)** 2 clients
- Hurricane Gustav (2008)** 1 client
- Hurricane Katrina (2005)** 2 clients
- Hurricane Wilma (2005)** 1 client

## Waterways Debris Removal

No other firm in the United States has led more projects to remove physical and environmental hazards and debris from navigable and non-navigable waterways than Tetra Tech. From large vessel and lobster trap removal programs in the Florida Keys following a series of hurricanes to assisting local and state agencies along the northern Gulf Coast with response and recovery efforts for the BP oil spill to cleaning dozens of miles of ditches in Calcasieu Parish following Hurricane Laura – Tetra Tech has comprehensive experience in planning and executing complex waterway debris removal programs.

Tetra Tech can provide comprehensive services for waterway and drainage system debris removal programs including assisting with documenting maintenance programs, legal responsibility, and scope eligibility, performing post-disaster damage assessment (including drone surveys), managing right of entry / access programs, and field monitoring and storage site management. We have expertise in documenting marine debris removal programs funded by numerous agencies including the Natural Resource Conservation Service (NRCS), U.S. Army Corps of Engineers, FEMA, and several state agencies. Specific marine debris removal program executed by Tetra Tech includes:

### Derelict Vessel Programs

- Monroe County, Florida (Hurricanes Katrina, Gustav, Ike, and Wilma)
- New Jersey Department of Environmental Protection (Hurricane Sandy)
- Florida Department of Environmental Protection (Hurricanes Michael, Matthew, and Irma)

### Marine Debris Removal Programs

- Cape Coral, Florida (Hurricane Ian)
- Bay County, Florida (Hurricane Michael)
- Brevard County, Florida (Hurricane Matthew)

### Ditch and Drainage Debris Removal Programs

- Terrebonne Parish, LA (Hurricane Gustav)
- Harris County Flood Control District, TX (Hurricane Ike)
- Collier County, FL (Hurricane Wilma)

## Coastal Restoration

Critical to the recovery of any coastal community following a disaster is the remediation of its beaches. Tetra Tech scientists and engineers work in partnership to provide a balanced approach to coastal engineering projects. The living shoreline design approach helps our clients reduce erosion and restore habitat while creating more resilient coastlines ready to adapt to sea level rise and storm risks. We work in a variety of geographic areas across the eastern and western coastlines of the US and throughout the Caribbean. Tetra Tech is a leader in providing clear solutions for coastal restoration and protection within sustainable natural and socioeconomic frameworks. Our clients seek us out for our project planning, design, engineering, permitting, and construction oversight services expertise. We are adept at formulating the appropriate solution, tailored to the specific and unique characteristics of each project site.

Following Hurricane Katrina and the Deep Water Horizon oil spill, millions of federal grant dollars were made available to the Louisiana and Mississippi Gulf Coast for post-event restoration projects. Tetra Tech understands how important those funds are to an economy that is recovering from disasters. Tetra Tech is prepared to assist in evaluating damages, working with FEMA and



Trap Bag Installation in Volusia County, FL



Department of Environmental Protection (DEP) to determine eligibility, and overseeing recovery efforts on the County's beaches. If tasked, Tetra Tech will employ proven displaced sand removal and beach remediation protocols to create a program in an effort to reopen the beaches as soon as possible and minimize the impact that a beach closure could have on the County's economy. Tetra Tech has assisted St. Johns County, FL; Volusia County, FL; Escambia County (Pensacola Beach/Perdido Key), FL; and Harrison County, MS with coastal restoration services.

## Leaning Trees, Hanging Limbs, and Stump Removal

Tetra Tech offers expertise in reimbursement for the removal of leaning trees, hanging limbs, and stumps. Our team has extensive experience helping communities avoid the de-obligation of funds or non-reimbursement for these activities due to ineligible work. In 2020, our team monitored the removal and disposal of nearly 200,000 hazardous trees and hangers following consecutive Hurricanes Laura, Sally, Delta, and Zeta.



 **1,738,389**  
HANGING LIMBS

 **245,122**  
LEANING TREES

 **162,165**  
STUMPS

### FEATURED EVENTS

CA Wildfires (2015 - 2022)	3,777 Limbs   246,140 Trees
Hurricane Sally (2020)	43,692 Limbs   5,888 Trees
Hurricane Laura (2020)	120,198 Limbs   13,160 Trees
Hurricane Zeta (2020)	34,245 Limbs   4,902 Trees
Hurricane Michael (2018)	27,562 Limbs   9,949 Trees
Hurricane Florence (2018)	14,609 Limbs   259 Trees
Hurricane Irma (2017)	316,108 Limbs   94,030 Stumps
Hurricane Matthew (2016)	183,214 Limbs   12,769 Trees
Winter Storm Alfred (2011)	84,135 Limbs   12,355 Trees
Hurricane Ike (2008)	364,860 Limbs   29,489 Trees
Midwest Winter Storm (2007)	99,382 Limbs   2,682 Trees

## Vessel and Vehicle Recovery

Tetra Tech is able to assist the County in documenting the locations and quantities of vessel and vehicle debris in the County and presenting a case to FEMA to approve and fund the program. The County must first show that they have a legal responsibility to remove the debris and that the debris is not the responsibility of another state or federal agency such as the USACE or the NRCS. Vessel and vehicle debris on private land may present unique ingress/egress challenges and require ROE agreements for access.

Tetra Tech has monitored vessel recovery for several clients, including:

- **NJDEP** – Hurricane Sandy | 80 vessels
- **Escambia County, FL and Monroe County, FL (Florida Keys)** – Hurricane Wilma | 450 vessels
- **FDEP** - Hurricanes Matthew, Michael, and Irma | 64 vessels
- **Miami-Dade County** - Surfside Condo Collapse | 100 vehicles

## Hazardous Material Removal

Major disasters, particularly those that involve significant flooding, will result in the need to address hazardous materials. Typically, the U.S. Environmental Protection Agency (EPA) is responsible for identifying and removing large quantities of household hazardous waste (HHW) (containers over 5 gallons such as large commercial/industrial storage tanks, propane tanks, 55-gallon drums, etc.). Local governments are charged with implementing collection programs for HHW, including but not limited to containers with paints, pesticides, household cleaners, oils/solvents, and fuels. Our team has broad experience helping local governments plan, procure, implement, and track disaster related HHW collection programs at curbside or drop-off locations. Following Hurricane Ike, a storm surge covered almost all of Galveston Island, Texas. Our team helped the City of Galveston



implement one of the largest post-disaster HHW programs in U.S. history, in addition to working cooperatively with the EPA on large quantity HHW recovery.

## Asbestos-Containing Material Management

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Through our team's years of demolition experience, Tetra Tech has developed best management practices for documenting and monitoring work related to asbestos-containing material (ACM). Tetra Tech will collect and catalog all pertinent information related to the ACM content for a property. Once the remediation contractor has removed and wrapped the ACM, Tetra Tech will document the transfer of custody through final disposition. As part of the ACM documentation process, Tetra Tech will also collect and pair all waste shipment records to the respective load tickets. Additionally, during the course of the project if Tetra Tech notices any lack of due diligence or potential for environmental violations, our management staff will notify County officials immediately and assist in creating a mitigation strategy. In the instance of non-ACM debris removal, Tetra Tech will collect and digitally link all DMS or landfill manifest with the corresponding load ticket. Most recently, as part of our work for CalRecycle Tetra Tech has assisted with documenting the removal of ACM for properties damaged by the devastating wildfires.

## Data Management

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Tetra Tech minimizes client costs and maintains consistent visibility of debris project operations by implementing our streamlined processes and utilizing our *RecoveryTrac™* ADMS. *RecoveryTrac™* ADMS is a scalable and fully featured disaster management application designed specifically to address the operational challenges faced during a disaster recovery project. Managing the enormous volume of documentation generated during a debris monitoring operation was paramount to the design of our ADMS. **This state-of-the-art technology has already shown to increase the efficiency and improve the management of debris removal efforts for hundreds of clients.**

## Experience Defending Client's Interests During an Audit

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A representative example of past clients we have supported during dispute resolution includes, but is not limited to:

- Our team is currently retained by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to assist on hundreds of appeals related to 11 disasters dating back to Hurricane Katrina in 2005.
- Our team is currently working with FEMA's new VAYGo process for clients in Texas such as Fort Bend County and the City of Houston along with the Commonwealth of Puerto Rico.
- During our work with the State of Vermont, Tetra Tech worked on five (5) appeals for PWs related to Tropical Storm Irene. As a result, four appeals were overturned, and one appeal upheld.

## Extensive Disaster Debris Management Planning Experience

*The Tetra Tech team has developed Disaster Debris Management Plans (DDMPs) for over 100 jurisdictions across the United States.* In addition, Tetra Tech staff have performed analysis of debris emergency sites and assisted jurisdictions in training for debris management operations, so staff understand their roles in disaster debris operations and understand strategies for clearing, removing, and disposing of debris. Tetra Tech has also assisted jurisdictions in development of request for proposals for debris hauler services to assist them in procuring qualified contractors while adhering to 2 CFR 200 procurement requirements.

Our plans have shaped the industry and become templates used by other jurisdictions developing their own plans. **Tetra Tech has also developed and facilitated training programs and exercises to help communities become familiar with their DDMP and successfully implement the DDMP when needed.** Our team brings a unique understanding gained from past experience providing disaster debris monitoring services, DDMP guidance, and training for government officials. Tetra Tech experts will work closely with County officials and stakeholders to develop a customized DDMP based on the communities' hazards, risks, goals, and objectives. Along the way, Tetra Tech will provide guidance to County regarding policies, procedures, and best practices. Upon completion of the final plan, Tetra Tech will exercise the plan with County officials and stakeholders and revise as necessary.

The goal of a disaster debris management plan (DDMP) is to better prepare state and local governments to respond to and recover from a debris-generating event. DDMPs help communities restore public services and streamline public health and

safety efforts in the aftermath of a disaster by outlining the coordination and debris removal management operations and integrating with the overall emergency management plan. DDMPs also provide the organizational structure, guidance, and standardized procedures for the clearance, removal, and disposal of debris caused by a major debris-generating event. Additionally, DDMPs outline pre-event preparations during times of normalcy, operations immediately prior to a known disaster threat, operations following the disaster event, and demobilization and closeout following completion of debris removal efforts. A representative sample of Florida jurisdictions that Tetra Tech staff have developed DDMPs for include those bulleted below.

- Collier County, FL
- Polk County, FL
- Miami, FL
- Seminole County, FL
- Key Biscayne, FL
- Sarasota County, FL
- St. Johns County, FL
- Okaloosa County, FL

## Spotlight On: St. Johns County DDMP and DRRG

Tetra Tech managed the development of St. Johns County's initial Disaster Debris Management Plan and has since assisted the County in crafting the Public Works Department's Disaster Response and Recovery Guide which provides a one stop shop for policy, guidance, and pre and post-disaster operational checklist. *DDMP services provide the County with additional insights, such as the above-mentioned, that aid the County in better preparing for future response and recovery operations.*

## References/Profiles

Having an in-depth understanding of our client's goals, domain, constraints, and resources enables us to approach customer challenges holistically and address implicit and emerging needs. Tetra Tech views all of our projects as an opportunity to build a partnership with our clients. We place importance on complete coordination and collaboration with our clients in order to ensure client satisfaction. The projects on the following pages are a representative sample of our experience in performing services that are similar in scope, complexity, and magnitude to the County within the past 6 years.

## What do our clients say?

### Steadfast Dedication

"We would like to extend our gratitude to Tetra Tech for their steadfast dedication and ongoing support, as demonstrated through your collaboration with St. Johns County staff to prepare for potential disaster debris monitoring services. The promptness of your response and the outstanding partnership exhibited throughout this storm event have been sincerely appreciated."

-Ashley Mickler, St. Johns County, Florida

### Speed, Accuracy, and Transparency

"We are very thankful for the transparency into project operations and the speed and accuracy of the progress reports provided to help the Parish maintain abreast of the project's progress. Tetra Tech's real-time reporting and geoportal capabilities were integral in keeping us informed. Tetra Tech staff were attentive and responsive to our inquiries and displayed a high-level of professionalism. Throughout the project, it was evident that your team had the experience and expertise needed to successfully complete our debris management program and assist with FEMA reimbursement."

-Huey Bryan Borill, Acadia Parish Police Jury, Louisiana

### Professionalism Matched by None

"Tetra Tech was quickly onsite and ready to move into action with a professionalism matched by none. Tetra Tech's management team worked hand in hand with our contractors, county crews and county staff to ensure that all FEMA compliance requirements were held to exemplary status, paying special attention to details, and the unique needs of our county and our citizens. Your entire team demonstrated outstanding skills for disaster recovery management, and I will attest to their superior management skills and team work. Tetra Tech's diligence, initiative, and assertiveness with all contractors, FEMA, and our own staff contributed to the success of our hazardous tree removal program."

-Clara Beckett, Bastrop County, Texas

## Volusia County, FL | Disaster Debris Monitoring

**Hurricanes Ian and Nicole:** Hurricane Ian, one of the strongest hurricanes to strike Florida, hit Volusia County in 2022. During the cleanup efforts for Hurricane Ian, Hurricane Nicole swept through Florida as a late-season storm. Tetra Tech assisted the County in debris removal from right of way, hazardous trees, beaches, and from gated communities during the recovery effort. Tetra Tech monitored the removal of **more than 500,000 cubic yards (CYs)** of debris with both the Ian and Nicole cleanup efforts.

**Hurricane Matthew:** In 2016, Hurricane Matthew skimmed Florida's eastern coastline as a Category 3 and 2 storm. The storm left the County with downed powerlines, toppled trees, and flooded homes. Our team was available to the County prior to landfall and in the immediate aftermath of Hurricane Matthew. Tetra Tech was a crucial part of the operations planning team, providing consulting in the Emergency Operations Center while initial operations were unfolding and helping with special tasks like securing temporary debris sites permits and compiling the documentation to request FEMA approval of debris collection on private roads. In total, our team monitored **1,058,962 CYs of debris**. Additionally, our team of grant management specialists assisted in administering FEMA federal grant funding services and grant administration.

**Groundhog Day Tornadoes:** In 2007, our firm was retained by Volusia County to assist with monitoring cleanup efforts following the Groundhog Day tornadoes that swept through Central Florida during the early morning hours of February 2, 2007, leaving 20 people dead and many others injured and without homes. Our team monitored the collection and disposal of approximately **135,000 CYs of debris** and provided program management services to monitor and document data used for FEMA reimbursement.

## City of St. Petersburg, FL | Disaster Debris Monitoring

Having nearly a decade of experience working with the City, Tetra Tech was able to anticipate the challenges the City might face following a debris-generating event. Tetra Tech positioned senior staff in the City's emergency operations center prior to making landfall and maintained constant communication with our senior management staff throughout the storm. Immediately following the storm, Tetra Tech used locally sourced staff to begin certifying, tracking, and quantifying debris collected by contracted debris hauling trucks and City-owned vehicles to maximize available resources and minimize recovery time. In total, Tetra Tech **monitored and documented the removal, reduction, and disposal of over 164,000 CYs of eligible debris**.

On September 28, 2022, **Hurricane Ian** made landfall in Florida as a Category 4 hurricane with sustained winds of 140 mph. It left a devastating path of damage and debris from Southwest Florida through the state on a northeasterly route. St. Petersburg was just on the outskirts of the most heavily impacted areas. Tetra Tech assisted the City with the preliminary damage assessment, only to discover that the overall damage amount was not enough to reach the threshold for a Presidential declaration in Pinellas County. The City was left with no real option other than to disrupt the daily workload of their regular staff for this cleanup effort. When FEMA removed the threshold requirement for this storm, through a pre-event contract, St. Petersburg tasked Tetra Tech with monitoring and documenting the removal, reduction, and disposal of all storm-related vegetative debris. Tetra Tech utilized local monitors and management staff to certify hauling vehicles from the City and the City's contracted debris hauler. Tetra Tech was also responsible for determining eligibility of the debris collected and then quantifying the amount collected at the City's debris management site (DMS). These DMS tower monitors oversaw the reduction and haul out of all the organic material collected from Hurricane Ian. Tetra Tech was responsible for monitoring and documenting well **over 16 million CYs of debris from Hurricane Ian throughout the state of Florida**. Tetra Tech maintained a full-time staff until the project was 100% complete, all the while responding quickly and diligently.

### Period of Performance

Hurricanes Ian and Nicole:  
October 2022 - present  
Hurricane Matthew: October 2016  
– February 2017  
Tornadoes: February – April 2007

### Project Size

Hurricanes Ian and Nicole:  
539,066 CYs  
Hurricane Matthew: 1,058,962 CYs  
Tornado: 136,411 CYs

### Project Cost

Hurricanes Ian and Nicole:  
\$1,401,098  
Hurricane Matthew: \$1,967,757  
Tornado: \$531,477

### Reference Contact

Arden Fontaine, Deputy Public  
Works Director  
(386) 736-5965 ext. 15621  
afontaine@volusia.org

### Period of Performance

Hurricane Irma: September –  
December 2017  
Hurricane Ian: October –  
November 2022

### Project Size

Hurricane Irma: 164,631 CYs  
Hurricane Ian: 75,090 CYs

### Project Cost

Hurricane Irma: \$324,890  
Hurricane Ian: \$205,667

### Reference Contact

Bryan Eichler, Asst. Director, Park  
& Recreation  
(727) 647-7715  
bryan.eichler@stpete.org

## Osceola County, FL | Disaster Debris Monitoring

Tetra Tech has responded to multiple disaster events on behalf of Osceola County. Most recently, in late September 2022, Hurricane Ian made landfall in Florida as the third-costliest weather disaster to date. The deadly storm first made impact along the west coast of southern Florida at a stunning 155-mph, high-end Category 4 and quickly traveled north up the state. In its path was Osceola County, which was impacted at a Category 2 classification due to the storm's rapid dissipation upon landfall. This result left the county with downed vegetative debris, as well as significant flooding that led to road closures and home damage.

Once the storm passed and it was safe to navigate the area, Tetra Tech swiftly responded to the disaster recovery effort. Having a team centralized in Maitland, Florida, in nearby Orange County, meant Tetra Tech could respond quickly. Tetra Tech sent out a team to partner with the County and assess the damage. This ultimately allowed for debris collection efforts to be planned with ease and in a timely fashion to start the debris pickup process as soon as possible. Working closely with the County to provide numerous services, including debris monitoring, data management, geographic information systems (GIS) mapping, and FEMA Reimbursement reporting. In total, Tetra Tech helped monitor the removal of **over 10,000 cubic yards of vegetative and construction and demolition debris.**

In September 2017, Hurricane Irma made landfall as a Category 3 Hurricane in southwest Florida and traveled up the center of the state. Osceola County was impacted by high winds and rainfall, which resulted in numerous downed trees, fallen power lines, and flooding across the County. Many citizens were left without power and impacted by water drainage issues.

Our team was available to the County immediately following the storm. Within hours, Tetra Tech mobilized a team to assess the damage and begin the process of onboarding local debris monitors. The team assisted with collection monitoring, disposal monitoring, truck certification, and FEMA reimbursement reporting. Our project management team also provided data management services. In total, our team monitored **over 202,000 cubic yards of debris.**

## Collier County, FL | Disaster Debris Monitoring

Over the last two decades, Tetra Tech has provided a variety of disaster recovery assistance to Collier County – from debris management planning and training to major post-disaster debris monitoring assignments.

Since Tetra Tech's work for Collier County after Hurricane Wilma, our team has maintained a true partnership with the County in helping prepare for the next potential event. The County holds an annual War Games to prepare County and municipality staff – as well as other agency and private sector partners – for what to expect and what actions to take following a hurricane or other disaster event. Tetra Tech has been an active participant in this annual event for years and has helped lead the training for all participants. Tetra Tech also recently completed an update of Collier County's Disaster Debris Management Plan.

In September of 2022, Category 4 **Hurricane Ian** crushed Charlotte County to the north with winds approaching 155 miles per hour. Tetra Tech is currently providing Collier County with debris monitoring services for its right-of-way debris, hazardous leaners and hangers, parks, private roads, waterways, and ditches. Tetra Tech is also providing FEMA Public Assistance services to the County.

Following a direct landfall by **Hurricane Irma** in 2017, Tetra Tech provided total program management for the Collier County debris removal mission. In addition to

### Period of Performance

Irma: September 2017 – March 2018

Ian: September 2022 – January 2023

### Project Size

Hurricane Irma: 202,009 CYs

Hurricane Ian: 10,143 CYs

### Project Cost

Hurricane Irma: \$953,687

Hurricane Ian: \$108,435

### Reference Contact

Danny Sheaffer, Solid Waste Manager

(407) 742-7752

Danny.Sheaffer@osceola.org

### Duration

Hurricane Ian: September 2022 – January 2023

Hurricane Irma: September 2017 – December 2018

### Project Size

Hurricane Ian: 1,371,750 CYs

Hurricane Irma: 3,185,533 CYs

### Cost

Hurricane Ian: \$3,780,064

Hurricane Irma ROW: \$6,912,536

### Reference

Kari Hodgson, Director Solid and Hazardous Waste Management Division

(239) 398-9621

Kari.Hodgson@colliercountyfl.gov

debris monitoring, we served as the County's representative, tasked with overseeing right-of-way (ROW) debris removal; processing, site management and haul-out; private road and gated community debris removal; and leaner, hanger and stump removal. At the peak of the project, Tetra Tech employed nearly 200 monitors and, over the course of four months, monitored **nearly 64,000 loads of debris** and over **25,000 leaner and hanger removals**. In total, Tetra Tech monitored **over 3,000,000 CYs of debris**.

## Florida Department of Environmental Protection | Disaster Debris Monitoring Services

After **Hurricane Ian and Tropical Storm Nicole** both swept across the State of Florida in a matter of weeks in 2022, Tetra Tech was activated by the Florida Department of Environmental Protection (FDEP) to provide disaster debris monitoring services for **more than 20 FDEP Parks** that were impacted in various ways by the storms.

As a result of Tetra Tech's size and statewide presence, we were able to quickly mobilize staff to serve all the parks impacted within 24 hours of notification by FDEP. Examples of the debris monitoring projects managed by Tetra Tech included:

### Washington Oaks State Park (Flagler County)

A protective sand berm along the Atlantic Ocean was breached during Hurricane Ian and then almost completely wiped out following Tropical Storm Nicole. Tetra Tech monitored reconstruction of the sand berm, including use of an alternate sand stockpile. We also oversaw the haul-out of vegetative debris from the Park as well as the cleaning of multiple reflecting ponds.

### Highlands Hammock State Park (Highlands County)

Tetra Tech mobilized a management team along with our ADMS technology to the park directly following Hurricane Ian. Tetra Tech monitored the removal of hanging limbs and hazardous trees, as well as removed debris throughout the park. The park was able to open its campgrounds as well as other entertainment areas within a couple of weeks of the devastating storm. In total, Tetra Tech monitored the **removal of 217 leaners, 840 hangers, and over 9,000 CYs of vegetative debris**. Additionally, Tetra Tech documented, through incident reports, the removal of **over 1,800 CYs of wet vegetative debris along trails** throughout the state park.

## Florida Division of Emergency Management | Emergency Utilities Restoration

**Hurricane Ian** was a devastating Category 4 hurricane that made landfall in Southwest Florida on September 28, 2022. A destructive storm surge was pushed inland in coastal areas like Lee County, while high winds and extreme rainfall caused catastrophic damage and flooding across Florida's interior. It is estimated that Hurricane Ian caused more than \$50 billion in damages in Florida.

In response to the devastation in Lee County, the Florida Division of Emergency Management (FDEM) took an active approach and utilized Tetra Tech to directly support the water utilities throughout the County. The water and wastewater systems, as well as the distribution network throughout the County were affected and many locations were inoperable. Tetra Tech deployed **water/wastewater engineers for emergency repairs** to inspect, assess and restore Lee County, FL water system.

#### Period of Performance

October 2022 – Ongoing

#### Project Size – Hurricane Ian and Tropical Storm Nicole

20+ FDEP Parks  
100,000+ CYs

#### Project Cost

Invoices Pending

#### Reference Contact

**Wes Howell, Division of Recreation and Parks; Bureau of Natural and Cultural Resources, Bureau Chief**  
(850) 245-3112  
Wes.howell@FloridaDEP.gov

#### Period of Performance

October 2022 – Ongoing

#### Project Size

Pending

#### Project Cost

Purchase Order Amount: \$11M

#### Reference Contact

**Kenneth DeCastro**  
2555 Shumard Oaks Blvd.  
Tallahassee, FL 32371  
Kenneth.Decastro@em.myflorida.com  
850-567-1943

In direct coordination with the 9 public and private non-profit utilities serving Lee County, Tetra Tech coordinated emergency support including generators and temporary pumps as well as secured critical equipment to facilitate emergency repairs to the water and wastewater systems. In all, 48 water and wastewater facilities were assessed for safety and operability and service was restored within the first week to all facilities capable of receiving and pumping water. Additionally, 323 wastewater lift stations were assessed through these efforts. Careful coordination with the utilities provided invaluable and the expertise available to the via the contract with Tetra Tech enabled them to get storm damaged facilities back online much more quickly than anticipated.

The documentation created through these safety assessments and related restoration was used by both FDEM and the utilities to substantiate and provide to FEMA in order to quickly create damage inventories, detail damage description and dimensions- all of which led to streamlined development of project worksheets, whereby funding is obligated and made available to the state and these utilities. The efforts of FDEM through Tetra Tech streamlined and fast tracked the recovery of the Lee County water utility infrastructure.

## Craven County, NC | Disaster Debris Monitoring Services

Settled along the Neuse River, Craven County is located in the coastal plain region of North Carolina. The County consists of 774 square miles of land, which includes 65 square miles of water. The County has a population of 104,147 and includes roughly 38,150 housing units.

In September of 2018, Hurricane Florence swept across Craven County, causing significant damages throughout the County. Flooding, winds, and heavy rain resulted in damage to over 4,500 residential structures and 300 commercial buildings, road closures, downed powerlines, and disaster debris.

Within 48 hours of the storm's impact, Tetra Tech began gathering damage assessment information and mobilized our management team to begin the process of certifying (measuring) debris removal vehicles, hiring and training local staff, surveying debris management sites, and implementing protocols and procedures to ensure maximum reimbursement for the County. Tetra Tech assisted the County in documenting not only the contracted debris hauler's production, but also the quantities brought to the County's seven residential drop-off sites. Additionally, Tetra Tech assisted the County with tracking and segregating debris collected from County municipalities and brought to a shared, County-managed debris management site.

In addition to debris collection monitoring on public roads, Tetra Tech was also tasked with assisting in the administration of the County's FEMA-approved private property debris removal program. Tetra Tech worked with private road owners and County staff to execute right-of-entry agreements and track debris separately from public road debris collection. Tetra Tech monitored and documented all debris removal and disposal activities using *RecoveryTrac™*, our proprietary ADMS. All collection information, progress tracking, and supporting documentation (e.g., pictures and GPS coordinates) were made available to the County via its unique portal in real time, allowing the County full transparency into recovery operations.

### Period of Performance

September 2018 – January 2019

### Project Size

59,800 CYs

### Project Cost

\$414,147

### Reference Contact

Steven Aster  
Public Works Department  
406 Craven Street  
New Bern, NC 28560  
(252) 658-7179  
saster@cravencountync.gov

# Section 4: Approach/Methodology Project Understanding

## Project Understanding

St. Johns County is located in Northeast Florida and is known for its championship golf courses, historical landmarks, and beautiful beaches. The County is bordered by the St. Johns River to the west and the Matanzas River and Atlantic Ocean to the east. The County includes a current population of approximately 293,000 residents and is one of the fastest growing counties in the State. St. Johns County includes the incorporated cities of St. Augustine and St. Augustine Beach as well as the unincorporated areas of Ponte Vedra, Crescent Beach, Switzerland, Hastings, Toco, and Bakersville.



Due to its coastal location, St. Johns County is under constant threat of damaging winds and storm surge from tropical events. Over the past 10 years alone, the County has activated full scale disaster debris removal operations for Hurricanes Matthew, Irma, and Ian. The County has also responded to smaller scale tornado events on limited occasions. In addition to solid waste services and right of way maintenance, St. Johns County also maintains approximately 40 miles of beaches, which adds to the County's post-disaster management responsibilities.

As shown in the table below, based on historical events, disaster debris generation in St. Johns County tends to concentrate in the northeast (Ponte Vedra), northwest (Fruit Cove), and southeast (St. Augustine Shores) areas of the County as well as areas along the St. Johns River (County Road 13). The Ponte Vedra area has particularly high generation and is currently served by a single debris management site (the TPC golf course parking lot). The County secures this site annually based on an agreement with course management. The TPC disposal site is highly strategic as the County has very limited options for debris staging sites in the heavily populated northeast region of the County.

Event / Year	Vegetative Debris Collected (CYs)	C&D Debris Collected (CYs)	Total Debris Collected (CYs)
Hurricane Ian (2022)	45,059	1,310	46,469
Hurricane Irma (2017/2018)	653,527	21,628	675,155
Hurricane Matthew (2016 / 2017)	646,526	75,603	722,129

The St. Johns County Public Works Department takes a proactive approach to disaster management. The Public Works Department maintains a Disaster Response and Recovery Guide (DRRG) that outlines preparedness, response, and recovery duties for each of the divisions within the Public Works Department to include such things as Urban Search and Rescue (USAR) assistance, sandbag staging operations, damage assessments, beach clean-up, and debris site emergency permitting. The County also conducts annual training events for employees to maintain readiness.

Under the direction of St. Johns County Public Works, the County Solid Waste Department maintains responsibility for disaster debris removal preparedness and post-event operations. The County maintains standby contracts for disaster debris removal and debris monitoring. In order to manage the distribution of debris removal assets (post event) the County has established 18 debris removal zones. The County also ensures the availability of adequate disaster debris removal staging capacity through the permitting of 11 disaster debris management sites that are strategically located throughout the County. Historically, the County has managed contracts for final disposal of mulch and C&D through existing contracts with Waste Management (Chesser Island landfill) and other local providers. Given the heavy prevalence of gated communities within St. Johns County, the County is also responsible for maintaining right of entry (ROE) agreements with the hundreds of gated communities located throughout the County.

**Spotlight On:**  
**St. Johns County Debris Removal History**

**Population: 293,000**  
**Debris Removal Zones: 18**  
**Permitted Debris Management Sites: 11**  
**Roadway Lane Miles: 2,300**  
**County Maintained Beach Miles: 40**

## Our Understanding of the Services Required by County

For this Disaster Debris Monitoring Services contract, St. Johns County is seeking a partner and trusted advisor to support the County with debris removal preparedness, response, and recovery activities. Core duties of the selected firm may include:

- Annual preparedness meetings / trainings with all divisions of the Public Works Department
- Update the Disaster Response and Recovery Guide (DRRG)
- Permitting of debris management sites
- Right of way debris monitoring
- Hazardous tree debris monitoring
- Beach debris monitoring
- Private Property Debris Removal (PPDR) administration to included gated communities
- Reconciliation and payment recommendations for debris contractor invoices
- Packaging of invoices / cost for FEMA reimbursement

*For nearly twenty years, Tetra Tech has served as the County's disaster debris monitoring contractor.* We truly consider ourselves trusted partners and advisors to St. Johns County and very much value our strong relationship. We believe that our partnership with St. Johns County has led to positive outcomes in the form of allowing County staff to continue to focus on their core responsibilities and comfort that the County's reimbursement (under the FEMA Public Assistance program) is secure.

Tetra Tech has carefully reviewed the scope of work requested in the request for proposal (RFP) and can assure the County that we have the experience, understanding, and knowledge to successfully perform all aspects of the scope of work including execution of the following tasks:

Scope of Work Task	Page #
1. Disaster Response Administration and Documentation	54
2. Collection Monitoring	61
3. Load Ticket Process Development	63
4. Debris Site Monitoring	61
5. Debris Estimation	57
6. Vehicle Certification	59
7. Load Ticket / Vehicle Certification Completeness	63
8. Additional Monitoring Responsibilities	53
9. Operational Reports & Record Documentation	67
10. Database Reporting	68
11. Payment Monitoring	69
12. Daily Damage Reports	67
13. Public Information Assistance	64
14. Technical Expertise & Guidance	65
15. Other Services	69
16. Final Report	68
17. Meetings & Communications	57
18. Compliance Monitoring	57
19. Assessment of Debris Accumulation in Drainage Systems	57
20. Event Closure	55

## **RecoveryTrac™ Automated Debris Management System**

Our team has spent years on research and development to streamline the debris collection documentation process, with a focus on minimizing the cost to our clients while improving the visibility of debris project operations. *RecoveryTrac™* ADMS is the result of these efforts. *RecoveryTrac™* ADMS is a scalable and fully featured disaster management application designed to address the operational challenges faced during a disaster recovery project.



Our proprietary *RecoveryTrac™* ADMS technology was validated by the U.S. Army Corps of Engineers (USACE) in 2015 and again in 2023. The system provides real-time collection of data and offers multiple solutions to data management, reporting, invoice reconciliation, and project controls that cannot be achieved with a paper-based program. Tetra Tech's *RecoveryTrac™* ADMS system is regarded as the #1 debris tracking system in the industry for the following reasons:



- **Most Broadly Tested ADMS in the Industry** – *RecoveryTrac™* ADMS is a proven system that has been used to execute the largest USACE activations involving ADMS technology, including the State of California NORCAL Fire response and the State of Georgia Hurricane Michael statewide activations. During simultaneous response to Hurricanes Harvey and Irma in 2017, Tetra Tech deployed approximately 6,000 ADMS devices to collect and manage data for over 100 projects. **No other system has tracked and documented as much debris as *RecoveryTrac™*.**
- **Stable and Secure ADMS System** – *RecoveryTrac™* ADMS is the industry leader in secure data systems. The *RecoveryTrac™* system is securely hosted in the Microsoft Azure Government high-availability, cloud-based data center with restricted access and transaction-level auditing. The database is continually backed up and immediately replicated to an off-site location. The database is geospatially based and is maintained and synchronized with the reporting database in near real-time to maximize system performance, availability, and security.
- **Unmatched Flexibility to Meet the Needs of Any Client** – The system is designed to be fully customizable and allows for multiple data collection methods to streamline the debris collection documentation process with a focus on minimizing the cost to our clients and improving the visibility and transparency of debris project operations.
- **Unrestricted by Hardware** – Because *RecoveryTrac™* ADMS utilizes readily available hardware, there are no restrictions to the amount of ADMS units our team can provide. Our team stocks thousands of units and can expand to fit any client's needs, including multiple simultaneous activations.

## Benefits of *RecoveryTrac™* ADMS

**Ability to Respond.** Combined with the on-hand inventory of thousands of handheld devices and the ability to rapidly procure additional equipment through preferred vendor relationships, the County can rely on our mobilization strategy for zero-day activations in disasters covering large areas with little or no-notice. **The on-hand inventory can be on-site and ready to use within 24 hours of a notice to proceed**, and additional needs can be met quickly (in most cases, 72 hours or less).

**Simple and Intuitive.** A key foundation of our mobilization strategy is the ability to quickly hire and train local residents and begin debris removal operations. The mobile application is simple to understand and intuitive, allowing most users to begin using the device once the standard monitor training is completed.

**Cost Effective.** *RecoveryTrac™* ADMS combines the advantage of automation and the desire of our customers to control costs by utilizing widely available commercial equipment and increasing the simplicity of operations.

**Reliable and Stable.** Based on the Android operating system, *RecoveryTrac™* ADMS is secure and reliable. This minimizes the interruptions in field operations due to technical difficulties and reduces the number of support personnel required.

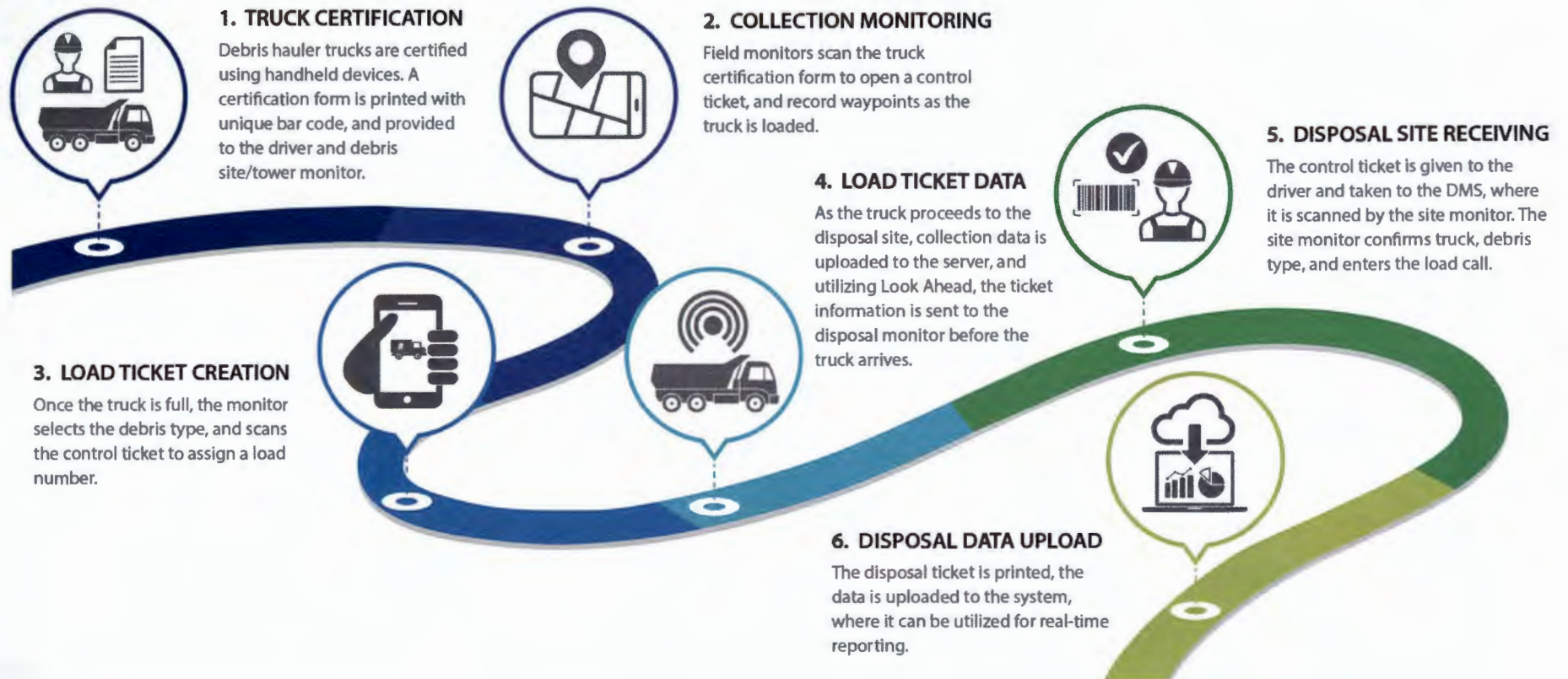
**Technical Support.** *RecoveryTrac™* ADMS is designed to be self-repairing when possible; most support needs are resolved by field supervisors who are able to reach field monitors within 15–30 minutes in most cases.

**Truck Tracking.** Our system is capable of providing with real-time location data for debris hauler assets. This translates into the ability to manage assets to those hardest hit locations or distribute assets more evenly based on issues such as first-pass completion, traffic patterns, and hot spots.

**Real-Time, Customized Reporting.** The key to successful management of a debris project is the timely availability of relevant information needed to make sound decisions and respond to anomalies before they become issues. Our powerful reporting engine allows the user to monitor contractor performance, track damages, track street-by-street debris removal progress, and identify and resolve potential problems as they happen. The geospatial reporting systems within *RecoveryTrac™* provide real-time information that raises the bar for post-disaster project management.

## The *RecoveryTrac*™ Process

The steps of the *RecoveryTrac*™ ADMS process are as follows:



Even when there is no cellular connection, the handheld devices continue to operate in connected mode; however, the data is stored on the device until a data connection is restored. The device periodically searches for this connection, and when services are device automatically uploads the stored ticket data.

## RecoveryTrac™ ADMS Features

Tetra Tech brings significant experience and understanding in the design and build of disaster debris removal data management systems that offer data collection, storage, sharing, analysis, and reporting.

**Because of our previous experience, we have several ready-to-use components already built and ready to deploy.**

These components can be quickly repurposed saving time and cost while ensuring field work starts quickly. Some examples of these existing capabilities and tools include:

Industry-standard **ArcGIS Feature Services** delivers *RecoveryTrac™* ADMS data and serves as foundational building block for the applications.

### Services:

- RT/RecoveryTrac\_DebrisAuditData\_RT2020 (FeatureServer)
- RT/RecoveryTrac\_DebrisAuditData\_RT2020 (MapServer)
- RT/RecoveryTrac\_DebrisRemovalData\_RT2020 (FeatureServer)
- RT/RecoveryTrac\_DebrisRemovalData\_RT2020 (MapServer)
- RT/RecoveryTrac\_MonitorLocations\_v1 (MapServer)
- RT/RT2018\_ProjectBoundaryData\_v1 (FeatureServer)
- RT/RT2018\_ProjectBoundaryData\_v1 (MapServer)
- RT/RT2018\_ProjectZoneData\_v1 (FeatureServer)
- RT/RT2018\_ProjectZoneData\_v1 (MapServer)
- RT/RT2018\_SiteObservationsIncidentData\_v1 (FeatureServer)
- RT/RT2018\_SiteObservationsIncidentData\_v1 (MapServer)
- RT/RT2020\_ProjectZoneData\_v1 (FeatureServer)
- RT/RT2020\_ProjectZoneData\_v1 (MapServer)

**Initial Work Surveys** document results of initial surveys to quickly collect, display, and summarize data into actionable operations planning. This data, including photographs, can be used to organize and deploy resources to improve speed and efficiency of the operation.



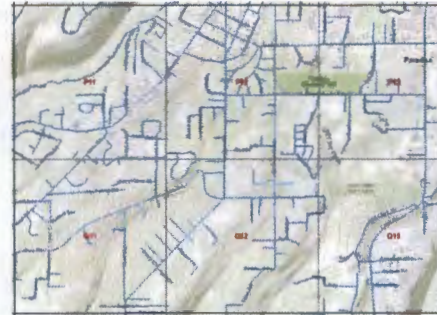
Work lists and **optimized routes** can be generated by the *RecoveryTrac™* system. As the routes are completed, the locations are marked complete.



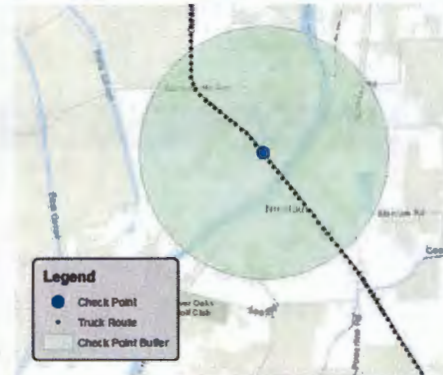
The **Driving Distance Analysis** tool is used to calculate estimated distance and drive time based on the existing road network. This planning tool is used as a parameter to design the shortest route, work list planning, and other operational factors.



The **Standardized ROW Grid Index** layout is available in several formats, including GIS Mapping applications, mobile data collection apps, and hard copy maps. Map segment areas are configurable for size and allow attribute modification for tasks, including contractor, quality, and safety review tasks.



An **automation tool** built to validate routes taken to DMS. When a vehicle enters a checkpoint buffer area, the position record is annotated as passing the checkpoint. Route maps can be created, along with custom reporting as specified by operational requirements.



**Fleet tracking data** provides complete route information. The data can be made available to show live tracking or view route history. Transportation analysis services are available, or data exports can be provided for County requests.



## Operational Schedule

Based on Tetra Tech's understanding of the County and their needs, we have developed a draft mobilization schedule with key project management tasks in chronological order. The timeline is based on a typical activation; however, Tetra Tech is prepared to work with the County to adjust the timing of the specific elements below to meet the County's needs.

Prior to an event with warning (such as a hurricane), our team will begin monitoring the landfall of any tropical system at H-96 and will coordinate via conference call with the County. Following an event without warning (such as tornadoes or flooding), Tetra Tech will begin response at H-0.



## Operational Response Timeline for Debris-Generating Events

Time	Task	Deliverables/Milestones
<b>Pre-Event Planning</b>		
Pre-event (normal conditions)	<b>Meet with the County to review plans and documents</b>	<ul style="list-style-type: none"> <li>• Conduct annual pre-event meeting with the County and debris contractor</li> <li>• Review the County's disaster recovery contracts for FEMA compliance</li> <li>• Update critical documents and files, including any GIS files</li> </ul>
H-96	<b>Review capabilities and resources</b>	<ul style="list-style-type: none"> <li>• Contact the County and initiate daily conference call</li> <li>• Determine resource requirements from debris model</li> <li>• Review the County's emergency policies and contracts</li> <li>• Establish contact with the County's debris hauler and ensure Tetra Tech has the most up to date copy of the debris hauler contract</li> </ul>
<b>Incident Planning</b>		
H-72	<b>Execute responsibilities and activate contracts</b>	<ul style="list-style-type: none"> <li>• Review possible critical areas of concern, hospitals, major transit systems, historic districts, environmental issues, and critical infrastructure</li> <li>• Review protocols for private property, gated communities, and public drop-off sites</li> <li>• Review debris management site (DMS) locations and follow up with the State on permitting procedures</li> <li>• Estimate equipment requirements and DMS capacity to haul and stage debris</li> <li>• Prepare ADMS technology for mobilization</li> <li>• Conduct regular meetings with County staff as requested</li> <li>• Confirm staging location and begin mobilization of resources</li> </ul>
H-48	<b>Monitor storm track and continue preparations</b>	<ul style="list-style-type: none"> <li>• Mobilize project assets and begin base camp coordination and logistics (food, water, housing, etc.) with the County and Tetra Tech headquarters (if necessary)</li> <li>• Review list of priority roads and the operational plan</li> <li>• Obtain GIS files for municipalities that the County will assist with debris removal</li> <li>• Continue to update and gather updates from the County's debris hauler</li> <li>• Save all critical documents and files to the network drive, USB drive, and laptop hard drive</li> </ul>
H-24	<b>Prepare final reports</b>	<ul style="list-style-type: none"> <li>• Certify emergency road clearance equipment (in coordination with the County's debris hauler)</li> <li>• Determine emergency road clearance priorities</li> </ul>
H-0	<b>ARRIVAL OF NOTICE EVENT/INITIATE RESPONSE TO NO-NOTICE EVENT</b>	
<b>Execution</b>		
H +24	<b>Emergency push</b>	<ul style="list-style-type: none"> <li>• Receive notice to proceed with not to exceed</li> <li>• Begin emergency push</li> <li>• Maintain time and materials (T&amp;M) logs for push equipment</li> <li>• Coordinate with the County to conduct preliminary damage assessments and road closures (if requested)</li> <li>• Supervisors report to pre-designated locations and prep staff on project</li> <li>• Begin establishing ADMS infrastructure</li> <li>• Begin recruiting and training monitors, project coordinators, and data staff</li> <li>• Initiate opening of DMS locations</li> <li>• Follow up with State-level environmental regulations on debris permits (if required)</li> <li>• Work with the County to establish public information protocols to respond to concerns and comments</li> </ul>
H +48	<b>Emergency push/ damage assessment</b>	<ul style="list-style-type: none"> <li>• Continue emergency push</li> <li>• Continue preliminary damage assessment</li> </ul>

Time	Task	Deliverables/Milestones
H +72	<b>Disaster debris vehicle certification/ site preparation</b>	<ul style="list-style-type: none"> <li>• Develop debris cost estimate required for presidential disaster declaration</li> <li>• Develop operational plan for disaster-specific issues</li> <li>• Refine health and safety plan for disaster-specific issues</li> <li>• Begin hauling truck certification</li> <li>• Install ADMS tower monitor infrastructure</li> <li>• Train monitors on policies, ADMS, and safety</li> <li>• Open public drop-off sites as requested</li> </ul>
H +96	<b>Begin debris collection monitoring</b>	<ul style="list-style-type: none"> <li>• Assign monitors to trucks</li> <li>• Assign supervisors to monitors</li> <li>• Hold morning and afternoon meeting with County staff and debris hauler</li> <li>• Implement QA/QC procedures</li> <li>• Continue ROW collection</li> <li>• Address household hazardous waste (HHW) issues (if critical)</li> </ul>
Week 1+	<b>Right-of-way (ROW) debris collection monitoring</b>	<ul style="list-style-type: none"> <li>• Issue daily reports/GIS maps</li> <li>• Hold daily meetings with the County, hauler, and/or State/FEMA as required</li> <li>• Staff citizens debris management hotline (if requested)</li> <li>• Define supplemental programs required (private roads, HHW) and prepare eligibility request</li> </ul>
Week 1+	<b>Data management and invoice reconciliation</b>	<ul style="list-style-type: none"> <li>• Provide ADMS reports and real-time monitoring access</li> <li>• Establish client GeoPortal to provide insight into project progress</li> <li>• Review truck metrics provided by <i>RecoveryTrac</i>™ ADMS</li> <li>• Initiate weekly reconciliation</li> </ul>
Week 1+	<b>Reimbursement support/grant administration (FEMA, NRCS)</b>	<ul style="list-style-type: none"> <li>• Initial payment recommendations with retainage</li> <li>• Prepare damage/cost estimates</li> <li>• Compile supporting documentation (debris permits, debris contracts, etc.)</li> <li>• Liaise with local FEMA region officers, state-level emergency management representatives, U.S. Army Corps of Engineers (USACE), etc.</li> </ul>
Week 2+	<b>Special projects (if required)</b>	<ul style="list-style-type: none"> <li>• Waterway debris removal</li> <li>• Private property debris removal (PPDR)</li> <li>• Public drop-off sites</li> <li>• HHW</li> <li>• Mud/silt/sand removal (from storm drains, ditches, etc.)</li> <li>• Identify areas of operational concern and make disaster-specific recommendations to FEMA to improve efficiency</li> </ul>
Week 3+	<b>Financial recovery assistance staff engaged (if requested)</b>	<ul style="list-style-type: none"> <li>• Facilitate kickoff meetings with primary stakeholders</li> <li>• Draft a PA work plan</li> <li>• Conclude/review preliminary damage assessments</li> <li>• Gather documentation for project worksheet (PW) development</li> <li>• Identify opportunities for mitigation</li> <li>• Conduct site visits</li> </ul>
<b>Project Closeout</b>		
Project completion	<b>Document turnover/closeout</b>	<ul style="list-style-type: none"> <li>• Final reconciliation</li> <li>• Retainage release</li> <li>• Release hard copy files</li> <li>• Provide electronic database</li> <li>• Assist with PW development</li> <li>• Assist the County with long-term reimbursement</li> <li>• Audit assistance</li> <li>• Appeal support if necessary</li> </ul>

# Key Elements to Tetra Tech's Approach

Tetra Tech knows how to navigate response and recovery in St. Johns County. Having an in-depth understanding of the County's goals, domain, constraints, and resources enables us to approach customer challenges holistically and address implicit and emerging needs. Tetra Tech places importance on complete coordination and collaboration with the County in order to provide a seamless and coordinated services. As such, our philosophies include deliberate, continuous, and effective communication and outreach with key stakeholders throughout every phase of our projects; an understanding of the time commitments of the stakeholders and the demands placed on their time; and an understanding of the realities and technical issues required for the scope of work.



## Operating with No Learning Curve

Over the course of our partnership with the County, Tetra Tech has provided consistent staffing with personnel that are intimately familiar with St. Johns County operations, including Chuck McLendon, Sommer Parish, and Brandon Beale. Our institutional knowledge allows for a more seamless operation that activates efficiently and avoids common pitfalls that may arise.



## Industry Leading Technology

Tetra Tech has implemented RecoveryTrac™ ADMS technology on our last 200 FEMA PA-eligible projects. On these projects, our clients and FEMA found this state-of-the-art technology to increase efficiency and improve the management of debris removal efforts. Tetra Tech provides a timely daily reports and a geoportal that keeps staff aware of where the crews are working.



## Expertise in Disaster Response and Recovery

The County has trusted the Tetra Tech team with disaster response services several times over the last nearly 20 years. We know what is most important to the County in order to facilitate a timely and detailed response, including Damage Assessments, Urban Search and Rescue, Attention to Gated Communities, Beach Clean-up, and Waterways Debris.



## Unwavering Commitment to Quality

Tetra Tech takes on our clients' problems as if they were our own. We develop and implement real-world solutions that are cost-effective and practical. Following Hurricane Matthew, our staff worked overnight to evacuate debris from a debris management site that was being flooded due to an unexpected king tide.



## Attention to County Priorities

For nearly 20 years we have served as Trusted Advisors to the County. Our team is aware of County-specific priorities and have worked tirelessly to ensure that we advise County staff appropriately, keeping public perception in mind at all times.

## Pre-Event Assistance

Efficient and effective recovery requires solid planning, and there is no more critical element of disaster recovery than preparedness planning. With hundreds of fulltime in-house planners, responders, exercise design specialists and subject matter experts, Tetra Tech has the depth, experience, and track record to support the nation's largest and most complex clients in planning for disaster. Specific elements of our preparedness planning efforts include testing, training, and exercise programs, debris management planning, and DMS permitting and compliance monitoring.

## Annual Planning Meetings

Tetra Tech will meet with the County on an annual basis to provide:

- **Annual coordination.** Conduct annual trainings and meetings to plan and test execution protocols and identify potential risks/mitigation opportunities. This will include a half-day debris management training session.
- **Contract review.** Review contracts for understanding of contractual requirements and possible cost savings.
- **Communication systems checks.** Verify that communication systems function as designed and reporting needs are understood. Tetra Tech will provide a list of key personnel that may be involved in the disaster debris monitoring activities, including contact information.

Tetra Tech can provide comprehensive training and exercises for the County. Our training and exercises include realistic scenarios based on our experience responding to many of our nation's most challenging disasters. We provide detailed case studies of local government responses to disasters and the challenges they had to conquer. For annual exercise(s) to determine the adequacy of the debris removal plan and debris management process, Tetra Tech can provide tabletop, functional, or full-scale exercises with Homeland Security Exercise and Evaluation Program (HSEEP)-trained instructors.

## DMS Permitting and Compliance Monitoring

A critical element of annual pre-season preparedness planning is working with our clients to verify that they have an adequate number and capacity of debris management sites to handle most any scale of disaster and ensuring that sites are properly permitted and meet state and federal environmental and historic preservation requirements. Our goal is to mitigate potential issues by coordinating closely with the state to document and permit sites in accordance with federal and state policies.

## Emergency Push

During the emergency push period, debris removal contractors coordinate with County crews to clear blocked roadways for emergency vehicle passage. Tetra Tech can support the County with emergency push efforts that include but are not limited to the following:

- Document blocked roads that require immediate clearance
- Help staff maintain maps or databases to track road clearance progress and other essential tasks, as requested
- Administer the sign-in and sign-out of labor and equipment to track time and materials (T&M) charges
- Maintain reimbursement documentation of emergency push work
- Coordination with the County to conduct preliminary damage assessments and road closures
- Establish public information protocols to respond to concerns and comments

## Debris Estimate Methodology

It is critical to understand estimated quantities of debris to adequately plan for project operations and mobilization. Tetra Tech has found that rather than relying on a single approach, a combination of debris-estimating methodologies generally produces a more accurate estimate. **Services include providing comprehensive services for waterway and drainage systems.** Tetra Tech uses the following debris-estimating methodologies:

- **Data-driven debris-estimating model.** Tetra Tech has developed a data-driven debris-estimating model that takes into consideration factors such as hurricane strength category, estimated storm surge, coastal households, amount of vegetative cover, dockage, and other unique factors to develop debris estimates for a community.



- **Field survey.** “Boots on the ground” Tetra Tech staff will also work to estimate the expected volume of debris. Tetra Tech’s experienced field staff complete windshield surveys, and the information collected is aggregated by an experienced project manager to generate field survey-based debris estimates.
- **Aerial surveys.** Finally, Tetra Tech can develop debris estimates using Unmanned Aircraft Systems (UAS, or more commonly drones) to estimate debris quantities from inaccessible areas. Tetra Tech drones can capture topographic survey data, including orthophoto, contour, digital terrain, and dense point cloud data to develop estimated volumes of debris within an impacted community.

## Surveying Affected Areas for Special Situations or Emergencies

Tetra Tech will customize the *RecoveryTrac™* ADMS system to meet the data capture needs of the special situation or emergency surveys outlined in the RFP (including identifying tree stumps, root balls and associated cavities, hazardous trees, construction and demolition debris, or other potentially hazardous situations). Benefits of using digital data capture and custom electronic forms include:

- **Integration with applications:** The *RecoveryTrac™* survey tool can be integrated into Survey123, iForms, Collector, and other standard geospatial survey tools typically used for surveying affected areas.
- **Implementation of required fields:** Tetra Tech will designate required fields that must be completed on forms before the user can move on to the next data capture event. This avoids incidents of failure to capture key information in the field due to user error.
- **Standardized data entry:** Tetra Tech will use drop-down menus and pick lists whenever practical to standardize data capture. This approach avoids use of synonyms and personalized nomenclature that can hinder data analysis and cause confusion during data interpretation.
- **Direct correlation with project-specific database:** Tetra Tech’s electronic forms and custom database are developed in concert, allowing for direct mapping between data fields captured in electronic forms and those used within the database. These tools facilitate rapid and accurate upload and storage of data, without requiring manipulation of data.

After surveying and logging findings of special situation or emergency surveys, Tetra Tech maintains a list of potentially hazardous locations and situations. The *RecoveryTrac™* database is used to coordinate and track the appropriate dispatch of staff and equipment to remediate the hazard, as well as reporting to the County on the status of the hazard, actions taken, and post-event status.

## Integrated Mapping Solutions – Unmanned Aircraft Systems

Tetra Tech provides integrated mapping solutions using state-of-the-art mapping software, airborne and mobile sensors and camera systems, and a robust information technology infrastructure. Our clients receive accurate, innovative geospatial and mapping solutions for commercial, governmental, and defense applications.

Evidence of this innovation in action is our disaster response team’s utilization of Unmanned Aircraft Systems (UAS or more commonly, “drones”) in a variety of applications to enhance our documentation and provide our clients with increased visibility into project scope and operations.

Our team has used UAS technology to help conduct damage assessments in communities affected by disasters. Data and imagery provided via UAS not only provides a more complete visual than photos alone, but also allow our team to survey areas that may be inaccessible after an incident. We can leverage this technology to reduce time spent accumulating ground survey data for large areas, to collect higher resolution data, and to provide real-time data capture to our clients. In addition to damage assessments, the technology is used in a similar fashion to provide increased visibility into debris removal operations and is particularly helpful for documenting parcel demolition and site remediation to better illustrate work progression throughout the course of a project. Our project teams have also used aerial imagery obtained from UAS to illustrate the progression of debris processing and removal at DMS locations.



Our ASPRS-certified photogrammetrists, FAA-certified UAS pilots, certified geographic information systems professionals, LiDAR analysts, and remote sensing and survey professionals work together to provide the latest tools and technologies to support our clients’ goals and objectives. Tetra Tech’s geomatic technologies professionals support our clients with a full suite of services—from air, land, water, and desktop.

## Damage Reporting

Following a disaster, the County will need to evaluate citywide damages and identify priorities. Preliminary damage assessments are a critical component to the County receiving a disaster declaration following a major debris-generating event. If tasked, Tetra Tech is prepared to supplement County staff and assist in conducting electronic damage assessments. Tetra Tech's *RecoveryTrac™* ADMS technology would be used to conduct damage assessments and collect supporting data, including photo documentation of damages.

The collected information would be reported real-time through web-based maps that depict damage assessment progress. Tetra Tech has recently supported damage assessment efforts for local governments following Hurricane Harvey in Texas and Hurricane Maria in Puerto Rico. A sample image of Tetra Tech's web-based damage assessment report is provided below.



## Vehicle Certification

Tetra Tech uses the *RecoveryTrac™* system to electronically certify all trucks used in an activation. Our team follows a proven vehicle certification procedure that complies with FEMA guidelines and results in maximum reimbursement that includes:

- Unique truck numbers for contractor crews and equipment
- Automated truck certification form, including:
  - FEMA guidelines on truck certification documentation and volume calculations
  - Barcode for automated ticket scanning
- Vehicle notations on the truck certification form and vehicle placard, informing tower monitors of sideboards, tailgates, or other modifications
- Photographs of vehicles, vehicle cavities, and drivers
- Periodic spot checks and recertification of trucks to identify trucks altered after initial certification


The truck certification application allows us to complete truck certifications in 30% less time than with a paper-based system. Benefits of using Tetra Tech's mobile truck certification application include:

- Electronic volume calculations
- Instantaneous upload to the *RecoveryTrac™* database
- Immediate QA/QC checks to verify the truck certification calculations
- Automated photo-matching of truck and driver photographs

# Field Operations

The Tetra Tech debris monitoring program includes the following:


## Tetra Tech Daily Field Operations

**1. Work Scheduling** 


Tetra Tech will coordinate with the debris removal contractor's project manager to estimate required staffing numbers for the following day. To be responsive and mitigate overstaffing, Tetra Tech requests that the debris hauler release the next day's schedule by 5:00 p.m.

**2. Check-In** 


Field monitors report to a staging location prior to the commencement of daily operations for a briefing by the project manager or field supervisors. In addition to conducting a safety tailgate meeting, this is also the time for the distribution of safety gear, map books, and ADMS handheld devices to document debris removal operations.

**3. Deployment** 


One field monitor is typically assigned to one loading unit or two monitors to a leaner and hanger removal crew. In instances where leaner and hanger crews have multiple saw operations, the cut crew can request the addition of a monitor (this typically happens when a cut crew can complete over 40 hazard removals per day).

**4. Field Supervision** 

Responsibilities of the field supervisor include training, QA/QC of work being performed, verifying load ticket accuracy, and responding to field monitor and debris contractor issues. Tetra Tech utilized National Incident Management System supervisor ratios for span of control and efficiency of operations.

**5. Field Documentation** 

Field monitors will verify proper loading of debris and will document that contractors and their subcontractors adhere to local, state, and federal regulations and safety guidelines. Debris removal procedure discrepancies are reported to the supervisor. If a field monitor feels a justifiable need to stop operations, the monitor will refrain from issuing a ticket until the debris hauler supervisor and a Tetra Tech supervisor determine an appropriate action.

**6. Daily Closeout** 

At the close of operations each day, all field monitors will report to the staging area to clock out, turn in their ADMS handheld device, and receive a debrief from field supervisors. The field supervisors conduct a QC of the day's work.

## Managing Delays

Our technology suite can operate at full capabilities in the face of potential delays including no cellular service, GPS service, or grid power to provide service continuity no matter the scenario the County may encounter. In addition, there are events out of the control of all parties that could negatively impact a debris removal operation (for example, inclement weather). In the event any of these circumstances occur, Tetra Tech will work closely with the County to refine timelines and support an expeditious recovery for the County.

Potential Delay	Tetra Tech Strategy
<b>Inability of a debris contractor to respond with sufficient equipment</b>	Tetra Tech will provide burn rate analysis to verify the proper equipment is being provided. This will be adjusted as more accurate debris estimates are available.
<b>Leapfrogging by the contractor (cherry picking work being performed)</b>	Leapfrogging can be detrimental to the efficiency of operations and will be reported by Tetra Tech.
<b>Delayed invoices by the contractor</b>	Tetra Tech will work to make the contractors aware of an appropriate timeframe for invoicing and will communicate with the County if deadlines are not being met.
<b>Not adjusting deadlines for collecting debris and work schedule that is based on an update-to-date estimated work to be completed</b>	As damage estimates become more accurate (as is typical throughout the process), Tetra Tech will work with County officials to adjust the timeline to appropriately reflect the changing estimates.

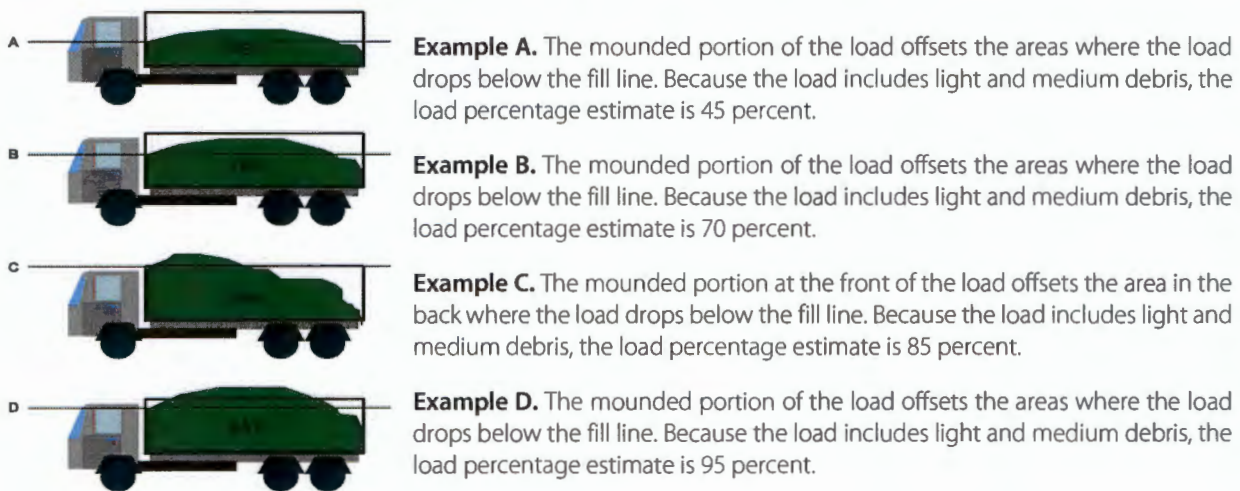
## Debris Management Site Monitoring

Tetra Tech has industry-leading experience assisting local and state governments with locating and permitting DMS before a disaster event as well as post-disaster. Based on State environmental agency guidelines, DMS typically require baseline soil testing before use. Following the completion of work at the DMS, the baseline soil testing is used to verify site remediation is complete.

As DMS are activated, Tetra Tech will provide a minimum of two disposal monitors per site, which may scale depending on site layout and operational needs. The disposal monitors will verify that the debris contractor passes through the DMS and will verify accurate and complete documentation. Several daily audits will be performed by project managers and supervisors to verify that load call data is consistent and accurate. Documentation kept by Tetra Tech DMS disposal monitors includes:

- **Load Ticket.** Documents that debris removal complies with all FEMA requirements.
- **Disposal Monitor Log.** Used as backup documentation as required by FEMA.
- **Scale Manifest Tickets.** For weight-based debris hauling contracts, Tetra Tech will digitize and catalog scale tickets.
- **Incident Report.** Tetra Tech will document property damage, arguments, unsafe practices, and injuries.
- **Photographic Documentation.** Tetra Tech disposal supervisors will photograph a DMS frequently to create a visual timeline of the site.
- **QA/QC of Field Tickets.** Disposal monitors review and verify collection monitors' work in the field.

### Load Call Estimate Examples



### Residential Drop-Off Sites

Residential drop-off sites can be beneficial by allowing residents to address disaster debris on their property. However, to be eligible by FEMA, the County must verify that only their residents are using the drop-off site and prevent commercial debris contractors from disposing of debris at the residential drop-off site. Tetra Tech can assist the County in monitoring residential drop-off sites and verifying County residence before a resident unloads debris at the site.

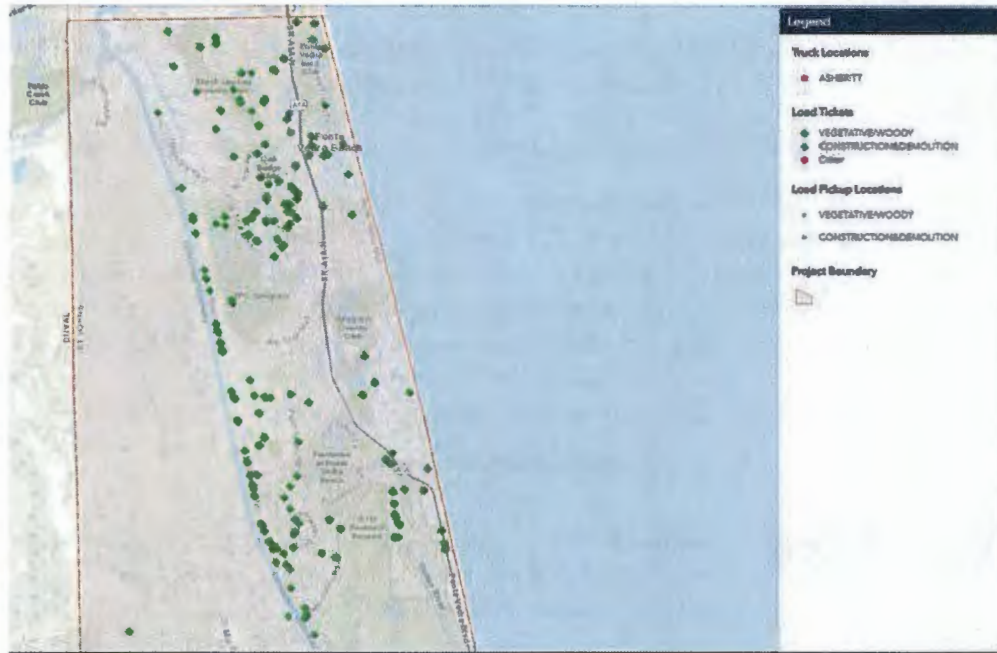
### Right-of-Way Collection Reporting

Our *RecoveryTrac*™ ADMS technology allows the County to view debris collection points, truck locations, monitor locations, damage, incidents, and daily metrics at any given time. The additional geospatial reporting capabilities are made possible through the Tetra Tech approach to field monitoring.

At each debris collection point, the field collection monitor marks the waypoint or location of the debris pile to collect GPS coordinates. The map on the following page displays the waypoints associated with each collection ticket issued in the field. The waypoint collection report is updated in real time and can be filtered by date.

An additional feature of our ADMS technology is that each handheld device reports back the location of the device regularly. By leveraging this location information, Tetra Tech can view monitor locations and truck locations in real time, as demonstrated below.

### St. Johns County Debris Collection Points

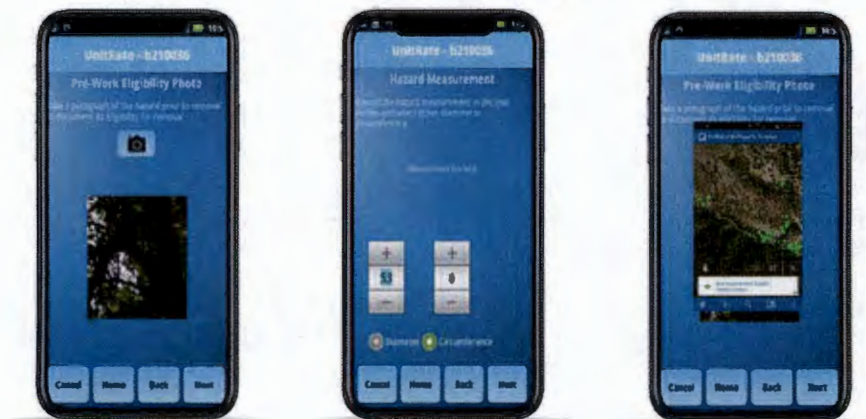


### Stumps and Leaners/Hangers

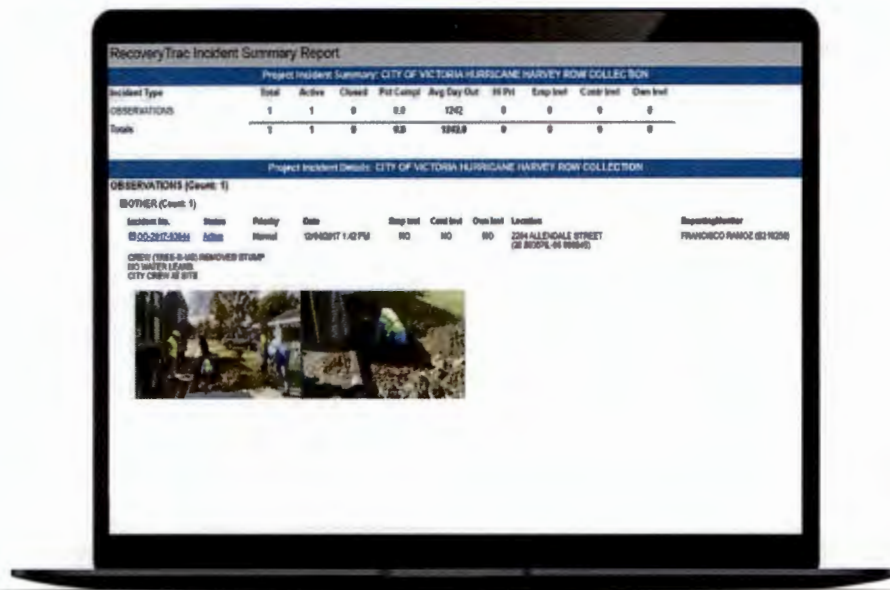
Guidance established by FEMA requires supporting photo documentation for each ticket issued for hazardous tree or hanger removal services. The previous standard for monitoring firms was to take supporting photographs with a digital camera and manually associate the photos to each tree ticket. Tetra Tech utilizes ADMS technology to automatically associate photographs for all hazardous tree and hanger removal operations, which eliminates the potentially extensive labor associated with this task. Additionally, our ADMS technology and software is designed to manage photo documentation by compressing and securely storing photos for field validations and audits in real time. The ability to associate photo documentation to unit rate tickets is critical for FEMA reimbursement, QA/QC, and fraud deterrence.

As work in the field is completed, the information and supporting photos are uploaded directly to our database for QA/QC checks. A QA/QC manager verifies that the photographs comply with FEMA regulations and that all measurements meet the County's contractual agreement with the contractor.

### Hazardous Tree Mobile Suite



## Real-Time Ticket Report



**Unit Rate Ticket**

**Ticket Information**

Ticket Date/Time: 12/15/2018 10:52 AM  
 Applicant: CITY OF LYNN HAVEN  
 Disaster: FL - HURRICANE MICHAEL  
 Contractor: ASH-BRITT  
 Sub-Contractor: TRI-RIVERS - ARBORPRO  
 Crew No.: 710300  
 Supervisor: JONATHAN COLLINS

**Hazard Information**

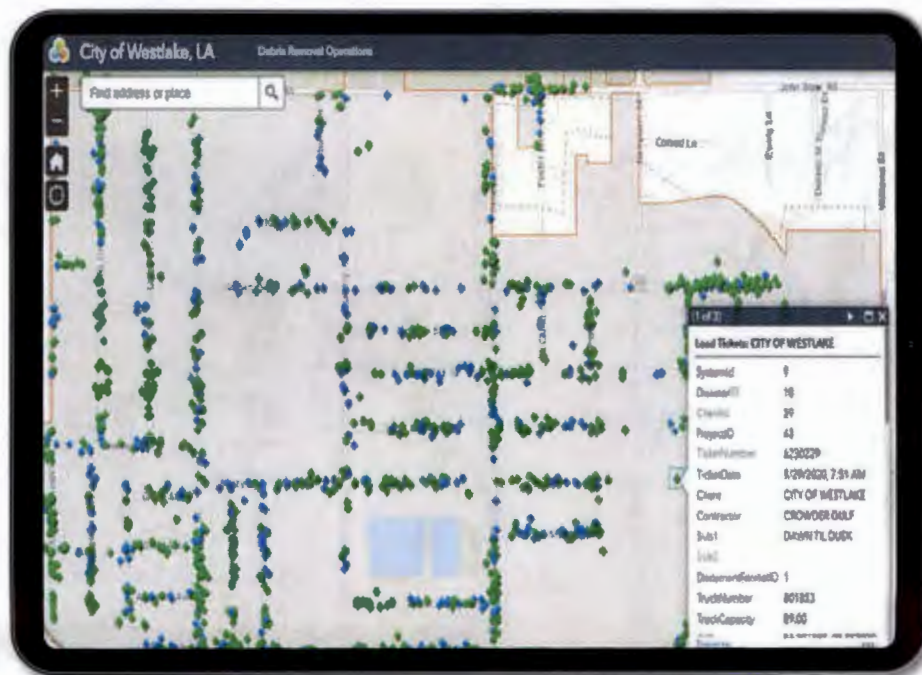
Hazard Type: 1A - HAZARDOUS HANGERS REMOVAL  
 GPS (Lat,Lng): 30.221035, -85.657866  
 Address: 812 BRADFORD CIRCLE  
 Measure: 9.00  
 Unit Count: 1.00  
 Start Time: 12/15/2018 10:35 AM  
 End Time: 12/15/2018 10:52 AM  
 Monitor Name (id): JOELLY HARVEY (P232180)

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## Unit Rate Ticket Geoportal Report

As monitors complete unit rate tickets for hazardous trees or hangers, their locations are logged and collected. The map below displays locations where hazardous tree or hanger removals were documented in the field. Clicking on the marker allows the user to review the data and photos collected by the field monitor (see example below). The unit rate ticket report is updated in real-time.

## Unit Rate Ticket Map



## Public Information

Tetra Tech is prepared to assist with developing a means for the County to manage inquiries from residents regarding the debris removal process. Tetra Tech has staffed debris hotlines for some of the largest disasters that have impacted the United States and can help the County establish and staff a debris hotline (including supplying equipment, phone lines, etc.) to respond to public inquiries and concerns.

**Public information for debris operations should focus on two components: safety for handling debris and proper set-out procedures.** Many hurricane-related injuries and deaths occur after the incident because citizens do not safely address disaster damage and debris. Some of these deaths and injuries could be avoided if residents were provided timely information on how to safely address disaster-related damage to their homes. Public information for residents should include safety precautions for assessing their damaged homes and operating dangerous equipment to remove debris. In addition to safety instructions, proper set-out procedures are critical to ensure that the County can maximize recycling opportunities, reduce impacts to landfill capacity, and maintain efficient debris removal operations.

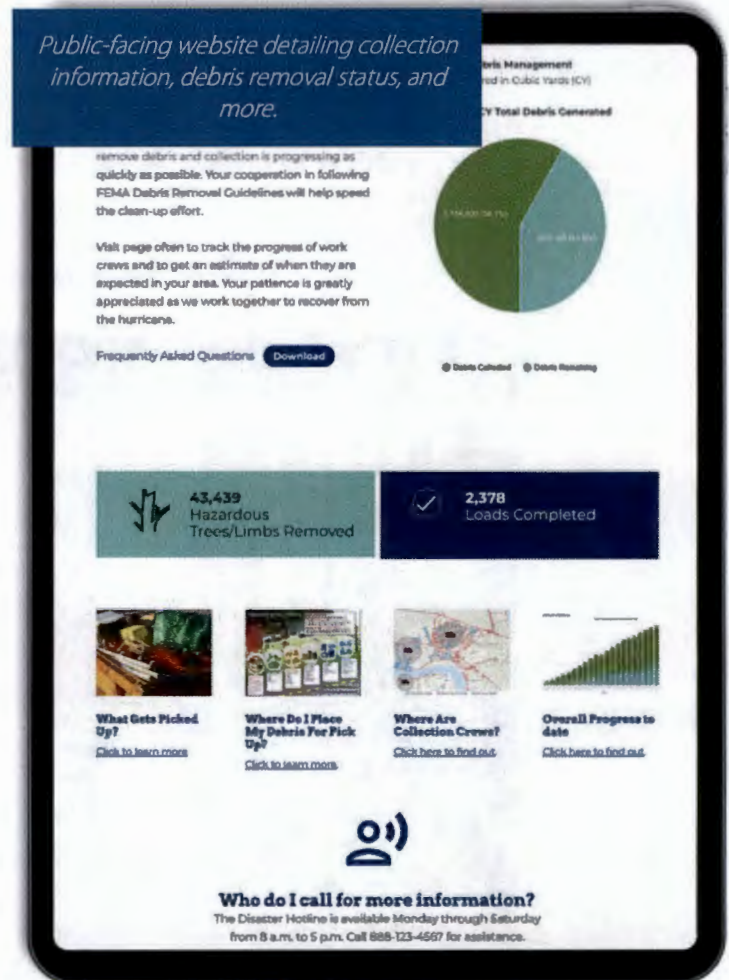
Public information should include instructions for residents to properly separate their debris streams such as HHW, electric waste, construction and demolition debris, vegetative debris, and white goods. Public information should provide residents with specific instructions for separating and bundling their debris and include any information for citizen drop-off locations.

Public messages must meet the needs of the community to ensure all populations receive and understand critical information in a culturally appropriate and effective manner. Tetra Tech will coordinate with the County public information officer to ensure the correct information regarding debris operations is provided to the public in a format that is accessible to the County diverse population, in a language all can understand.

## Call Center Operations

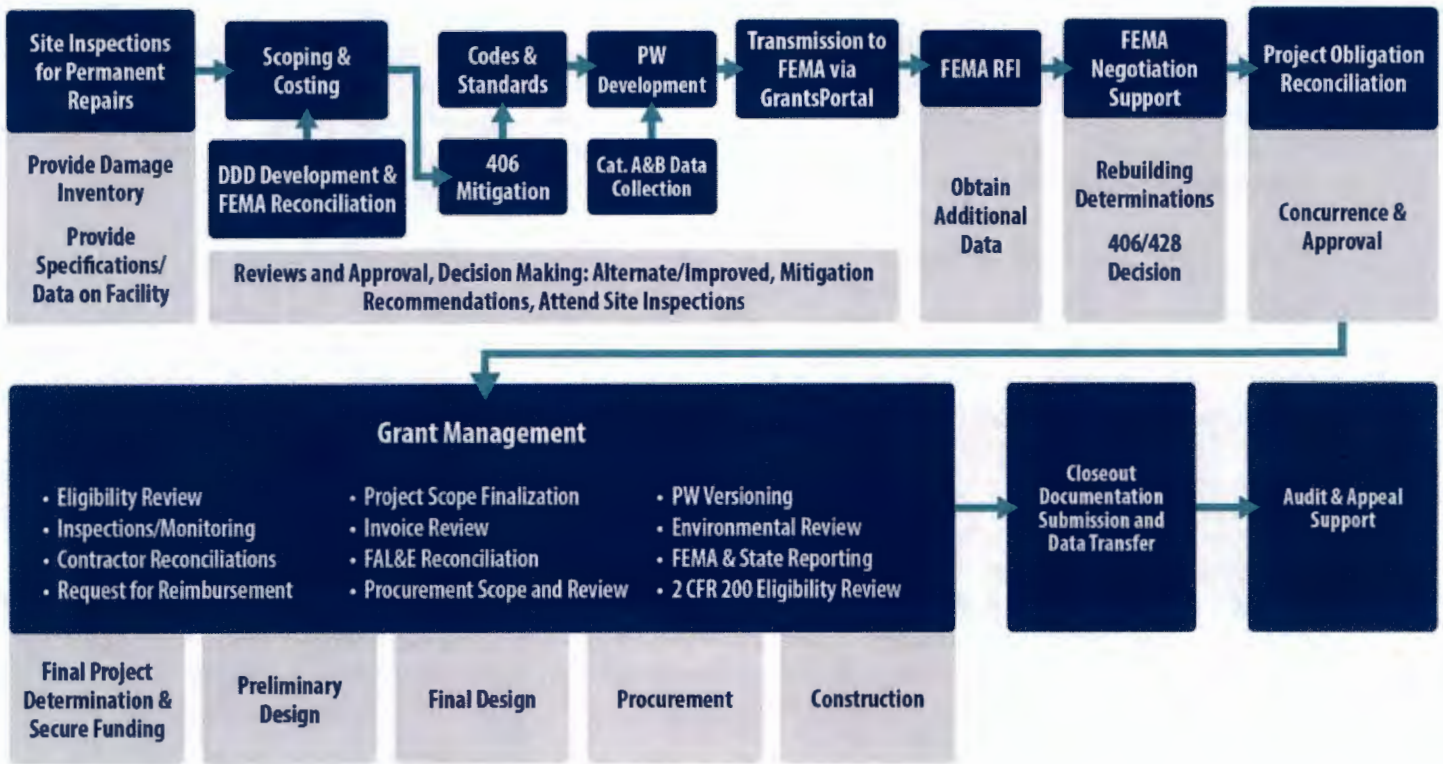
Emergency events place tremendous stress on public information centers. Tetra Tech routinely provides call center operations to our clients following natural disaster events. We can deploy a remote call center with trained staff if needed by the County. With our experienced team and advanced technical infrastructure, Tetra Tech can quickly assess needs and provide an end-to-end solution that includes a communications plan, toll-free numbers, operator staffing, call documentation, and reporting. Providing this service allows our clients to focus on the problems at hand, while staying connected and responsive to the community's need for information. Tetra Tech has provided these services to communities impacted by some of the worst disasters of our time.

Tetra Tech successfully operated a call center for Harris County OHSEM following Hurricane Harvey in 2017 and stood it up within 24 hours of a Notice to Proceed. We have also provided this service to Osceola and Polk County, FL following Hurricane Irma; and the City of Houston, City of Galveston, Galveston County, and Montgomery County, TX following Hurricane Ike.



# Dedicated Team and Process for FEMA Reimbursement

The flowchart below illustrates Tetra Tech's approach to the FEMA PA Program lifecycle. Our team has developed documentation processes to capture the data at each step along the way.



## Initial Damage Estimates

Through our experience working with clients in response to the 2020 hurricane season, FEMA is requiring greater documentation of disaster-generated damages than ever before in order to receive a disaster declaration. The proper reporting of damage by the public and inspection of the damage by the County and governmental officials is becoming increasingly important.

**Tetra Tech will assist the County in a systematic approach of cataloging, reporting, and documenting disaster-generated debris.** We will develop a work plan with the County, ahead of storm season to maximize the efficient use of County and Tetra Tech resources to quickly and accurately find and report debris. The use of our proprietary *RecoveryTrac™* ADMS technology can assist the County in not only documenting this debris but also targeting resources to remove, haul, and monitor those operations.

A critical part of painting the picture of the disaster event for FEMA is documentation regarding damage location using mapping and the nature of the damage using photo and descriptive evidence. The visualization of the event provides critical insight into the disaster itself and the required resulting response and recovery. To support the County in conducting initial damage estimates, Tetra Tech maintains a critical focus on compliance from the outset. Tetra Tech will coordinate with the County and its departments to integrate into the incident response framework by mobilizing staff to designated locations, leveraging local partners in specific jurisdictions, and working with citizen response teams.

The County is supported by Principal in Charge and Project Manager, Chuck McLendon, and FEMA PA Expert, Allison McLeary, Esq., who have together managed some of the largest disasters in State of Florida history involving tens of billions in FEMA PA reimbursement. Ms. McLeary is the former Recovery Director for the Florida Division of Emergency Management and an expert in FEMA PA reimbursement.



Tetra Tech has utilized several methods to complete and document damage estimates and will work with the County to identify and deploy the preferred solution. In addition to the assessment conducted on the ground by both County and Tetra Tech personnel, potential tactics include:

- Public-accessible QR codes to report damage
- GIS mapping
- Social media mining to geotag photos of damages
- UAS/drone documentation to identify most heavily impacted areas

FEMA is required to disallow all ineligible or unsupported costs. To avoid de-obligation of PA funding, it is critical that applicants sufficiently document costs by type. Knowing which information to capture during emergency work implementation is key and **Tetra Tech has decades of experience in assessing eligibility of and documenting compliance for costs.**

## Immediate Needs Funding (INF)

Immediate Needs Funding (INF), also referred to as Expedited Funding, is intended to meet an applicant's urgent needs in the initial aftermath of a disaster and is often a critical part of the initial disaster response and short-term recovery. In utilizing Expedited Projects for Emergency Work, FEMA provides expedited funding for Emergency Work Projects. Eligible activities typically include debris removal and emergency protective measures; as such, the funding may be used to cover such costs as overtime payroll, equipment costs, materials purchases, and debris removal and monitoring contracts when these costs are incurred for emergency work.

FEMA and the State normally require PA applicants to provide all supporting documentation for reimbursement for completed work, but they can relax this document requirement and provide initial funding to applicants for emergency work required in response to a declared event. Throughout the Expedited Project development process, Tetra Tech will assist the County in gathering and documenting work undertaken as well as providing a summary of the costs for emergency work not yet completed. Tetra Tech will assist the County with gathering the necessary inputs for completed work and developing and applying a sound methodology to present any projections of costs that are to be used to develop Expedited Projects.

Expedited Projects are obligated at 50 percent of eligible costs incurred for Debris Removal (Category A) and Emergency Protective Measures (Category B) conducted within the first days following the disaster and provide the necessary cash flow to kick-start recovery and ease the transition to the more traditional reimbursement-based program. Once the initial award of the expedited project is processed at 50% of the eligible costs incurred or projected, the County will need to provide all required documentation prior to the remaining funds being awarded in a project amendment. After the receipt of the initial funding, Tetra Tech will assist the County in documenting the use of the expediting funding for eligible activities and work to develop the next version/amendment of the project, accounting for those funds and presenting any others that may have been incurred.

## Project Worksheet Completion and Application Process

Tetra Tech's experienced grant managers are poised to help the County submit its initial Request for Public Assistance and attend or provide support for State-led applicant briefings, FEMA recovery scoping meetings (formerly known as kickoff meetings), or any other meetings with FEMA or the State in the development of projects. With the changes FEMA has made to their PA Delivery Model, eligibility determinations are no longer made "in the field" and the projects are written at the Consolidated Resource Centers. Close and consistent interaction with FEMA staff is still crucial, so the County needs an experienced team to augment efforts in presenting any and all eligible costs and activities to FEMA for inclusion in projects.

Tetra Tech is a nationwide leader in the administration of federal funding for disaster response and recovery. Our dedicated staff includes former federal and state level executives with decades of **experience working with FEMA Region 4.**

Submitting a complete damage inventory is key to presenting disaster-caused damage and costs to FEMA. Experienced Tetra Tech project support staff will help gather all necessary inputs for the best possible outcomes. By timely addressing requests for information and uploading related information and documentation, Tetra Tech facilitates timely obligation of project funding and access to federal dollars for recovery.

One of the most often experienced barriers to timely obligation of projects and reimbursement of funds is lack of proper documentation. We work hand in hand with our clients to identify, gather, organize, and submit records reflecting any and all eligible activities undertaken. These records are audit-ready for our clients and paint the picture of well documented eligible work and costs to FEMA, the Department of Homeland Security's Office of Inspector General, County Inspector General, State Legislative Auditor, or others. We serve as a force multiplier for your staff and recognize the importance of timely responding to any Requests for Information (RFIs) received from federal or state officials. We coordinate with all involved to minimize any "back and forth" on such requests that often result in the loss of precious time. Our team of experts can also be onsite with FEMA's site inspectors to adequately capture, measure, and quantify damages. Time equals money, and our goal is to minimize the length of time the County spends waiting for return of eligible program dollars.

## Audit Support

Our team has a proven track record of success in helping our clients resolve disputes with funding agencies such as FEMA or the Grantee (State). This includes support post-obligation audit and the appeal process. Throughout our FEMA-funded disaster response operations, we have only been involved with a handful of disputed projects over documentation.

We believe in remaining proactive in preventing further appeals requires frequent meetings with state partners and FEMA regions to avoid situations whenever possible. Furthermore, due to our staff's in-depth knowledge of FEMA reimbursement policies, we are often hired by applicants to assist them after FEMA determination memos and Office of Inspector General (OIG) audits even when we were not involved with the applicant during the recovery period. Recently, there has been a shift in the direct of FEMA to perform audits earlier in the disaster so that corrective actions can be made for the subrecipient or recipient.

Tetra Tech **uploads documentation and project support with consistent file naming conventions.** This organized, systematic approach enables timely and thorough review of documentation presented to FEMA and the State of Florida.

## Reporting

Tetra Tech has extensive experience in collecting, managing, and tracking financial and project data. Our firm has a full suite of existing reports to allow for custom reporting on all metrics requested from our clients. Tetra Tech has years of experience tracking invoice amounts and payments, budget forecasting, change order and work order attributable costs, etc. We understand the importance of accurate data and cost tracking and have developed several reports over the years to enhance visibility into essential project aspects.

**The reports you need one day may be different than the next day. With our *RecoveryTrac™* suite of tools, you can create customizable reports that provide you with the data that you need.**

## Incident Reporting

Another key feature of our ADMS technology is that it allows field monitors to report incidents and provide supporting photographs in real time to the County, Tetra Tech, and the debris contractor. Examples of incidents include reporting pre-existing damage, damage caused by the contractor, debris piles skipped by the contractor, safety hazards, and other incidents critical to a debris removal program. As monitors complete incident reports in the field, the information and supporting photographs are uploaded to the Tetra Tech reporting server. Depending on the type of incident, priority e-mails may be sent out by the reporting server to County representatives, Tetra Tech's project team, and debris contractor representatives. Our firsthand experience assisting local governments with recovering from disasters has shown that accurately capturing and photographing pre-existing damage can alleviate residential damage claims that may be submitted to the County. Additionally, the incident map developed from the collection information is essential to quickly identify unresolved contractor damages before the completion of the program.

## Incident Report

**RecoveryTrac Incident Summary Report**

Project Incident Summary: CITY OF WESTLAKE HURRICANE LAURA ROW COLLECTION

Incident Type	Total	Active	Closed	Pct Compl	Avg Day Out	HI Pct	Emp Invl	Cost Invl	Own Invl
DAMAGE TO PROPERTY	2	2	0	0.0	61	0	0	1	0
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0.0</b>	<b>61.0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>


Project Incident Details: CITY OF WESTLAKE HURRICANE LAURA ROW COLLECTION

**DAMAGE TO PROPERTY (Count: 2)**

PRIVATE PROPERTY-MAILBOX (Count: 1)

Incident No.	Status	Priority	Date	Emp Invl	Cost Invl	Own Invl	Location
DP-2020-30981	Active	Normal	9/9/2020 5:28:00 PM	NO	NO	NO	1313 GREENROAD STREET (D 93 257046)

MAILBOX DOWN BEFORE THE ARRIVAL OF THE DEBRIS TRUCK



**Sample Report:** Incident reports are available in real-time and can be accessed at any moment.

## Daily Report

Tetra Tech has a suite of reports that are automated from *RecoveryTrac™* ADMS and available in real-time via PC, tablet, or smart phone. Although the reports are available at any time to the County, Tetra Tech will submit a daily status report that includes daily cubic yards/tons collected by material and program, cumulative cubic yard/tons collected, number of debris monitors in the field, cumulative cubic yards/tons hauled to final disposal, and daily/cumulative hazardous removals. Below are samples of these reports created for recent projects. Additionally, Tetra Tech takes pride in the customization of reports to meet our client's specific needs and provided reports tailored to any metrics not captured in the generic reports.

### Sample Daily Report – Debris Volumes by Municipality



## Final Report

Tetra Tech has extensive experience completing final reports for disaster debris removal projects. The Final Report will summarize the pre-debris removal, pre-tree removal, and post-debris and post-tree removal conditions. The Final Report typically includes the initial and final assessments, ROE, summary of quantities of materials removed, environmental sampling information, pre and post-work photographs, and final sign off.

In addition, data can be downloaded directly from the *RecoveryTrac™* system using ESRI's ArcGIS feature services. These feature services allow location base selection and download of the data contained within the selected area. *RecoveryTrac™* Fleet history, including individual route history can be downloaded and is available over the life of the project. Upon project closeout, geospatial data will be provided in an ESRI File Geodatabase (FGDB). Non-geospatial data would be provided in Microsoft Excel format, as directed by the County. The data formats provided do not require a *RecoveryTrac™* license.

## Contractor Reconciliation

The *RecoveryTrac™* system significantly reduces the amount of time needed for a contractor to generate an invoice and for the subsequent invoice reconciliation with Tetra Tech. To expedite contractor invoice reconciliation efforts, Tetra Tech requires copies of contracts for all primary debris contractors. After reviewing the necessary contract(s), Tetra Tech sets up the *RecoveryTrac™* database to generate transactions applicable to contract terms for tickets issued to each debris contractor. Prior to the start of debris removal operations, Tetra Tech will meet with the debris contractor(s) to review the invoicing processes, contract services established in our database, Tetra Tech data tools available for their use, and any other accounting needs as tasked by the County.

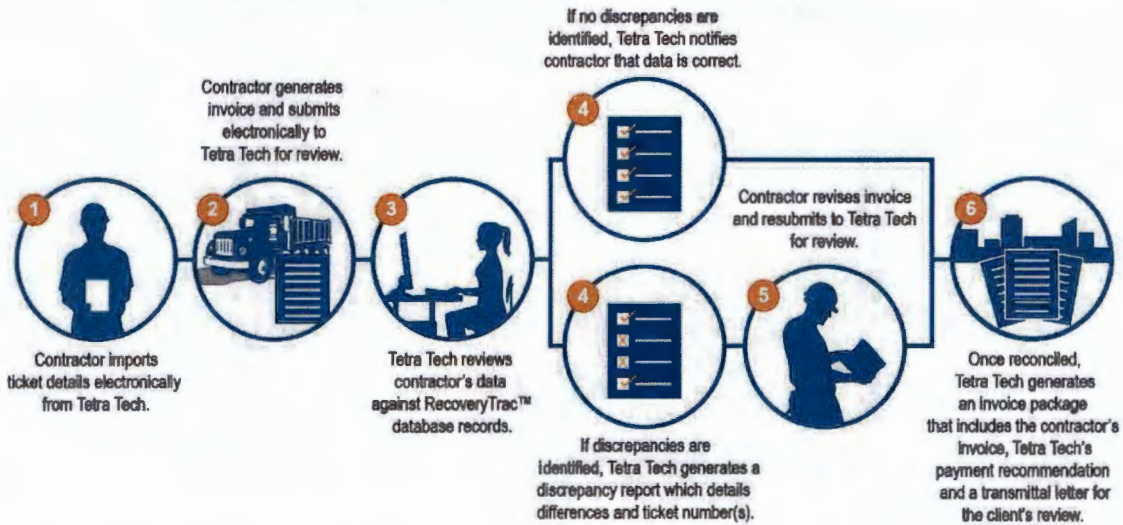
**Our invoicing process includes several real-time QA/QC checks throughout the day,** and a final daily comprehensive data analysis is performed at the close of operations. A final QA/QC check is completed when the debris contractor sends the invoice dataset to Tetra Tech for reconciliation. Incongruencies in the debris contractor's data are flagged for review and must be resolved prior to the issuance of a final invoice.

During this meeting, the typical components of the Tetra Tech payment recommendation will be reviewed, the process for adjustment reconciliation will be explained, and the debris contractor(s) will be trained on how to access Tetra Tech's suite of debris hauler reconciliation data reports (including reconciled transactional and live ticket data).

If *RecoveryTrac™* ADMS will be used to document the debris contractor's work, Tetra Tech will review the automated reports generated by the system to verify that the dataset is sufficient to reconcile with that contractor's subcontractors, and to generate invoices for payment by the County. If another cost tracking system will be used to document the debris contractor's work, Tetra Tech will review the work that has to be documented to verify that our staff will be able to capture the information needed for accounting and invoice review.

Whether using *RecoveryTrac™* ADMS or paper logs, Tetra Tech will use our *RecoveryTrac™* database to store and review data generated in the field documenting debris contractor work. Several QA and QC checks of data will occur before the dataset is ready for reconciliation with the contractor. Services related to debris contractor work order or change order charges are also tracked within the system. Tetra Tech will submit invoices within the timeframes determined by the County. The process for contractor invoice reconciliation is as follows:

### Summary of Contractor Invoice Reconciliation Process



## Emergency Management Planning

As a result of our past disaster debris monitoring and DDMP services, our team understands infrastructure and vulnerability, to risks typically encountered in Florida, such as hurricanes, flooding, and winter storms. We are prepared to assist with each task identified by the County along with necessary supporting tasks and guidance. As such, our project approach addresses the following items:

1. Orienting plan stakeholders to debris management operations.
2. Analyzing potential debris management sites for the temporary staging and reduction of debris.

3. Developing the DDMP and a DDMP template.
4. Conducting training on the DDMP to familiarize stakeholders with their role in the plan.
5. Conducting a tabletop exercise to evaluate the participating jurisdictions to activate and conduct debris management operations.
6. Producing an after-action report and improvement plan following the exercise to document lessons learned from the exercise and establish corrective actions and timelines for making improvements to enhance the jurisdictions' capabilities to respond and recover from a debris generating disaster.

We develop DDMPs that span the four phases of debris operations, organized chronologically to demonstrate the activities that will take place during each phase of debris operations including Preparedness, Response, Recovery, and Long-Term Recovery.

## Project Controls

### Quality Assurance

Implementing comprehensive QA/QC protocols and technologies is critical to a debris monitoring effort. Proper QA/QC protocols reduce the amount of work associated with back-end data management, reduce invoice reconciliation timeframes, prevent fraud, and establish a sound dataset for future audits. Throughout years of experience assisting local governments with recovering from disasters and the subsequent audits, Tetra Tech has developed industry-leading QA/QC standards and protocols. The use of our ADMS technology expedites the QA/QC process and drastically reduces ticket errors that can result from traditional manual (paper and pen) debris monitoring operations.

Due to the real-time information collected by our ADMS technology, Tetra Tech can establish a virtual command center to audit project information during the collection process and correct issues as they appear. For example, our ADMS technology provides reporting and tracking on any missed debris piles. This allows Tetra Tech to improve our responsiveness to resident complaints and provide real-time tracking tools to manage removal of these missed piles to the County.

#### Missed Piles Tracking



### Fraud Prevention

Several practices are used to prevent debris haulers from committing fraud both in the field and remotely by real-time data monitoring. In addition to random checks at the DMS location, fraud prevention reports are run daily to identify data anomalies that may be a result of fraud. The load call report shows all load calls for a given day/monitor to confirm no trucks are receiving extraordinarily high load calls. The load ticket report and unit rate daily ticket report determine if monitors are issuing an excessive number of tickets in relation to the average number of tickets per day. The *RecoveryTrac™* system includes built-in project controls that alert the data manager to anomalies that may be indicative of fraud.

For example, the following data features are flagged:

- **Truck Turn-Around-Time.** The time between last pick-up location and arrival of a truck at the DMS is tracked. A time that is too short may indicate that the debris hauler is not filling the vehicle to capacity.
- **Out-of-Bounds.** The municipality boundaries are programmed geospatially to confirm that debris pick-up remains within the eligible bounds of the County.
- **Debris Type.** Discrepancies between the debris type noted by the collection monitor and the debris type noted by the disposal monitor are flagged for review.

## Safety and Health Standards

Tetra Tech's employees are the foundation of our business and protecting them at all work sites is our highest priority. The company subscribes to the philosophy that all occupational incidents can be prevented and that no incident is treated as an acceptable event when we execute our work. To achieve this, the company's health and safety processes are a vital and integral part of our work.

Health and safety addressed in our operations and management systems is supported by strong leadership. Tetra Tech's leaders understand their responsibility and accountability to plan for safety and to ensure that safety measures are implemented. Preventing incidents also relies on a management system that regularly evaluates performance and identifies necessary adjustments to target continual improvement. The principal objectives of our program are codified in our written health and safety policy, which is endorsed and regularly monitored by the highest levels of our management team.

Industry Metrics for 2022 Health and Safety Performance		
<u>0.48</u> US Experience Modification Rate (EMR) - average industry workers' compensation claims	<u>0.41</u> 2022 Enterprise-Wide Total Recordable Injury Rate (TRIR)	<u>0.18</u> 2022 Enterprise-Wide Lost Workday Incident Rate (LWDIR)

During a debris recovery operation, Tetra Tech project managers and supervisors routinely examine the safety of field and debris staging site operations and have the authority to shut down unsafe operations. Debris staging site monitors are equipped with the appropriate personal protective equipment, which may include hard hats, appropriate footwear, reflective vests, hearing protection, and eye protection. Additionally, Tetra Tech project managers conduct regular tailgate safety sessions with their field employees to alert them of potential work hazards and review safe work practices.

Tetra Tech is committed to workplace safety. As such, a project-specific health and safety plan will be developed for the scope of work. Field staff assigned to the project will be trained on the health and safety plan. Additionally, Tetra Tech project managers have completed the Occupational Safety and Health Administration (OSHA) Disaster Site Worker course and have their 10-hour Construction Safety Certification.

## Training

In disaster response and recovery, training is not one-size-fits-all. Tetra Tech customizes formal trainings to the duties of each new employee, and hosts trainings in the Hiring Center with a Tetra Tech certified trainer. These trainings include modules specific to each client's needs and requirements, complete with information to ensure accurate field monitoring and ADMS implementation. By using interactive qualifying tools throughout training modules, Tetra Tech helps trainees better retain information while also screening and selecting the most qualified personnel as field monitors.

To properly instruct newly hired employees, Tetra Tech has developed a training program that includes modules specific to the County. These modules are complete with the information required to facilitate accurate field monitoring and ADMS implementation. Tools included in the training modules assist with the retention of the material and assist Tetra Tech in screening and selecting the most qualified personnel for the monitoring task. Training module topics include truck certification, load site monitor responsibilities, disposal monitor responsibilities, hazardous trees monitor responsibilities, and field supervisor responsibilities. Project managers, data managers, and operations managers follow standard operating procedures and protocols established in our concept of operations plan.

## Section 5: Pricing

Tetra Tech has completed and provided proposed pricing on Attachment A – Proposer's Rate Sheet on the following page. Tetra Tech's hourly rates are fully burdened to include overhead profit, labor, and indirect costs. Direct travel related cost and other direct non-salary expenses shall be invoiced as follows: (1) airfare, car rental, and fuel shall be invoiced at cost without markup; (2) lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at [www.gsa.gov](http://www.gsa.gov) (3) meals and incidentals shall be invoiced at the GSA per diem rate (receipts are not required); (4) mileage for personal vehicles shall be invoiced at the federally published rate; and (5) other required non-labor expenses directly attributable to the project (water craft, atvs, etc.) shall be invoiced at cost without mark-up.

In the following cost proposal, transparency is paramount. Tetra Tech prides itself on providing a clear and honest breakdown of rates and fees, assuring our clients that there are no hidden fees or surprises down the road—no asterisks, no footnotes, no hidden line items. Trust is the foundation of any successful partnership, and we want our clients to feel confident in our pricing structure. With our commitment to open communication and straightforward pricing, St. Johns County can rest assured that what you see in our proposal is what you will get. This is just the first step we are taking together toward a relationship built on trust and integrity.

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "A"  
HOURLY RATE SHEET**

**I. HOURLY RATES**

Compensation for services satisfactorily performed shall be in accordance with the Hourly Rates provided below, which shall be approved prior to execution of the Contract, and shall remain firm throughout the duration of the Contract, unless otherwise agreed to by the Parties, as provide in the Contract Documents.

<b>JOB CLASSIFICATION (JOB TITLE)</b>	<b>BASE WAGE RATE</b>	<b>HOURLY RATE</b>
Project Manager	\$ 33.46	\$ 70.00
Field Operations Manager	\$ 24.73	\$ 58.00
Field Supervisor	\$ 16.37	\$ 45.00
Data Manager	\$ 20.37	\$ 50.00
Collection Monitor	\$ 13.09	\$ 33.50
Disposal/Debris Site/Tower Monitor	\$ 13.09	\$ 33.50
Exit Site Monitor	\$ 13.09	\$ 28.00
Drop-Off Site Monitor	\$ 13.09	\$ 28.00
Administrative/Clerical	\$ 12.37	\$ 32.00
Call Center Personnel	\$ 13.09	\$ 28.00
	\$	\$
	\$	\$
	\$	\$

**Hourly Rates.** The above hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant. The Base Wage Rate is the actual hourly wage, exclusive of fringe, overhead, and profit.

**Weekend and Holiday Rates.** No additional compensation shall be paid for any Service performed before or after Consultant’s standard operating hours or on weekends and holidays, without prior written approval by County.

**Quantity of Work.** Consultant understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Consultant. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

**Hourly Rate Adjustments.** Consultant may request an increase to the hourly rates on an annual basis, in accordance with the most current Consumer Price Index (CPI) percentage, as defined in the definitions section of this Agreement, but shall not exceed four percent (4%) in any given year. Requests for hourly rate adjustments must be submitted to the SJC Purchasing Division no later than sixty (60) days prior to the anniversary of the Effective Date of the Agreement for the County’s review and approval. The County is under no obligation to grant any requested hourly rate adjustments. Approved hourly rate adjustments shall be effective only upon the County’s issuance of a fully executed Amendment. If Consultant fails to request and/or receive approval for any adjustment to the hourly rates in any given year, the Consultant shall forego any available adjustment for that year, and shall not combine and/or compound any requested hourly rate adjustment in subsequent year(s).

**II. REIMBURSEABLE EXPENSES**

In addition to the hourly rates and subject to Section 112.061, Florida Statutes, the Consultant may also be reimbursed for actual, direct costs (i.e. travel costs, travel-related expenses, or other direct non-salary expenses) incurred in the performance of the Services, provided supporting documentation such as third-party invoices, receipts, or other data as required by the County to support the validity of the expenses incurred shall be submitted with each invoice.



## Emergency Response/Recovery and Grant Management Consulting Rates

As stated in the RFP, various grant management and/or disaster recovery consulting roles may be activated beyond the scope of work for disaster debris monitoring. In the interest of providing the County with turnkey disaster recovery services, we have provided a rate schedule for optional, additional positions that may be leveraged by the County to fulfill additional areas of work outside the scope of debris monitoring. If the County requires additional information, it will be provided upon request.

### Emergency and Grant Management Consulting Services

Category	Hourly Rate
Subject Matter Expert	\$245.00
Program Manager	\$185.00
Senior Consultant	\$145.00
Consultant	\$125.00
Recovery Operations Manager	\$125.00
Administrative Specialist	\$ 80.00

# Section 6: Administrative Information

Tetra Tech has completed and provided Evidence of Insurance, Evidence of Good Faith Efforts, all County Attachments, and all acknowledged addenda on the following pages.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/01/2023

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 have **ADDITIONAL INSURED** provisions or 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).

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Tetra Tech, Inc. 3475 E. Foothill Boulevard Pasadena, CA 91107 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Zurich American Ins Co		16535
	<b>INSURER B:</b> Allied World Surplus Lines Ins Co		24319
	<b>INSURER C:</b> American International Group UK Ltd		AA1120187
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Coverage  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			GL0181740605	10/01/2023	10/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY  <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP 857085 05	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY ( Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$100,000			62785232	10/01/2023	10/01/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC254061605 AOS WC185708705 WI	10/01/2023	10/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	<b>Professional Liability and Contractor's Pollution Liability</b>			03120276 Prof/Poll Liab-Claims Mad SIR applies per policy terms & conditions	10/01/2023	10/01/2024	Each Claim \$5,000,000 Aggregate \$5,000,000

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

<b>CERTIFICATE HOLDER</b>  Evidence of Insurance	<b>CANCELLATION</b> 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  <i>Aon Risk Insurance Services West, Inc.</i>

## Bartlett, Sage

---

**From:** Bartlett, Sage  
**Sent:** Monday, October 9, 2023 2:55 PM  
**To:** TDR Contracts  
**Subject:** Request for Bid Submission re: St. Johns County, FL RFP for Disaster Debris Monitoring Services RFP NO: 23-34  
**Attachments:** RFP 23-34 RFP Document.PDF; Standard Subcontract Ts&Cs.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	TDR Contracts		
	MBELL@1STCHOICEGOV.COM		
	PMENDEZ@1STSOS.COM		
	MSULLIVAN@DISCOVER8SEVEN.CC		
	HUFF.T@ASCS1.COM		
	VIREN@ACESTAFFING.COM		
	NISHA@ANIKINTL.COM		
	KALBRIGHT@THEBESTLLC.COM		
	BLOOMINGTONPARTNERS@GMAIL		
	HORATIO.HAMILTON@GMAIL.COM		
	DARRELL@CHANDLERCAMPBELLE.C		
	DRODRIGUEZ@COMPEDGELL.COM		
	DIANE@CRASTAFFING.COM		
	JADEE.SCARVER@CORPORATESOLL		
	DAVID@DAKRESOURCES.COM		
	PROTEMP@ATT.NET		
	EDDIE@EMPIRECOACHLINE.COM		
	SRGUTTI@ESSNOVA.COM		
	GOVBIZ@GENCARESTAFFINGSOLU		
	ABROWN@GIDEONTOAL-MS.COM		
	DEBRAUPSHAW@GLOBALDIAGNOS		
	WAYNE@GREENARROWSTAFFING.C		
	JOLENE@HQDIRECT.COM		
	HUMPHREYTRANSITGROUP@GMAI		
	SSCHERFEL@ISGWORK.COM		
	DBABIKER@INTELLECTUALCONCEP		
	KBISTAFFINGSOLUTIONS@GMAIL.C		
	BECKY.COKER@KINARDSTONE.COM		
	AKWASI@LEGACYPROFESSIONALS		
	PETER.MCCREE@LINK2CONSULT.CC		
	JHELMS@LUMBEEGROUP.COM		
	MMAUPIN@MBIUS.NET		
	MICHELLEBLALOCK03@GMAIL.COM		
	JSINKFIELD@MOTENTATE.COM		

Recipient	Delivery	Read
KG@NGI1.COM		
ALEXIS@APRECRUITERS.COM		
ALBERTWILLIAMS@GET2WORKNOV		
LIZBETH.WALKER@QWALIFIZE.COM		
ELIZABETH@RCSGROUPFLORIDA.C		
REMSER97@AOL.COM		
TEFSTAFFINGAGENCYLLC@GMAIL.C		
SANDRA@TRT-LLC.COM		
RFP@TRYFACTA.AI		
LANI@RAPIDSTAFFING.COM		
SAMF@SEU-USA.COM		
Betty.Kamara@tetrattech.com	Delivered: 10/9/2023 2:56 PM	
Sage.Bartlett@tetrattech.com	Delivered: 10/9/2023 2:56 PM	
KAYLA.LEMAIRE@tetrattech.com	Delivered: 10/9/2023 2:56 PM	
Elizabeth.Brooks@tetrattech.com	Delivered: 10/9/2023 2:57 PM	
CAROLINE.MAURIELLO@tetrattech.c	Delivered: 10/9/2023 2:56 PM	
Bartlett, Sage		Read: 10/9/2023 3:03 PM

GOOD AFTERNOON-

Tetra Tech, Inc. (Tetra Tech) is currently working on preparing a proposal in response to St. Johns County, FL Request for Proposal for Disaster Debris Monitoring Services RFP NO: 23-34 (attached). Tetra Tech officially invites you to provide a Statement of Qualifications for services relevant to your organization, including but not limited to, staffing services.

The specific requirements for these services can be found in the attached file for St. Johns County, FL RFP for Disaster Debris Monitoring Services RFP NO: 23-34 to this invitation.

This solicitation does not commit Tetra Tech or St. Johns County, FL to pay any costs incurred in the preparation and submission of an offer in any form, or to subcontract for said services or supplies. It is also brought to each offeror's attention that the Tetra Tech procurement representative or designee is the only individual who can commit Tetra Tech into expenditure of funds in connection with any subcontract resulting from this solicitation.

If you intend to respond to this invitation to bid, the following instructions are required:

1. Please submit a brief company overview and any past history/experience with St. Johns County, FL.
2. Please submit resumes for the key positions that apply to your company's service capabilities -- see the RFP for Staffing Requirements and the description of the key personnel and required qualifications.
3. If your company is DBE, WBE, MBE, etc. please provide relevant vendor identification number(s) and certificates.
4. CAREFULLY review the Terms and Conditions contained in the entirety of the RFP and Tetra Tech's General Conditions (Example attached) which would be incorporated into any subcontract/master agreement or purchase order awarded as a result of the solicitation. Tetra Tech will require you to adhere to the terms and conditions described therein.

If you are interested in submitting a proposal, it would be helpful for you to please provide your Key Personnel References and Statement of Qualifications as soon as possible!

**All bids must be received no later than October 17, 2023 at 9:00 AM.**

**Offeror must e-mail its proposal submission to:**

[TDR.Contracts@tetratech.com](mailto:TDR.Contracts@tetratech.com)

\*For your bid to be considered, please send it ONLY to the above email address and include the following subject line in your email submission\*

*"YOUR COMPANY NAME – Bid Submission re: St. Johns County, FL RFP for Disaster Debris Monitoring Services RFP NO: 23-34"*

Award of a Subcontractor/Master Agreement as a result of this solicitation is contingent upon Tetra Tech award of a contract by St. Johns County, FL. Tetra Tech may or may not issue Subcontracts/Masters Agreements as a result of this solicitation.

Offeror agrees and acknowledges that any subcontract awarded shall contain Tetra Tech terms, insurance requirements, health and safety requirements, and any applicable flow-down provision of Tetra Tech's prime contract with St. Johns County, FL.

Questions regarding this solicitation shall be directed to ([TDR.Contracts@tetratech.com](mailto:TDR.Contracts@tetratech.com)).

**Tetra Tech, Inc.** | [Leading with Science®](#) | Tetra Tech Disaster Recovery  
2301 Lucien Way, Suite 120 | Maitland, FL 32751 | [tetratech.com](http://tetratech.com) | [Disaster Recovery](#)



Please consider the environment before printing. [Read more.](#)



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "B"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Tetra Tech, Inc. (Proposer) being of lawful age and being duly sworn I, Jonathan Burgiel (Affiant) as Business Unit President (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of October 17, 2023.

Jonathan Burgiel  
Signature of Affiant

STATE OF Florida

COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of October 17, 2023, by Affiant, who is personally known to me or has produced personally known as identification.

Melissa Cremeans  
Notary Public  
My Commission Expires: 2/9/2027



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "C"  
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, Jonathan Burgiel (Affiant) who, being duly sworn, deposes and says he/she is Business Unit President (Title) of Tetra Tech, Inc. (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 23-34; DISASTER DEBRIS MONITORING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Tetra Tech, Inc.  
(Proposer Firm)

By *Jonathan Burgiel*  
(Affiant Signature)

Jonathan Burgiel, Business Unit President  
(Printed Name & Title)

October 17, 2023  
Date of Signature

STATE OF Florida

COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of October 17, 2023, by Affiant, who is personally known to me or has produced personally known \_\_\_\_\_ as identification.



Melissa Cremeans  
Notary Public  
My Commission Expires: 2/9/2027

PROPOSERS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO PROPOSAL.



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "D"  
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.


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Please check the appropriate statement:

I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: Tetra Tech, Inc.

Authorized Representative(s):  Jonathan Burgiel, Business Unit President  
Signature Print Name/Title

\_\_\_\_\_  
Signature Print Name/Title

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES


ATTACHMENT "E"  
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Tetra Tech, Inc. does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

  
\_\_\_\_\_  
Signature

October 17, 2023  
\_\_\_\_\_  
Date

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "F"  
E-VERIFY AFFIDAVIT

STATE OF Florida  
COUNTY OF Orange

I, Jonathan Burgiel (Affiant), being duly authorized by and on behalf of Tetra Tech, Inc.  
(Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 23-34 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subconsultants performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subconsultants performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant's breach.

DATED this 17 day of October, 2023.

*Jonathan Burgiel*  
Signature of Affiant

Jonathan Burgiel  
Printed Name of Affiant

Business Unit President  
Printed Title of Affiant

Tetra Tech, Inc.  
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 17  
day of October, 2023, by Affiant, who is personally known to me or has produced \_\_\_\_\_  
as identification.

Melissa Cremeans  
Notary Public  
My Commission Expires: 2/9/2027



**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "G"  
EQUAL OPPORTUNITY REPORT STATEMENT**

The Proposer (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Consultant shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- (1) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Consultant becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: October 17, 2023

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "H"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no Active Exclusions listed in [www.SAM.gov](http://www.SAM.gov).
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
3. Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; 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
4. Are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. Have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE:  \_\_\_\_\_

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: October 17, 2023

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "I"

BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Consultant] certifies, to the best of his or her knowledge, that:

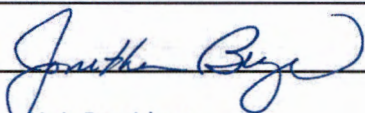
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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 Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: October 17, 2023

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "J"  
NON-COLLUSION CERTIFICATION

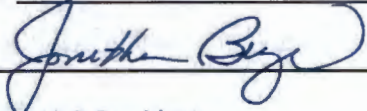
St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Request for Proposal issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposals submitted in response to the Request for Proposal or in return for execution of a contract for performance or provision of services for which Proposal are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: \_\_\_\_\_



TITLE: Business Unit President

DATE: October 17, 2023

NAME OF FIRM/PARTNERSHIP/CORPORATION:

Tetra Tech, Inc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "K"

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

I, Jonathan Burgiel, ("Affiant"), being duly authorized by and on behalf of Tetra Tech, Inc. ("Proposer") hereby swears or affirms as follows:

- 1. The principal business address of Proposer is 2301 Lucien Way, Ste. 120 Maitland, Florida 32751
2. I am duly authorized as Business Unit President (Title) of Proposer.
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after January 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to January 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is [redacted]. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

Jonathan Burgiel Signature of Affiant
Jonathan Burgiel, Business Unit President Printed Name & Title of Affiant
Tetra Tech, Inc. Date of Signature 10/17/2023
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [ ] online notarization, on this 17 day of October, 2023, by Affiant, who is [X] personally known to me or [ ] has produced identification.

Melissa Cremeans Notary Public 2/9/2027 My Commission Expires



Not Applicable

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "L"

LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS

Proposer shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Services for review/approval by the County. Proposer shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of Services for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

Company Name	Work/Services to be Performed	Primary Contact Name	Contact Number and Email Address	Percentage (%) of Total Work/Services



## ADDENDUM #1

October 10, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFP No: 23-34; Disaster Debris Monitoring Services

This Addendum #1 is issued to further Respondents' information and is hereby incorporated into the RFP Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Respondents must submit a copy of each signed addendum with their submitted Proposal as provided in the RFP Documents.

### Revisions/Clarifications:

The County provides the following revision and/or clarification to be incorporated into the RFP Documents:

1. In PART III: PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT, Section A, on page 17, the following paragraph is deleted from the RFP document:  
By submitting a Proposal, Proposer certifies that its representatives have carefully read and fully understand all instructions in this RFP, and the requirements of the Agreement, and have full knowledge of the scope, nature, and quality of work to be performed for the County. Proposer also certifies that it is willing and able to provide the required Services as specified herein. All Proposals submitted shall be binding for a minimum of one hundred eighty (180) consecutive calendar days.

### Questions/Answers:

1. Are resumes included in the page limits?  
**Answer:** As stated on page 20 of the RFP document, submitted Proposals must not exceed seventy-five (75) single-sided pages; this limit applies to all material submitted, including resumés.
2. What are the expected DBE percentages referenced in Part 1 section P?  
**Answer:** Outreach to, and inclusion of DBEs is covered in P. Socioeconomic Business Enterprises, on pages 5 - 6 of the RFP document. Percentages are not referenced in or intended by the RFP. The County requires the documentation of good faith efforts to outreach and include DBEs, as is necessitated by Federal requirements.
3. Is there specific good faith documentation if we do not use DBE subcontractors?  
**Answer:** No, documentation format and procedures to meet the requirement are to be determined by the awarded consultant.
4. Are certified digital signatures acceptable?  
**Answer:** Yes
5. Can you please define the expectations for the Field Operations Manager as opposed to a Project Manager referenced in Pat 2 C.1?



**Answer:** The **Field Operations Manager** resolves field operational, eligibility, and safety issues, and communicates these issues to the County. This position may also coordinate daily activities with the County, FEMA, and field personnel. Some primary duties are the following:

- Scheduling and deploying the loading and tower/site debris monitors and overseeing their daily activities at loading sites and disposal and staging sites;
- Conducting or overseeing truck certifications, load measurements, and photo; documentation as required; and
- Collect daily logs from the debris monitors and tabulate truckload data for the daily report.

The **Project Manager** is the primary point of contact for the County and is responsible for the overall project management and coordination of the debris monitoring services required to oversee the debris removal operations. The responsibilities for this role encompass vital tasks, such as:

- Overseeing the coordination of post-disaster recovery initiatives;
- Attending daily meetings and communicating directly with the County;
- Supervising both staff and subcontractors;
- Offering technical support and guidance to staff;
- Formulating and refining policies and procedures;
- Acting as an authority on policy and regulatory matters;
- Crafting written materials and tools for management and job aids;
- Delivering training sessions; and
- Collaborating directly with the County to troubleshoot and address emerging issues.

6. Part 3 Section A – Please verify if proposal is to be valid for 120 or 180 days.

**Answer:** Please see Revision/Clarification #1 above.

7. Who currently holds this contract?

**Answer:** Tetra Tech, Inc.

8. The manual process of filling out load tickets can jeopardize proper FEMA reimbursement if human error occurs. Utilizing electronic load tickets, computer tablets, and systems employing electronic contractor IDs with an Automated Debris Management System (ADMS) has become the industry standard and is critical for any successful debris operation in 2023. Because of the factors listed, we would like to confirm that any charges for the use of an ADMS will be included in the hourly rates provided and not as a separate hourly rate, separate flat rate, or substitutional charge for any listed position.

**Answer:** Any charges for the use of an ADMS will be included in the Consultant's hourly rates and not as a separate hourly rate, separate flat rate, or substitutional charge for any listed position.

9. The cost spreadsheet for the current RFP allows each vendor to enter their own Job Classifications (Job Title). Given that each vendor's Job Classifications and Hourly Rates may be different – it will be challenging for the County to accurately compare total pricing across vendors. In order to allow for an apples-to-apples comparison of hourly rates to be made across all vendors, will the County please consider providing standard positions required to accomplish the scope of work as described by the RFP? In addition, we are requesting that the County requires bidders to propose a non-zero hourly rate for all positions.



**Answer:** Respondents are required to complete Attachment A – Hourly Rate Sheet, as it is provided on page 29 of the RFQ document. Pricing will be scored as stated in Section K. Formula for Evaluation of Pricing, found on page 22 of the RFQ document. Any positions listed at an hourly rate of zero dollars will not be included in the calculation of the average rate.

10. Per Attachment “A” Hourly Rate Sheet, Bidders are to provide a Base Wage Rate and Hourly Rate. It is typical for the debris monitoring industry to provide fully burdened rates that are inclusive of overhead and profit. Will the County please consider waiving the requirement to provide a Base Wage Rate?

**Answer:** No

**SUBMITTAL DEADLINE FOR PROPOSALS: Thursday October 19, 2023 by or before 4:00PM**

**Respondent Acknowledgment:**

Signature of Authorized Representative

Jonathan Burgiel, Business Unit President

Printed Name/Title

Tetra Tech, Inc.

Respondent Full Legal Company Name

**END OF ADDENDUM NO. 1**



EVALUATION SUMMARY SHEET  
ST. JOHNS COUNTY, FLORIDA

November 2, 2023  
RFP 23-34; Disaster Debris Monitoring Services

FIRM	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	PRICING	TOTAL	RANK	COMMENTS
	Doug Tarbox	Gavin Butler	Timothy Connor	Howard Hirschman	Austin Hersey	Scored by Purchasing			
DebrisTech, LLC	63.0	71.0	66.0	76.0	65.0	75	416.0	2	
Witt O'Brien's, LLC	70.0	72.0	71.0	77.0	72.0	30	392.0	3	
CDR Maguire, Inc	72.0	75.0	71.0	73.0	75.0	15	381.0	5	
Rostan Solutions, LLC	71.0	67.0	63.0	73.0	73.0	20	367.0	6	
Thompson Consulting Services, LLC	73.0	69.0	65.0	77.0	73.0	30	387.0	4	
<b>Tetra Tech, Inc.</b>	<b>77.0</b>	<b>78.0</b>	<b>76.0</b>	<b>80.0</b>	<b>80.0</b>	<b>40</b>	<b>431.0</b>	<b>1</b>	
Disaster Program & Operations, Inc.	64.0	53.0	59.0	60.0	50.0	25	311.0	7	
							0.0	8	..

APPROVED: Greg Caldwell, Director, Public Works

APPROVED: Leigh A. Daniels, Purchasing Manger, SJC Purchasing

Posted to Demandstar:

11-06-23

**NOTE:**

THE RANKING SHOWN ABOVE SHALL BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL AND ATTACHED TO THIS EVALUATION SUMMARY SHEET.

ANY ACTUAL BIDDER, PROPOSER, OR SUPPLIER WHO IS AGGRIEVED IN CONNECTION WITH THE NOTICE OF INTENT TO AWARD A CONTRACT, WHERE SUCH GRIEVANCE IS ASSERTED TO BE THE RESULT OF A VIOLATION OF THE REQUIREMENTS OF THE ST. JOHNS COUNTY PURCHASING POLICY AND ASSOCIATED PROCEDURES, OR ANY APPLICABLE PROVISION OF LAW BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE COUNTY, MAY FILE A PROTEST TO THE ASSISTANT DIRECTOR OF PURCHASING AND CONTRACTS AS PROVIDED IN SECTION 13 OF THE SJC PURCHASING POLICY.



**ST. JOHNS COUNTY, FL  
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSALS  
RFP NO: 23-34**

**DISASTER DEBRIS MONITORING SERVICES**

St. Johns County Purchasing Division  
500 San Sebastian View  
St. Augustine FL 32084  
(904) 209-0150 – Main  
[www.sjcfl.us/Purchasing/index.aspx](http://www.sjcfl.us/Purchasing/index.aspx)

FINAL: 9/18/2023

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**TABLE OF CONTENTS**

<b>PART I:</b>	<b>GENERAL SOLICITATION REQUIREMENTS</b>	<b>3</b>
<b>PART II:</b>	<b>SCOPE OF SERVICES</b>	<b>6</b>
<b>PART III:</b>	<b>PROPOSAL SUBMITTAL REQUIREMENTS &amp; EVALUATION</b>	<b>17</b>
<b>PART IV:</b>	<b>CONTRACT REQUIREMENTS</b>	<b>23</b>
<b>PART V:</b>	<b>ATTACHMENTS/FORMS</b>	<b>28</b>

**EXHIBITS (*SEPARATE DOCUMENTS*)**

- EXHIBIT A – FEMA PUBLIC ASSISTANCE PROGRAM REQUIRED CONTRACT CLAUSES**
- EXHIBIT B – APPENDIX II TO 2 CFR PART 200**
- EXHIBIT C – FEMA DEBRIS MONITORING GUIDE, 2021**
- EXHIBIT D – FEMA PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE**
- EXHIBIT E – SJC DISASTER RESPONSE AND RECOVERY GUIDE**



## RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

### PART I: GENERAL SOLICITATION REQUIREMENTS

#### A. DEFINITIONS

Terms used within this Request for Proposals ("RFP") shall have the meaning as set forth in the St. Johns County Purchasing Policy ("Policy"), or as provided herein. Terms defined herein specifically for the purpose of this RFP shall govern over terms defined in the Policy.

#### B. PURPOSE & INTENT

The purpose for this RFP is to solicit Proposals from qualified Proposers, for consideration in performing the specified Services. The intent of the County is to select the most qualified Consultant and enter into a contract to perform the required services, based upon the evaluation of the submitted Proposals in accordance with the Evaluation Criteria provided herein.

#### C. SUBMITTAL DEADLINE & LOCATION

Proposals submitted in response to this RFP must be delivered to, and received by the SJC Purchasing Division by or before **four o'clock (4:00PM EST) on Thursday, October 19, 2023**. Any proposals received by the SJC Purchasing Division after the stipulated deadline shall not be considered and will be returned to the Proposer, unopened.

Proposals must be submitted to:

SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084

All mail delivered to the County is processed through SJC Central Receiving. Proposers must factor the additional time for processing when mailing their submitted Proposals to the County. Any Proposals that are not delivered to the SJC Purchasing Division, by the deadline above, shall not be considered, even if the Proposal is delivered to SJC Central Receiving prior to the deadline above. SJC Purchasing is not responsible for Proposals that are delayed in delivery due to mail processing activities of the County's Central Receiving Office.

Additionally, the County is not responsible for Proposals that are incorrectly labeled, addressed, mailed, or otherwise delivered to an incorrect location other than the SJC Purchasing Division. Any such Proposal that is not received in the SJC Purchasing Division shall be returned to the Proposer, unopened.

#### D. DESIGNATED POINT OF CONTACT

Any and all questions or requests for information relating to this RFP must be directed, *in writing*, to the following Designated Point of Contact provided below:

**Designated Point of Contact:** Greg Lulkoski  
Procurement Coordinator  
SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [glulkoski@sjcfl.us](mailto:glulkoski@sjcfl.us)

In the event the Designated Point of Contact provided above is absent or otherwise unavailable for more than three (3) business days, firms may contact Mark Rinberger, Procurement Coordinator, at [mrinberger@sjcfl.us](mailto:mrinberger@sjcfl.us).

#### E. LOBBYING PROHIBITION

In accordance with Section 9 of the Policy, Proposers **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, **except** the above referenced individual, with regard to this RFP. Any such communication is a violation of the Policy and shall result in disqualification, and removal from

consideration for award of a contract under this RFP.

**F. SUBMITTAL OF QUESTIONS/INQUIRIES**

Any and all questions and/or inquiries related to this RFP shall be directed, in writing, to the Designated Point of Contact provided above, by or before **four o'clock (4:00PM) EDST on Thursday, October 5, 2023**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the Proposal submittal deadline in order to clarify or answer questions as necessary to serve the best interest of the County.

**G. TENTATIVE SCHEDULE OF EVENTS**

The County proposes the tentative schedule of events below. The dates provided may change at the discretion of the County. If any modifications impact the schedule of this RFP, through and until the deadline for submitted Proposals, the County will issue an Addendum to this RFP.

Broadcast of RFP	September 19, 2023
Deadline for Questions	October 5, 2023
Issuance of Final Addendum	October 12, 2023
Proposal Submittal Deadline	October 19, 2023
Evaluation of Submitted Proposals	November 2, 2023
Negotiations	November 3 - 17, 2023
Board of County Commissioners Meeting	November 21, 2023

**H. ADDENDA**

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date shall be for material, necessary clarifications to the Request for Proposal.

Any and all issued Addenda must be included with all copies of each Proposer's submitted Proposal to acknowledge the incorporation of each issued Addendum. Proposer's acknowledgement of each Addendum shall serve as confirmation that any and all information, changes, clarifications, and other updates provided for in the Addendum has been considered and included in the Proposer's submitted Proposal. Failure to submit an issued Addendum with the submitted Proposal may result in the Proposer being deemed non-responsive, and being removed from consideration for award. The County reserves the right to request from any Proposer, copies of any missing Addenda, if the content included in the Addenda is not of a material nature to the merit of the submitted Proposal.

**I. PROHIBITION AGAINST CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS**

Respondents are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Respondents' social, political, or ideological interests when determining if the Respondent is a responsible Respondent. Respondents are further notified that the County's governing body shall not give preference to a Respondent based on the Respondent's social, political, or ideological interests.

**J. EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the

work.

**K. SOLICITATION POSTPONEMENT/CANCELLATION**

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process for any reason, as determined by County Staff, in order to best serve the interests of St. Johns County.

**L. RIGHT TO REJECT/ACCEPT**

The County reserves the right to accept or reject any or all proposals, waive minor formalities, and to award to the Proposer that best serves the interest of St. Johns County.

**M. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY AND ASSOCIATED PROCEDURES**

All requirements of the St. Johns County Purchasing Policy ("Policy") and associated procedures are incorporated into this RFP Document by reference, and are fully binding upon Proposers. Proposers are required to submit their Proposals, and to conduct their activities during this process in accordance with the Policy and associated procedures. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set forth in the Policy and associated procedures.

**N. LOCAL PREFERENCE**

Pursuant to 2 CFR 200.319 and 200.320, Section 16 of the Policy, which provides for the consideration of Local Preference is hereby waived.

**O. SUB- CONTRACTORS**

If an awarded Consultant elects to sub-contract with any Supplier or individual, for any portion of the Services, the Consultant shall be responsible for all Services performed by any Sub-contractor and the Consultant shall not be relieved of any obligations under the awarded Contract. Attachment "L"

Each Proposer must include in the submitted Proposal, all Sub-contractors proposed by the Proposer to perform any portion of the required Services specified herein. The Proposer must describe the Services to be performed by each proposed Sub-contractor, and the Sub-contractor's qualifications, capabilities and experience related to performing such services.

At any time, the County may, at its discretion, require any Proposer to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contractors to ensure, to the County's satisfaction, that the proposed Sub-contractors are qualified, capable and approved to perform the work for which they are proposed by the Proposer.

Prior to the award of a contract, the County will notify the Proposer in writing if the County, after due investigation, has reasonable and substantial objection to any person or entity proposed as a Sub-contractor. The Proposer then may, at his option, withdraw the submitted Proposal, or submit an acceptable substitute at no change in terms of the submitted Proposal. If the Proposer fails to submit an acceptable substitute within seven (7) calendar days of the original notification, the County then may disqualify the Proposer, at no cost to the County. The County reserves the right to disqualify any Proposer, Consultant, Contractor, Sub-Contractor, or Supplier due to previously documented project problems, either with performance or quality.

Sub-contractors proposed by the Proposer to perform any portion of the required services, and accepted by the County, shall only perform the work for which they are proposed, and shall not be changed except with the written approval of the County.

**P. SOCIOECONOMIC BUSINESS ENTERPRISE**

It is the intent of the County to ensure that Disadvantaged Business or Small Business Enterprise (DBE/SBE), Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) have equal opportunity to receive and participate

in federally assisted contracts and also uphold the following standards:

- To ensure nondiscrimination in the award and administration of Federally assisted contracts;
- To create a level playing field on which DBEs can compete fairly for Federally assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To help remove barriers to the participation of DBEs in Federally assisted contract; and
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

If the firm is not a DBE/MBE/WBE firm the firm entering into an agreement for this project must meet the following criteria:

1. Achieve DBE/MBE/WBE participation by using DBE/MBE/WBE sub-contractors OR
2. If unable to utilize DBE/MBE/WBE certified sub-contractors, must be able to submit documentation detailing the Good Faith Efforts made in utilization of potential DBE/MBE/WBE sub-contractors.

#### **Q. SUSPENSION AND DEBARMENT**

1. The intended contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). **Attachment "H"**
2. The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by (insert name of sub grantee). If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as grantee and name of sub grantee), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."
5. The Consultant must be registered at [www.SAM.gov](http://www.SAM.gov); the registration must verify that the Consultant has no active exclusions.

#### **R. E-VERIFY**

As a condition precedent to entering into an Agreement, and in accordance with Section 448.095, Florida Statutes, the awarded Consultant and any subcontracted firm(s) or individual(s) shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

1. Awarded Consultant shall require each of its subcontracted firm(s) or individual(s) to provide Consultant with an affidavit stating that the subcontracted firm or individual does not employ, contract with, or sub-contract with an unauthorized alien. Consultant shall maintain a copy of such affidavit for the duration of the awarded Contract.
2. The County, Consultant, or any subcontracted firm or individual who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes, or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
3. The County, upon good faith belief that a sub-consultant or sub-Consultant knowingly violated these provisions

regarding employment eligibility, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subcontracted firm or individual.

4. The County and Consultant hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with Section 448.095(2)(d), Florida Statutes.
5. Consultant acknowledges that, in the event that the County terminates the awarded contract for Consultant's breach of these provision regarding employment eligibility, then Consultant may not be awarded a public contract for at least one (1) year after such termination. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the County as a result of the County's termination of the awarded Agreement for breach of these provisions regarding employment eligibility.

#### **S. FORCE MAJEURE**

If awarded a Contract on the basis of the submitted Proposal, the Proposer pledges to perform the specified Services barring any delays due to force majeure events which are not reasonably foreseeable and beyond the control of both the awarded Consultant and the County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, natural disasters, and other acts of God.

### **PART II: SCOPE OF SERVICES**

#### **A. DEFINITIONS AND ACRONYMS**

The definitions and acronyms listed below shall be used throughout this solicitation:

**County:** St. Johns County, a political subdivision of the State of Florida

**County Debris Manager:** The County's Assistant Public Works Director, or his designee, who functions as the County point of contact and is responsible for providing overall supervision of debris clearance, removal, and disposal operations.

**Data Manager:** Manager of data collected from monitoring operations and is employed by the Consultant.

**Debris:** Debris is scattered items and materials broken, destroyed, or displaced by a storm event and is located within a designated area.

**Debris Collection Monitor:** Employee of the Consultant who observes the Debris Removal Contractor removing debris from assigned areas. Duties include, but are not limited to, ensuring the debris is eligible, quantifying debris, and accurately documenting debris loads consistent with FEMA and FHWA guidelines.

**Debris Management Plan:** The plan establishes policies, procedures, and guidelines for recovery from debris generating disaster events.

**Debris Removal Contractor:** A person or entity, including employees, partners, principals, agents, and assignees that are under contract with the County to remove storm-deposited debris according to federal and state guidelines.

**Disposal Site Monitor:** A Disposal Site Monitor is the designated Consultant's employee(s) assigned to the debris disposal site to manage disposal operations and monitor the debris removal contractor's performance. The duties include, but are not limited to, ensuring the debris is eligible, to quantify and accurately document debris loads consistent with FEMA and FHWA guidelines.

**Emergency Operations Center (EOC):** An emergency operations center or EOC, is a central command and control

facility responsible for carrying out the principles of emergency preparedness, emergency management, and disaster management functions at a strategic level in an emergency situation.

**Exit Site Monitor:** Employees of the Consultant who observe outbound trucks at the Debris Management Site.

**FDEP:** Florida Department of Environmental Protection

**FDOH:** Florida Department of Health

**FDOT:** Florida Department of Transportation

**Federal Emergency Management Agency (FEMA):** FEMA is a funding source to the County for activities during an event declared a disaster by the President of the United States. FEMA eligible debris removal is second and subsequent passes on FHWA eligible roads and other roadways not on the federal aid system.

**Federal Highway Administration (FHWA):** FHWA, through the Emergency Relief program is a federal funding source for work on Federal-Aid roadways and facilities. FHWA has designated federal aid roadways also known as “on-system” roadways that are eligible for Emergency Relief funding.

**Field Operations Manager:** Employee of the Consultant who oversees Debris Removal Contractor(s) and general field operations including monitors and data managers.

**Hand Held Units (HHU):** Hand Held Units are devices used to write data to, and read data from, removable storage media. The HHU are used in electronic debris monitoring.

**Hazardous Hanging Limb:** A limb that poses a significant threat to the public. The current eligibility requirements for hazardous hanging limbs are listed in FEMA publication 104-009-2.

**Hazardous Leaning Tree:** A tree is considered hazardous if its impaired condition was caused by the disaster; it is an immediate threat to lives, public health and safety, or improved property. The current eligibility requirements for hazardous leaning trees are listed in FEMA publication 104-009-2.

**Notice to Proceed:** A written notice issued to the Consultant by the County fixing the date on which operations outlined will commence.

**NRCS:** Natural Resources Conservation Services

**Project Manager:** Employee of the Consultant that is the Point of Contact for the County and is responsible for the overall project management and coordination of the debris monitoring services required to oversee the debris removal operations.

**Proposer:** A Supplier who submits a Proposal in response to a formal or informal Request for Proposals.

**Push -** Pushing storm debris off road for clearance.

**SJRWMD:** St. Johns River Water Management District

**System:** The word “System” is used in reference to the electronic portion of electronic debris monitoring.

**System Database:** A system database is a compilation of all information gathered or reconciled and meets requirements set forth by this Scope of Services.

**Temporary Debris Management Sites:** A site authorized by the Florida Department of Environmental Protection where debris is stored, reduced, grinded, or sorted. Debris resides at the site for a relatively short period of time prior to final disposal during the debris management process. It may also be referred to a Debris Management Site (DMS) or Temporary Debris Staging and Reduction Site (TDSR).

**Ticket Manager:** Consultant responsible for overseeing the electronic ticket collection and processing.

## **B. SCOPE OF SERVICES**

The awarded Consultant is responsible for monitoring the recovery efforts of the County's Debris Removal Contractor (DRC) in the field in accordance with the Stafford Act and Federal Emergency Management Agency (FEMA) policies and guidelines. Services include monitoring debris collection, and residential debris Drop-Off Sites, as well as data reporting and other related services. The Consultant must monitor the DRC's progress and suggest and assist with implementing recommendations to improve efficiency to the County.

The Consultant shall be required to perform monitoring of all debris removal services upon County issuance of a Task Order. The monitoring services shall be conducted in both electronic and hard-copy formats, to ensure the most accurate reconciliation of all debris removal activities. Required services shall include, but are not limited to: monitoring the field operations regarding all storm-generated debris, debris pickup, debris hauling, debris staging and reduction, temporary debris storage site management, debris management, and final disposal of debris to an approved facility. The Consultant will also provide a range of related services including damage assessment, training, emergency planning. Other services may also include facilitating communication with FEMA, FHWA, NRCS, the State of Florida, and other Federal, State, County, and Local Agencies, and coordination with state insurance representatives.

The Consultant must adhere to all requirements and regulations established by FEMA, the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over response and recovery actions.

The Consultant will work under the direction of the County. The County will issue a Task Order that serves as the Notice to Proceed to start work. All payments under the contract resulting from this RFP shall be made only for services approved by the County.

## **C. Debris Monitoring Services**

### **1. Disaster Response Administration and Documentation**

The awarded Consultant shall provide a Project Manager who shall be responsible for the overall coordination and communication with the County. The Consultant shall also provide a Field Operations Manager. Once the Contract is activated by the County, the Field Operations Manager shall at all times be located on-site, at a location to be determined by the County.

The Consultant-supplied Project Manager shall report to the designated County EOC a minimum of twenty-four (24) hours prior to the predicted impact of a declared event, or within twenty-four (24) hours of activation notification from the County. For other natural or manmade disasters, the Consultant shall report within six (6) hours after notification.

The Consultant-supplied Project Manager and Field Operations Manager shall be responsible for the overall monitoring of the debris contractors and the management of the Consultant's monitoring team. Examples of project management/process oversight tasks include, but are not limited to:

- a) Coordinating daily briefings, work progress, staff, and other key items with the County.

- b) Scheduling, dispatching, and logistical operations of all team members.
- c) Hiring, training, deploying, and supervising inspectors.
- d) Scheduling work for all team members and sub-contractors, on a daily basis.
- e) Determining vehicle monitoring assignments and providing the necessary vehicle decals for debris collection vehicles for identification and tracking. Decals must be large enough to accommodate a minimum of 4-inch-high letters and be placed in a visible location, for tower monitoring.
- f) Tracking and coordinating with County personnel to respond to problems in the field, citizens' complaints, and to include commercial and residential property damage claims as a result of debris removal.
- g) Record the streets and locations where debris was collected. Maps are to be posted daily in a central location specified by the County, be updated by 10:00 a.m. of each business day, and depict progress made from the previous day(s) work.
- h) Conduct all safety inspections. Ensure the appropriate frequency of oversight is performed by all work crews, vehicles, and locations.
- i) Monitoring removal contractors' progress and making/implementing recommendations to improve efficiency and speed of removal work.
- j) Assisting the County with responding to public concerns and comments.
- k) Ensuring compliance with contracts by all subcontractors
- l) Scheduling and running periodic meetings with field staff and sub-contractors.

## 2. Collection Monitoring

The Consultant shall be responsible for ensuring compliance with all applicable rules, regulations, policies, and guidelines of FEMA, FHWA, NRCS, and any other applicable federal, state, and local agencies at the time of the debris-generating event. The Consultant must also ensure that all services meet any and all rules and procedures for federal grants, as provided for in The Uniform Rules in 2 C.F.R. Sections 200.317-200.326 in order to be eligible for reimbursement under the Public Assistance Program. The awarded Consultant and subcontractors must take affirmative steps to utilize small and minority businesses and women business enterprises and labor surplus firms.

In order to obtain FEMA or FHWA reimbursement, all loads must be monitored in the field by collection monitors. The Consultant shall establish an accurate and complete ticket process and provide collection monitors and staff to record documentation required by FEMA, FHWA, and all other applicable federal, state, and local agencies. The Consultant shall train collection monitors to ensure the proper documentation protocol requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies are instituted and followed.

Consultant shall provide a Debris Monitoring Team consisting of one (1) collection monitor per recovery crew and at least one (1) field supervisor for every seven (7) monitors. This team will monitor the recovery contracts for contract compliance, efficiency, and regulatory compliance. The team shall provide daily feedback to the County through their management team. All Debris Monitoring Team members shall be equipped with cameras, mobile computers, smartphones, GPS units with an accuracy of three (3) meters, two-way radios, personal protective equipment (PPE), and other supplies that are mission-specific to the disaster.

Examples of collection monitoring tasks include, but are not limited to:

- a) Verification that all debris picked up is a direct result of the disaster.
- b) Ensure that ineligible debris is not collected by the debris removal contractor, unless otherwise directed in writing by the County.
- c) Verification that the contractor is working in their assigned contract areas.
- d) Stopping work in progress that is not being performed or documented in the appropriate manner. Such work should be noted for nonpayment.
- e) Inspecting work in progress to ensure removal efforts include debris of the proper type in the proper areas.
- f) Ensuring compliance with contracts by all subcontractors.



- g) Maintain all photo documentation of debris removal trucks and activities, including hazardous stump removal process, hazardous hanging limbs or leaning trees, or tree removal and/or other special or unusual occurrences in the field. The team shall photograph every stump, leaner and hanger.
- h) Document and report to the County damages which occur on public or private property as a result of debris removal operations.
- i) Ensure that contractor is working in compliance with all federal, state, local safety regulations appropriate for the task being performed.

3. Load Ticket Process Development

The Consultant shall establish a load ticket process and forms to be provided to collection monitor staff from the awarded Consultant for recording of data in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies. Load tickets should consist of multiple copied pages. The Consultant shall retain original completed tickets on behalf of the County. Additionally, the Consultant, vehicle driver, subcontractor, and the Consultant shall also receive copies of the completed load tickets. Original tickets retained by the Consultant on behalf of the County shall be turned over to the County upon completion of the project.

Load tickets shall include the following minimum information:

- a) Electronic Date & Time
- b) Designation of "Push," first pass, second pass, and subsequent passes
- c) Complete Street Address of closest property
- d) Nearest Cross Streets
- e) Type of Debris
- f) Vehicle Number
- g) Vehicle Capacity
- h) Percent of Volume Full
- i) Driver Name (printed) and signature
- j) Field Monitor name (printed) and signature
- k) Name of Subcontractor
- l) Tower Monitor (Site Monitor) name (printed) and signature

4. Debris Site Monitoring

All debris collected and disposed of must be monitored and documented by the awarded Consultants' debris site monitors.

The Consultant shall provide a Debris Site Quality control team consisting, at a minimum, of no less than two (2) collection monitors per debris site. In addition to the collection monitors, the Consultant shall provide spotters and other staff sufficient to monitor the debris removal contractors for contract compliance, efficiency and regulatory compliance.

These staff members, in conjunction with project management team, shall coordinate logistics of the debris management site(s) with County Staff to ensure efficient traffic flow and proper handling of load tickets that record data in compliance with all of the requirements specified herein. The Consultant shall observe all vehicles entering and exiting the disposal site, ensuring only vehicles certified in accordance with Section F below are permitted to enter the disposal site. Debris management site monitors shall also provide verification that all debris reduction sites have access control and security.

Debris site monitoring tasks include, but are not limited to:

- a) Monitoring the type of waste prior to entering the debris management site;

- b) Disposal Site/Tower Monitors shall estimate the volume of loads on a percentage basis of debris collection vehicles;
- c) Ensuring safety and security of debris management site;
- d) Document and report activities to the County that may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns;
- e) Document and report to the County any violations of the DEP debris site conditions.
- f) If DEP debris site conditions are violated, the Consultant shall oversee tasks sufficiently to satisfy the remediation performed by the Debris Removal Contractor.
- g) Monitors will ensure that accurate, legible, and complete documentation is provided through load tickets and other logs and reports, as required in Exhibit 3.
- h) Certifying the completeness of all load tickets that enter a disposal site;
- i) Exit Site Monitors shall ensure all outbound trucks and trailers are fully discharged of load prior to exit of the DMS.

#### 5. Debris Estimation

A key element of the damage assessment process is determining the quantities of debris created by an event, throughout the affected areas. To adequately plan and mobilize for a disaster debris recovery effort, it is critical to understand the potential quantities of debris that may be generated. Industry best practices confirm that rather than relying on a single approach, a combination of debris-estimating methodologies generally produces a more accurate estimate. The following debris-estimating methodologies is to be used and used in combination they can help to produce an accurate number:

- a) U.S. Army Corps of Engineers (USACE) debris-estimating model is a widely used model that considers factors such as hurricane category, population base, amount of vegetative cover, etc.
- b) HAZUS modeling is a nationally applicable standardized methodology that contains models for estimating potential losses from earthquakes, floods, and hurricanes. Hazus uses Geographic Information Systems (GIS) technology to estimate the physical, economic, and social impacts of disasters.
- c) Drive-by parcel survey. This survey estimates the average quantity of debris per parcel and multiplies the debris per parcel figure by the total number of parcels (residential, commercial, or both) in the applicable jurisdiction.
- d) Flyover is used to determine whether the debris field is isolated in certain areas or spread throughout the entire jurisdiction.

#### 6. Vehicle Certification

All debris hauling vehicles shall be certified by the Consultant prior to debris removal. The truck certification process is described in Exhibit 3 and includes developing certification forms and documents to accurately measure and record the cubic volume, to the nearest cubic yard, of each vehicle. These forms shall comply with all applicable guidelines (FEMA, etc.) and at a minimum include the following:

- a) Length, width, depth;
- b) Gross Volume in cubic yards;
- c) Reduction areas such as wheel wells, doghouses, etc. that reduce volume areas in cubic yards
- d) Net volume in cubic yards
- e) Tag number of the vehicle
- f) Company vehicle number
- g) Driver of the vehicle name (printed) and signature
- h) Monitor name (printed) and signature
- i) Date

In addition to certifying the vehicle with forms, electronic 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 Consultant, on behalf of the County, and shall be turned over to the County upon completion of the project. Additional copies shall be provided to the debris removal contractor, the vehicle driver, and the Consultant. Once these vehicles are certified, all volumes shall be verified by the Consultant within one (1) business day of the physical certification. Subsequent random verifications shall be performed once every two weeks on all vehicles, by the Consultant.

7. Load Ticket / Vehicle Certification Completeness

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

8. Additional Monitoring Responsibilities

The responsibilities of the Project Management Team include but not limited to:

- a) Obtaining and becoming familiar with all debris removal contracts for which they are providing monitoring services.
- b) Documenting daily and weekly debris removal work and ensuring proper records are maintained for trip tickets and recovery costs.
- c) Inspecting means and methods to measure and record work and recommending changes that may be needed.
- d) Stopping work in progress that is not being performed or documented in the appropriate manner.
- e) Inspecting work in progress to ensure removal efforts include debris of the proper type in the proper areas.
- f) Checking work in progress to make sure that the proper work authorizations, permits, and other prerequisites identified in Exhibit 3 have been received.
- g) Reporting on any improvements in work assignments, efficiency, or productivity.
- h) Maintaining digital photo documentation of debris removal work on a weekly basis.
- i) Aerial photography of DMS or other sites as determined by the County on a bi-weekly basis
- j) Reporting damage within 24 hours of knowledge of the occurrence.
- k) The Consultant and/or subcontractors shall perform work in accordance with all applicable federal, state, and local laws and regulations.

9. Operational Reports & Record Documentation

The Consultant will prepare and submit operational reports throughout the duration of the debris removal operations. Daily reports shall document the debris contractors' activities and progress from the previous day and shall be submitted by 10:00 a.m. to a distribution list established by the County Debris Manager.

Each daily report submitted shall contain the following minimum information:

- a) Consultant Name and Contract Number;
- b) 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, as well as costs associated with the debris removal operation. This reporting is due no later than 10:00 a.m. on the following business day;
- c) GIS mapping data updates and digitized reports;
- d) All GIS layers required will be provided to the Consultant by St. Johns County Public Works Department, prior to an event or as soon as possible to ensure up-to-date files and consistency in field structure. All GIS Data must be in an ESRI format 8.3 or higher version.
- e) Data exports should be at least monthly and utilize Excel or another format acceptable to the County.

- f) Canned documents should be at a minimum of 300 dpi and in jpg, tiff, or PDF file format.
- g) The Consultant will review and validate debris removal contractor(s) invoices prior to submission to the County for processing.

10. Database Reporting

The Consultant shall be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing disposal data into required formats; which must comply with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

A single Microsoft Access database (or other format as approved by the County) shall be created by the Consultant. This database shall include all information on debris removal including, but not limited to: load ticket information, vehicle certification information, stump removal information, hanger removal data, and leaner removal information, and determination of pass status (i.e. push, first pass, second pass, and subsequent passes.) This data shall record all information to a County facility and/or street address within the County. Any electronic reporting from this database must be provided in either Adobe or Microsoft Excel. The database created by the Consultant shall be given to the County at the conclusion of the event.

11. Payment Monitoring

The Consultant shall review and validate debris removal contractor(s) invoices prior to submission to the County for processing and separating in compliance with the requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

All invoices from the debris removal contractor(s) shall be directed to the monitoring contractor. Within fourteen (14) calendar days of receipt, the invoices shall be reviewed by the monitoring Consultant and accepted or rejected. The Consultant shall issue in writing to the County and the debris contractor, the acceptance or rejection of invoices. If the invoice is rejected, the letter shall state a detailed reason for the rejection. Only 100 percent accurate and complete invoices will be forwarded to the County for payment.

12. Daily Damage Reports

The Consultant will prepare and submit damage reports throughout the duration of the debris removal operations. Any private or public property damage through the course of debris removal operations must be reported by the Consultant within 24 hours of knowledge of the occurrence. Awarded Consultant will establish a surveillance plan to identify and report damages caused during debris removal operations. Each daily report submitted will contain the following minimum information:

- a) Location and description of damaged property;
- b) Date and Time damage occurred/detected;
- c) Photos of the damaged property.

13. Public Information Assistance

As directed by the County, the Consultant shall provide status updates to the County for public information use. The County may request the Consultant to provide staff members to assist with public telephone inquiries and complaints. The Consultant's staff shall log all customer calls and maintain a status log detailing the resolution of each call. Staff members shall log all damage complaints concerning the debris removal contractor(s) separately. These damage complaints shall be forwarded to the County Debris Manager to be resolved with the Consultant. A weekly log of such complaints and their resolution shall be provided to the County.

14. Technical Expertise & Guidance

As directed by the County, the Consultant shall provide:

- a) A comprehensive emergency management plan to include plan development, plan review, and plan revisions.

- b) Oversight of the County's debris removal contractor(s) and related operations including, but not limited to, tree trimming, stump removal, vegetative debris, and removal, reduction, and hauling of construction and demolition debris.
- c) Coordination of the certification process for all Consultant equipment used in debris removal operations, identification and location of tree stumps and damaged trees, and set-up and control of temporary debris management sites and other debris staging sites, if established.
- d) Coordination of communication with appropriate Federal, State, and Local Agencies.
- e) If needed and as directed, assist County staff with federal, state and county regulatory and/or permitting requirements required for the debris removal and/or disaster recovery efforts.
- f) Implementation of a recordkeeping and monitoring system compliant with rules, regulations, and requirements of FEMA, FHWA, NRCS, and all other applicable public agencies associated with debris removal and recovery efforts.
- g) Assist with the preparation of all reports, documents, and records as may be needed to be filed with the appropriate Federal, State, or County agency.
- h) As may be needed, assist County staff with seeking and obtaining applicable reimbursement from state and federal agencies for costs incurred in the debris removal and disaster recovery efforts.
- i) If needed and as directed, prepare preliminary Damage assessments and follow-up assessments.
- j) If needed and as directed, Damage assessment to include plan development, procedure development, staff training, and staff augmentation.
- k) If needed and as directed, Damage assessment of facilities.
- l) If needed and as directed, consult with County staff or independently prepare a debris removal / disaster recovery plan and develop an appropriate training program for County staff.
- m) If needed and as directed, consult with County staff or independently prepare a comprehensive mitigation program to include the development of a mitigation plan, staff training, cost-benefit analysis, project management, environmental review, and staff augmentation.
- n) As directed by the County, provide technical support and assistance in developing public information, scope of work, or guidance for disaster management and recovery needs.
- o) Procurement assistance for debris removal contractors and other services as requested.
- p) Other emergency management and consulting services identified for disaster response, recovery, and preparedness efforts.

15. Other Services

As directed by the County, the Consultant shall provide the following:

- a) Training and Assistance – Sessions for all key County personnel and assistance in all disaster debris removal and disaster recovery planning efforts as requested.
- b) Preliminary Damage Assessment – Determine the impact and magnitude of the disaster event before federal assistance is requested, identifying damaged locations and facilities, pre and post disaster estimates of debris quantities, documenting eligible costs and describing the physical and financial impacts of the disaster.
- c) Debris Planning Efforts – Assist in all disaster recovery planning efforts as requested by the County. These planning efforts shall include but are not limited to development of a debris management plan, assistance in the identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event.
- d) Digitization of all source documentation (such as load tickets). Consult with County staff on computer applications, such as GIS mapping of the progress of debris removal and disaster recovery efforts.
- e) Financial Management & Recovery Consulting Services – Assist with the identification of eligible emergency and permanent work (Category A-G). These services include but are not limited to: insurance evaluation, documentation adjusting and settlement services; project worksheet generation and review; grant management technical assistance, portal support, and reporting support; Hazard Mitigation Grant Program (HMGP) application development and project implementation; HUD CDBG-DR and MIT Program

support services; Appeal services and negotiations; Reconstruction and long-term infrastructure planning; and FEMA and/or other federal and state agency disaster recovery programs reimbursement support.

#### 16. Final Report

A final report will be prepared by the Consultant and will be submitted to the County's Debris Manager within thirty (30) days of completion of removal and recovery efforts. Removal and recovery operations include the closure of sites, remediation of sites, and the conclusion of all related activities. At a minimum, the following information will be included in this report:

- a) Preparation of a final debris removal and disaster recovery report to the County discussing the response requirements and results.
- b) Recommendations for future disaster response strategies.
- c) Propose a mitigation plan, including applicable risk assessments and accompanying training program, to reduce the County's expenses and any potential future damage from natural disasters.
- d) Copies of manifests, certificates, and related documents.
- e) Log books and all other data taken during the implementation of the County's disaster response plan.

#### 17. Meetings & Communications

Open timely communication and written documentation are necessary to provide successful completion of the Disaster Response Plan. County personnel will conduct a kick-off meeting, with the Consultant when the contract is awarded.

The Consultant shall meet with County representatives and the debris removal contractor(s) daily during a disaster. During periods without a disaster, the Consultant shall meet with the County at least once per year at no cost to the County. This meeting shall occur in May, prior to the upcoming hurricane season.

Throughout the execution of the County's response plan, the Consultant will be required to meet with County representatives as directed by, and coordinated with, the County. The Consultant will attend a pre-proposal conference for the debris removal contractors, if so directed by the County, and will convene and attend regular progress and coordination meetings, as appropriate. The Consultant must provide minutes of all meetings to the County within three (3) business days after the meeting occurs.

#### 18. Compliance Monitoring

The Consultant shall provide professional oversight to ensure compliance with FDEP regulations, FDOT, FHWA, SJRWMD, NRCS, FDOH, and FEMA reporting requirements, and any other Federal, State, or Local regulation(s). The Consultant shall stay current with FEMA, FDOT, FDEP, SJRWMD, NRCS, FDOH, and FHWA policies and procedures and notify the County immediately as changes occur.

The Consultant shall follow all of the requirements of 2 C.F.R. §200.321 in the execution of this Contract, and shall require and enforce similar compliance with all sub-contractors for contracts awarded by non-Federal Entities under Federal Awards which are incorporated herein by reference as if enumerated herein in their entirety.

The Consultant shall ensure specific compliance when required by regulation or statute with all Federal or State regulatory requirements specifically including, but not limited to, the Buy America Act, the National Environmental Act (NEPA) of 1969, 49 CFR Part 26 regarding utilization of Disadvantaged Business Enterprises (DBEs), America with Disabilities Act (ADA) of 1990, the Equal Opportunity Act, 23, USC 114 regarding prohibited use of convict labor, and all applicable regulation regarding the prohibition of use of contractors which have been suspended or disbarred.

The Consultant shall check all work in process to ensure the proper work authorizations, permits and other prerequisites have been received assignment. The Consultant shall work closely with the County and local agencies

and regulators to clarify and resolve any compliance issues, as well as to determine requirements for and to obtain necessary permits, licenses, and certificates, if requested. In these cases, the Consultant will identify the requirements and demonstrate compliance, even if permits are not required. Some of the permits required include, but may not be limited to, the following:

- a) Environmental Permits – asbestos/lead paint abatement, construction permit, demolition permits, staging permits;
- b) Clean Air Act (Emissions) Permits – fugitive emissions (dust) control permit.

19. Assessment of Debris Accumulation in Drainage Systems

The Consultant will assist the County in assessing and documenting the debris accumulation and damage in the County drainage systems and provide the County with a GIS map depicting systems requiring focused maintenance, with GIS files and maps.

20. Event Closure

The Consultant will assist the County in preparing final reports necessary for reimbursement by FEMA, FHWA, NRCS and any other applicable agency for disaster recovery efforts by County staff and requests for payment by the disaster debris removal contractors.

**PART III: PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT**

**A. PROPOSER RESPONSIBILITIES**

Proposers are responsible for any and all costs associated with developing and submitting a Proposal in response to this RFP. Additionally, Proposers are solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Proposer may seek or claim any award and/or re-imbusement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Proposer.

All Proposals received in response to this RFP shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting a Proposal, each Proposer certifies that he/she has fully read and understands any and all instructions in this RFP, and has full knowledge of the scope, nature, and quality of work to be performed. All Proposals submitted shall be binding for a minimum of one hundred twenty (120) consecutive calendar days.

By submitting a Proposal, Proposer certifies that its representatives have carefully read and fully understand all instructions in this RFP, and the requirements of the Agreement, and have full knowledge of the scope, nature, and quality of work to be performed for the County. Proposer also certifies that it is willing and able to provide the required Services as specified herein. All Proposals submitted shall be binding for a minimum of one hundred eighty (180) consecutive calendar days.

**B. MINIMUM QUALIFICATIONS**

The following are minimum qualification requirements that Proposer must meet in order to be considered responsible to perform the work specified in this RFP. Proposer must submit sufficient documentation to clearly demonstrate that the Proposer meets or exceeds the following minimum qualification requirements:

- 1. Must have an active registration with the State of Florida, Department of State, Division of Corporations. Proof of registration must be provided with the Proposal.
- 2. Must possess, or obtain upon award, a current Local Business Tax Receipt for St. Johns County;
- 3. Must have no Active Exclusions cited at [www.SAM.gov](http://www.SAM.gov).

### **C. TRADE SECRETS**

To qualify any submitted information as Trade Secret, or confidential, the Proposer must mark each page of the submitted RFP Package or specific portion of a document as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as "trade secret", in accordance with applicable Public Records laws.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

### **D. PUBLIC RECORDS**

1. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with the awarded Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
2. In accordance with Florida law, to the extent that Consultant's performance constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida's public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under the awarded Agreement, Consultant shall:
  - (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (b) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (c) Ensure that public records related to the awarded Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of the awarded Agreement and following completion of the awarded Agreement if the Consultant does not transfer the records to the County; and
  - (d) Upon completion of the awarded Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.

If the Consultant transfers all public records to the County upon completion of the awarded Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the awarded Agreement, The Consultant shall be obligated to maintain such records for a period of seven (7) calendar years from the date of expiration, and the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of the awarded Agreement by the County.



**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AWARDED AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us).**

**E. USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, Proposer shall not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

**Proposer shall not include the St. Johns County Seal/Logo in any part of their submitted Proposal.** Any Proposals received by the SJC Purchasing Division, which contain the County Seal/Logo may be deemed nonresponsive. The County reserves the right to request the Proposer to resubmit a Proposal with the County Seal/Logo removed, within twenty-four (24) hours of the submittal deadline provided herein, or as necessary to serve the needs of the County.

**F. CONFLICT OF INTEREST**

Proposer must certify that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of Services as provided herein. Proposers must certify that no person having any such interest shall be employed for the performance of any of the services as specified in this RFP. Attachment "D"

Proposer must disclose any and all involvement in any St. Johns County Board of County Commissioners advisory board by any person(s) associated with their firm.

Proposer are required to disclose to the County any and all potential conflicts of interest for any prospective business association, interest or circumstance, the nature of work the Proposer may undertake and request an opinion from the County, whether such association, interest, or circumstance constitutes a conflict of interest.

Proposer must disclose any contractual or employment relationship with any County officer or employee, in the submitted Proposal. Additionally, Proposer must disclose any ownership interest by a County officer or employee, including elected officials. Failure to disclose such information shall be grounds for disqualification, termination of award, suspension or debarment.

No Proposer, nor Key Personnel of a Proposer may participate in more than one (1) Proposal submitted in response to this RFP, except as provided herein. Participation in multiple responses shall result in the disqualification and removal from consideration all Proposers involved.

**G. INSTRUCTIONS FOR SUBMITTING PROPOSALS**

Proposer must submit one (1) original hard copy Proposal, which shall be printed on 8 ½"x11", single-sided pages, except as otherwise provided herein, and signed by a duly authorized representative of the Proposer. Proposer must also submit one (1) exact electronic PDF copy of the original Proposal, on an unlocked USB Drive. CDs and DVDs are not an acceptable alternative to the required USB drive. The Proposal (both hard copy and USB drive) must be placed in a sealed envelope or container, labeled with the Proposer's full legal name, mailing address, and the solicitation name and title. A mailing label is provided herein to assist with this process. The County is not responsible for any Proposals that are incorrectly labeled and/or that are not delivered to the appropriate location due to incorrect packaging or labeling.

The submitted Proposal must include documentation to satisfactorily demonstrate all required information, as provided herein, and may include supplemental information, as needed, to appropriately address all component of

this RFP, provided that the Proposal complies with all requirements specified herein, including any page limits. All headings, sections, and sub-sections must be appropriately identified.

**The submitted Proposal(s) must not exceed seventy-five (75) single-sided pages, and pages must be numbered.** This maximum page limit does not include the form(s) provided by the County, which must be included in the Proposer's Proposal. The submitted Proposal must include, at a minimum, the following components, including all forms and attachments provided herein, as described below:

**Section 1: Proposal Cover Page (Complete and Submit) and Cover Letter**

Proposers shall complete and submit the Proposal Cover Page provided herein, and must also provide a 1-2 page cover letter that must include, but is not limited to, the following:

- Full legal company name, including any applicable fictitious name(s) and Company type;
- Physical street address and mailing address (if different), including any other location(s) which may perform portion(s) of the Services;
- Primary point of contact information (name, phone, and email), and any secondary or supplemental point(s) of contact information;
- Names and titles of principals, partners, or owners as applicable;
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.) and business philosophy; and
- Brief statement regarding Proposer's interest in this solicitation.

**Delegation of Authority**

Proposer must provide a signed Delegation of Authority Letter for any representative(s) signing the Proposal on behalf of the Proposer, who are not principals, owners, partners, etc., for the Proposer firm. The Delegation of Authority letter must state the levels of authority delegated to each representative, must be on company letterhead, and must be signed by a principal, owner, or partner (as applicable) of the Proposer firm.

**Section 2: Staff Qualifications and Professional Team**

Proposer must provide documentation to fully demonstrate the qualifications and capabilities of the Proposer firm and all Key Personnel who may perform Services, if awarded. The required documentation shall include, at a minimum:

**Licenses/Certifications** – Proposer must provide all current licenses and certifications held by the Proposer relative to the specified Services.

**Organization Chart** – Proposer must provide a Team Org Chart depicting how the firm proposes to establish staff and structure for all the specific tasks.

**Project Team** – Proposer must provide the Key Personnel who will comprise the project team, and provide a description of their qualifications, education and capabilities to perform the Services. Indicate whether the firm currently has on payroll all employees necessary for the performance of all the required work or whether the firm would have to hire new employees. Describe staffing plans and the intended presence in the County.

**Certificates of Insurance** – Proposer must demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified herein, or must provide documentation from a qualified provider certifying the Proposer's ability to obtain the required insurance coverages upon award.

**Proposed Sub-Contractors** – Proposer must submit any and all proposed Sub-Contractors intended to perform any aspects of the services specified herein (Attachment "L"). Proposer must submit sufficient documentation to demonstrate the qualifications and capabilities of the proposed sub-consultants to perform the services for which

they are proposed. All proposed Sub-Consultants are subject to approval by the County. If Proposer does not intend to utilize any sub-consultants, Proposer must state that in the submitted Proposal.

**Section 3: Related Experience**

Proposer must provide documentation to demonstrate all experience in the performance of services comparable to those specified herein under FEMA, FWHA, FDOT, NRCS and USACE programs in the past six (6) years. The information submitted must provide the name of entity/agency, summary of services provided, timeframe of performance, cost of services provided, and point of contact with agency with contact information.

**Section 4: Approach / Methodology**

Proposer must provide a written narrative detailing the Proposer’s proposed approach and methodology for performing the required Services as specified herein and meeting the objective(s) of the County. The narrative must provide details related to the strategies and processes to be utilized for the various aspects of the specified Services, and any additional information necessary to provide a clear understanding of how the Proposer intends to perform.

**Section 5: Pricing**

Proposer shall submit, on Attachment “A” Proposer’s Rate Sheet, all proposed hourly rates.

**Section 6: Administrative Information**

Proposer shall submit the completed County Attachments, as provided herein, along with all acknowledged Addenda issued by the County during the solicitation.

**H. DETERMINATION OF RESPONSIVENESS**

The SJC Purchasing Division shall review each submitted Proposal for responsiveness and responsibility to the requirements provided herein. Any Proposer who is deemed non-responsible and any Proposal that is materially non-responsive to the requirements of this RFP shall be disqualified and removed from consideration prior to the evaluation of Proposals. Only those Proposals from responsible Proposers shall be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted Proposal. However, any missing information or document(s) that are material to the purpose of the RFP shall not be waived as a minor formality.

**I. EVALUATION OF PROPOSALS**

All responsive Proposals will be evaluated by an Evaluation Committee of no less than five (5) individuals. Evaluators will review and score the Proposals, individually, with no interaction or communication with any other individual. Evaluators’ scores will be announced at a Public Evaluation Meeting in accordance with Florida Sunshine Law. Evaluation of the responsive Proposals shall be in accordance with the Evaluation Criteria as provided herein.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a Proposer, including past performance (experience) with the County, or other agencies, prior to making any recommendation for award, or moving forward with negotiations.

**J. EVALUATION CRITERIA AND SCORING**

Proposals shall be evaluated in accordance with the Evaluation Criteria and associated scoring provided below:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Staff Qualifications & Professional Team	20
B. Related Experience	30
C. Approach/Methodology	30
D. Pricing	15

Total Points Possible: 95

F. Interviews/Presentations – Shortlisted Firms (If Applicable) 25

Total Points Possible: 120

**K. FORMULA FOR EVALUATION OF PRICING:**

The County will calculate an average hourly rate for each Proposer, using all of the proposed hourly rates submitted on Attachment A. Proposals shall be scored based on a pro-rata distribution of points according to the average hourly rate for each Proposer. The Proposer with the lowest average proposed base rate shall receive the maximum points possible, and all other Proposers shall receive a score based on the formula provided below.

Vendor	Average Proposed Hourly Rate	Percentage	By	Weight	Equals	Weighted Score***
A	\$50.00	100	X	15	=	15
B	\$60.00	83*	X	15	=	12
C	\$80.00	63**	X	15	=	9

\* Vendor B’s percentage is  $\$50.00 \div \$60.00 = 83\%$

\*\* Vendor C’s percentage is  $\$50.00 \div \$80.00 = 63\%$

\*\*\* Weighted Score shall be rounded to nearest whole number

**M. SHORTLIST PRESENTATIONS/INTERVIEWS**

In the event the Evaluation Committee determines that interviews and/or presentations from a shortlist of Proposers is necessary in order to make a recommendation for award, such determination shall be communicated to the Proposers with details as to the requirements of such interviews and/or presentations. The interviews/presentations will be scored by the Evaluation Committee, and the scores shall be added to the scores for the proposal for each Proposer, to determine the Total Score for each Proposer. The criteria by which presentations will be scored will be provided to the shortlisted Proposers with the notification by the County. Scores for the interviews/presentations shall be announced at a subsequent Public Evaluation Meeting, in accordance with Florida Sunshine Law.

**N. NEGOTIATIONS & AWARD**

Upon evaluation and final ranking of Proposals, including any interviews and/or presentations (if applicable), a Notice of Intent to Award will be issued, expressing the County’s intent to negotiate and award a Contract.

It is the intent of the County to enter into negotiations with the top ranked firm in order to come to agreement for the final contract, provided no documentable justification is provided that would prohibit the County from proceeding with the top ranked firm. If the County and the selected Proposer are able to reach an agreement for the required Services, the negotiated Contract will be submitted to the Board of County Commissioners for approval, and upon approval, will be executed. If the County and the selected Proposer are unable to reach an agreement, the County shall cease negotiations with the top ranked firm, and shall initiate negotiations with the next successively ranked firm with the intent of coming to an agreement. This process shall continue until such time as an agreement can be reached, or the County, in its sole discretion, determines that moving to a subsequent firm in the rankings does not serve the best interest of the County.

**O. PROTEST PROCEDURES**

Any actual Proposer who is aggrieved in connection with the Notice of Intent to Award a Contract (Protestor), where such grievance is asserted to be the result of a violation of the requirements of the Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. Protestor shall submit the Protest in writing, accompanied by a security

in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

#### **PART IV: CONTRACT REQUIREMENTS**

##### **A. CONTRACT AGREEMENT & TERM**

The County intends to negotiate and award a Professional Services Agreement, on a form provided by the County, for performance of the services, in accordance with this RFP Document, and as negotiated with the selected Proposer.

The term of the awarded Contract shall be determined upon negotiations between the selected Proposer and the County.

Any contract(s) negotiated with any individual or firm responding to this RFP will be non-exclusive. The County reserves the right to: (1) enter into contracts with firms for some or all of the services; and to (2) subsequently solicit proposals and negotiate contracts, for such services with respect to specific projects. All such actions shall be subject to the sole discretion of the County.

In the event that a Contract is attached to the RFP, such attached Contract is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract is not attached to the RFP, it is expressly understood that the County's preference/selection of any proposal does not constitute an award of a Contract with the County. It is anticipated that subsequent to the County's preference/selection of any proposal, contract negotiations will follow between the County and the selected Proposer. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Proposer. The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's proposal in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFP.

It is expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Proposer. The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's proposal in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFP.

##### **B. TASK ORDERS**

Work shall be awarded through the issuance of a Task Order by the SJC Purchasing Division, which shall detail the services to be performed, the detailed cost of those services and the timeframe for completion, along with any other additional information necessary. The Task Order shall not be considered effective until executed by an authorized representative of the County and Consultant. No Task Order will be issued for any amount over \$500,000.00 unless previously approved by the Board of County Commissioners, or as otherwise provided for in the Policy.

##### **C. CHANGE ORDERS**

Any and all changes to any project being performed under a Task Order, which are not included in the scope of the executed Task Order, and which require additional work that effects the scope, cost, or time of the project shall be authorized through a Change Order. All changes requested by the Consultant shall be stated in a written proposal to the County for approval. The County reserves the right to reject any changes requested by the Consultant. Changes must be approved by the Project Manager, and the Purchasing Division, prior to the Change Order being issued and/or executed. No additional or alternate work shall be performed by the Consultant until receipt of a fully executed Change Order. All requests for Change Orders must be made timely by the Consultant, and immediately communicated to the Project Manager with specific details on the need and estimated cost, and verified through an on-site inspection, to avoid unnecessary delays to completion of the project.

##### **D. CONTRACT PERFORMANCE**

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records

of performance to ensure that the Consultant is continuing to provide sufficient financial support, services and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that Consultant no longer possesses the financial support, services and organization which would have been necessary during the RFP evaluation period in order to demonstrate appropriate capability to perform the required services.

**E. TERMINATION**

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the awarded Contract shall be cause for termination for default by the Consultant. In the event of the Consultant's default, County shall issue a Notice of Default, which shall articulate the specific duties and obligations for which the Consultant is in default, and the amount of time provided to the Consultant to cure such default. If the Consultant fails to cure the default, or to submit an acceptable plan to cure the default, as determined by the County, within the timeframe specified in the Notice of Default, the County may terminate the Contract for Cause, upon giving no less than seven (7) days written notice to Consultant.

In addition to the above, the County may terminate the Contract at any time, without cause, upon thirty (30) days written notice to the Consultant.

**F. GOVERNING LAWS & REGULATIONS**

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

**G. LICENSES, PERMITS & CERTIFICATIONS**

The Consultant shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Consultant shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Consultant, for any lapse in require licenses, permits, or certifications required for any portion of the required Services.

**H. INSURANCE REQUIREMENTS**

Proposer must include in the submitted Proposal, proof of at least the minimum coverage amounts in the type(s) of insurance policies as provided below. Failure to submit proof of current coverage or certification from a qualified insurance provider of the Proposer's ability to obtain the required coverages upon award may be grounds for Proposer being deemed non-responsive and removed from further consideration.

All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Consultant shall furnish proof of insurance to the County prior to execution of the awarded Contract. No Work shall commence under the awarded Contract until Consultant has obtained all insurance coverages required by the Contract Documents. Certificates of insurance shall clearly indicate Consultant has obtained insurance of the type, amount, and classification as required by the Contract Documents. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

The types and amounts of insurance required under the Contract do not in any way limit the liability of Consultant including under any warranty or indemnity provision of the Contract or any other obligation whatsoever Consultant may have to the County or others. Nothing in the Contract shall limit the Consultant to the minimum required insurance coverages found in the Contract.

The term "Additional Insured" shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Purchasing Division

Consultant shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Sub-consultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Sub-consultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

Consultant shall procure and maintain during the life of the awarded Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under the Contract, whether such services or operations are by Consultant or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

Consultant shall procure and maintain during the life of the awarded Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

Consultant shall procure and maintain, during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000. A four-year tail policy shall be required upon termination/cancellation of required Professional Liability Coverage. Consultant's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

Consultant shall require any subcontractors performing work under the awarded Contract to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under the Contract.

The required insurance limits identified above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Consultant shall require each lower-tier subconsultant to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Consultant of its responsibility herein. Upon written request, Consultant shall provide County with copies of lower-tier subconsultant certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Consultant. County has no obligation or duty to advise Consultant of any non-compliance with the insurance requirements contained in this Section. If Consultant fails to obtain and maintain all of the insurance coverages required herein, Consultant shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been

covered by such insurance had Consultant complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

**I. INDEMNIFICATION**

Consultant shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant or other persons employed or utilized by Consultant in the performance of the Contract.

To the extent permitted by, and in accordance with Florida Statute § 725.08, Consultant further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and persons employed or utilized by Consultant in the performance of the Contract.

To the extent permitted by, and in accordance with Florida Statute § 725.08, for purposes of indemnity, the “persons employed or utilized by Consultant” shall be construed to include, but not be limited to, Consultant, its staff, employees, subconsultants, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Consultant.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

**J. BYRD ANTI-LOBBYING AMENDMENT**

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Consultants who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

**K. SUSPENSION AND DEBARMENT**

1. The intended contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Consultant is required to verify that none of the Consultant, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by (insert name of sub grantee). If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as grantee and name of sub grantee), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”



5. The Consultant must not have any active exclusions listed at [www.SAM.gov](http://www.SAM.gov).

**PART V: ATTACHMENTS/FORMS**

The required forms and attachments that each Proposer must complete, sign, have notarized and include as part of their submitted Proposal are on the following page.

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**COVER PAGE**

ST. JOHNS COUNTY PURCHASING DIVISION  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE, FLORIDA 32084

**FULL LEGAL NAME OF PROPOSER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**POINT OF CONTACT NAME & TITLE:** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "B"  
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF \_\_\_\_\_ (Proposer) being of lawful age and being  
duly sworn I, \_\_\_\_\_ (Affiant) as \_\_\_\_\_ (Title) (ex: CEO,  
officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "C"  
PROPOSAL AFFIDAVIT**

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, \_\_\_\_\_ (Affiant) who, being duly sworn, deposes and says he/she is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 23-34; DISASTER DEBRIS MONITORING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

\_\_\_\_\_  
(Proposer Firm)

By \_\_\_\_\_  
(Affiant Signature)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
Date of Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**PROPOSERS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO PROPOSAL.**

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "D"  
CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFP) Number/Description: RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Consultant's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

---

Please check the appropriate statement:

- I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: \_\_\_\_\_

Authorized Representative(s):

_____	_____
Signature	Print Name/Title
_____	_____
Signature	Print Name/Title

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "E"  
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "F"  
E-VERIFY AFFIDAVIT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (Affiant), being duly authorized by and on behalf of \_\_\_\_\_  
(Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 23-34 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subconsultants performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subconsultants performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Consultant's breach.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Title of Affiant

\_\_\_\_\_  
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "G"  
EQUAL OPPORTUNITY REPORT STATEMENT**

The Proposer (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Consultant shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- (1) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Consultant becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "H"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no Active Exclusions listed in [www.SAM.gov](http://www.SAM.gov).
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
3. Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; 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
4. Are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. Have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "I"**

**BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Consultant] 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 Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

The Consultant, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "J"  
NON-COLLUSION CERTIFICATION**

St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Request for Proposal issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposals submitted in response to the Request for Proposal or in return for execution of a contract for performance or provision of services for which Proposal are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF FIRM/PARTNERSHIP/CORPORATION:

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

RFP 23-34; DISASTER DEBRIS MONITORING SERVICES

ATTACHMENT "K"

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

I, \_\_\_\_\_, ("Affiant"), being duly authorized by and on behalf of \_\_\_\_\_ ("Proposer") hereby swears or affirms as follows:

- 1. The principal business address of Proposer is \_\_\_\_\_
2. I am duly authorized as \_\_\_\_\_ (Title) of Proposer.
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after January 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to January 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

Signature of Affiant

Printed Name & Title of Affiant

Full Legal Name of Proposer

Date of Signature

Sworn to (or affirmed) and subscribed before me by means of [ ] physical presence or [ ] online notarization, on this \_\_\_\_ day of \_\_, 2023, by Affiant, who is [ ] personally known to me or [ ] has produced \_\_\_\_\_ as identification.

Notary Public

My Commission Expires

**RFP 23-34; DISASTER DEBRIS MONITORING SERVICES**

**ATTACHMENT "L"**

**LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS**


Proposer shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Services for review/approval by the County. Proposer shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of Services for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

<b>Company Name</b>	<b>Work/Services to be Performed</b>	<b>Primary Contact Name</b>	<b>Contact Number and Email Address</b>	<b>Percentage (%) of Total Work/Services</b>

**SEALED RFP MAILING LABEL**

**Cut along the outer border and affix this label to the exterior of envelope/container to identify as a "Sealed Proposal".**

<b>SEALED RFP • DO NOT OPEN</b>	
SEALED RFP #:	<u>RFP 23-34</u>
RFP TITLE:	<u>DISASTER DEBRIS MONITORING SERVICES</u>
DUE DATE/TIME:	<u>Thursday, October 19, 2023</u> <u>No Later Than 4:00 PM EST</u>
SUBMITTED BY:	<u>Company Name</u>
	<u>Company Address</u>
	<u>Company Address</u>
DELIVER TO:	St. Johns County Purchasing Division 500 San Sebastian View St St. Augustine, FL 32084



**END OF DOCUMENT**





## ADDENDUM #1

October 10, 2023

To: Prospective Respondents  
From: St. Johns County Purchasing Division  
Subject: RFP No: 23-34; Disaster Debris Monitoring Services

This Addendum #1 is issued to further Respondents' information and is hereby incorporated into the RFP Documents. Each Respondent must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Respondents must submit a copy of each signed addendum with their submitted Proposal as provided in the RFP Documents.

### **Revisions/Clarifications:**

The County provides the following revision and/or clarification to be incorporated into the RFP Documents:

1. In PART III: PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT, Section A, on page 17, the following paragraph is deleted from the RFP document:  
By submitting a Proposal, Proposer certifies that its representatives have carefully read and fully understand all instructions in this RFP, and the requirements of the Agreement, and have full knowledge of the scope, nature, and quality of work to be performed for the County. Proposer also certifies that it is willing and able to provide the required Services as specified herein. All Proposals submitted shall be binding for a minimum of one hundred eighty (180) consecutive calendar days.

### **Questions/Answers:**

1. Are resumes included in the page limits?  
**Answer:** As stated on page 20 of the RFP document, submitted Proposals must not exceed seventy-five (75) single-sided pages; this limit applies to all material submitted, including resumés.
2. What are the expected DBE percentages referenced in Part 1 section P?  
**Answer:** Outreach to, and inclusion of DBEs is covered in P. Socioeconomic Business Enterprises, on pages 5 - 6 of the RFP document. Percentages are not referenced in or intended by the RFP. The County requires the documentation of good faith efforts to outreach and include DBEs, as is necessitated by Federal requirements.
3. Is there specific good faith documentation if we do not use DBE subcontractors?  
**Answer:** No, documentation format and procedures to meet the requirement are to be determined by the awarded consultant.
4. Are certified digital signatures acceptable?  
**Answer:** Yes
5. Can you please define the expectations for the Field Operations Manager as opposed to a Project Manager referenced in Pat 2 C.1?



**Answer:** The **Field Operations Manager** resolves field operational, eligibility, and safety issues, and communicates these issues to the County. This position may also coordinate daily activities with the County, FEMA, and field personnel. Some primary duties are the following:

- Scheduling and deploying the loading and tower/site debris monitors and overseeing their daily activities at loading sites and disposal and staging sites;
- Conducting or overseeing truck certifications, load measurements, and photo; documentation as required; and
- Collect daily logs from the debris monitors and tabulate truckload data for the daily report.

The **Project Manager** is the primary point of contact for the County and is responsible for the overall project management and coordination of the debris monitoring services required to oversee the debris removal operations. The responsibilities for this role encompass vital tasks, such as:

- Overseeing the coordination of post-disaster recovery initiatives;
- Attending daily meetings and communicating directly with the County;
- Supervising both staff and subcontractors;
- Offering technical support and guidance to staff;
- Formulating and refining policies and procedures;
- Acting as an authority on policy and regulatory matters;
- Crafting written materials and tools for management and job aids;
- Delivering training sessions; and
- Collaborating directly with the County to troubleshoot and address emerging issues.

6. Part 3 Section A – Please verify if proposal is to be valid for 120 or 180 days.

**Answer:** Please see Revision/Clarification #1 above.

7. Who currently holds this contract?

**Answer:** Tetra Tech, Inc.

8. The manual process of filling out load tickets can jeopardize proper FEMA reimbursement if human error occurs. Utilizing electronic load tickets, computer tablets, and systems employing electronic contractor IDs with an Automated Debris Management System (ADMS) has become the industry standard and is critical for any successful debris operation in 2023. Because of the factors listed, we would like to confirm that any charges for the use of an ADMS will be included in the hourly rates provided and not as a separate hourly rate, separate flat rate, or substitutional charge for any listed position.

**Answer:** Any charges for the use of an ADMS will be included in the Consultant's hourly rates and not as a separate hourly rate, separate flat rate, or substitutional charge for any listed position.

9. The cost spreadsheet for the current RFP allows each vendor to enter their own Job Classifications (Job Title). Given that each vendor's Job Classifications and Hourly Rates may be different – it will be challenging for the County to accurately compare total pricing across vendors. In order to allow for an apples-to-apples comparison of hourly rates to be made across all vendors, will the County please consider providing standard positions required to accomplish the scope of work as described by the RFP? In addition, we are requesting that the County requires bidders to propose a non-zero hourly rate for all positions.



**Answer:** Respondents are required to complete Attachment A – Hourly Rate Sheet, as it is provided on page 29 of the RFQ document. Pricing will be scored as stated in Section K. Formula for Evaluation of Pricing, found on page 22 of the RFQ document. Any positions listed at an hourly rate of zero dollars will not be included in the calculation of the average rate.

10. Per Attachment “A” Hourly Rate Sheet, Bidders are to provide a Base Wage Rate and Hourly Rate. It is typical for the debris monitoring industry to provide fully burdened rates that are inclusive of overhead and profit. Will the County please consider waiving the requirement to provide a Base Wage Rate?

**Answer:** No

**SUBMITTAL DEADLINE FOR PROPOSALS: Thursday October 19, 2023 by or before 4:00PM**

**Respondent Acknowledgment:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Full Legal Company Name

**END OF ADDENDUM NO. 1**