

AGREEMENT FOR DISASTER DEBRIS MONITORING SERVICES

THIS AGREEMENT is made and entered into this 5th day of JUNE, 2019, by and between the **CITY OF SANIBEL**, a municipal corporation located in Lee County, Florida (hereinafter referred to as "CITY"), and **THOMPSON CONSULTING SERVICES, LLC.** (hereinafter referred to as "**CONTRACTOR**"). (CITY and CONTRACTOR may be referred to hereinafter individually as "party" and collectively as "parties").

WITNESSETH:

WHEREAS, CITY lies on the West coast of the State of Florida and, as such, may experience massive destruction wrought by the impact of a hurricane landfall, violent storms spawning tornados, as well as any other natural and/or manmade disaster (hereinafter referred to as "Events"); and

WHEREAS, it is necessary and in the best interests of the citizens of the CITY to contract for disaster debris monitoring assistance to appointed and elected officials within the CITY, on an as-needed and as-directed basis to respond to such Events; and

WHEREAS, this Agreement is intended to meet, in all respects, the debris removal eligibility criteria for disaster recovery services that applicants must meet in order to receive assistance under the FEMA Public Assistance Program and shall be construed to meet such eligibility criteria and to be in compliance with all federal, state and local requirements for such contracts;

NOW, THEREFORE, CONTRACTOR for and in consideration of the sum of Ten Dollars and no/100 (\$10.00), acknowledged to have been paid, and the covenants set forth below, and for other good and valuable considerations acknowledged by the parties to be sufficient, said parties hereto agree as to the following:

1. **RECITALS INCORPORATED**

The above recitals are acknowledged by the parties to be true and correct and are hereby incorporated as part of this Agreement as if fully set forth below.

2. **SCOPE OF SERVICES ONE - DEBRIS MONITORING**

It is the intent of this Agreement for the CONTRACTOR to provide debris monitoring services to include debris generated from the public rights-of-way, drainage areas/canals, waterways, and other public, eligible, or designated areas. The purpose of such monitoring services is, among other purposes, to aid in removing as quickly as possible all hazards to life and property resulting from an Event in the CITY. The services shall consist of debris monitoring services as directed by the City Manager, or designee, of the CITY.

Specifically the Scope of Services (hereinafter also referred to as "Services") will include the items listed in Attachment 1 and such Services shall be priced as set forth in Attachments 2(A) and 2(B) of this Agreement under the corresponding heading, both Attachments incorporated as part of this Agreement and made an integral part hereof.

3. SCOPE OF SERVICES TWO - TECHNICAL DISASTER RECOVERY ASSISTANCE

It is the further intent of this Agreement for the CONTRACTOR to provide disaster recovery technical assistance to appointed and elected officials within the CITY. This service shall include Emergency Management Planning and Training. Specifically, the Services will include the items listed in Attachment 1 and such Services and items shall be priced as set forth in Attachments 2(A) and 2(B) of this Agreement under the corresponding heading.

4. ACKNOWLEDGEMENT BY CONTRACTOR THAT CITY IS CONTRACTING WITH TWO QUALIFIED FIRMS

CONTRACTOR acknowledges that CITY selected two (2) qualified bidders for disaster debris monitoring services and CITY will enter into both this Agreement for Disaster Debris Monitoring Services with CONTRACTOR and a separate Agreement for Disaster Debris Monitoring Services with the other qualified bidder. CONTRACTOR understands, acknowledges and agrees that it is CITY'S intent to provide a Notice to Proceed (copy attached) to either CONTRACTOR, (i.e., Thompson Consulting Services, LLC) or the other qualified bidder under a separate Agreement for Disaster Debris Monitoring Services, or to both CONTRACTOR and such other disaster debris monitoring services contractor/provider at the same time, depending upon the extent and damage caused by an Event. Such decision to use one or both monitoring services providers shall be at the sole discretion of the CITY. CONTRACTOR agrees that it will at all times be staffed, prepared, and when necessary, mobilize, respond and provide disaster recovery services to CITY upon issuance of the CITY'S Notice to Proceed to CONTRACTOR, as if it were the CITY'S only disaster debris monitoring services CONTRACTOR. CONTRACTOR agrees that at no time shall the CITY'S contract with another disaster debris monitoring services contractor/provider affect the CONTRACTOR'S timing, speed or quality of response in the event that CONTRACTOR is directed by CITY through a Notice to Proceed to respond during or immediately after an Event.

5. SERVICES AND FACILITIES

It is understood that, except as otherwise specifically stated in this Agreement and Attachments to this Agreement, the CONTRACTOR shall provide and pay for all labor, tools, equipment, transportation, supervision, and all other services and facilities of any nature whatsoever necessary to execute, complete and deliver the Services upon issuance of a Notice to Proceed issued by City.

6. PERMITS AND REGULATIONS

Permits and licenses of a temporary nature necessary for the prosecution of the Services as requested or required by this Agreement shall be secured and paid for by the CONTRACTOR unless otherwise stated in this Agreement.

7. SUPERVISION BY CONTRACTOR

The CONTRACTOR will supervise and direct all Services provided pursuant to this Agreement. The CONTRACTOR is solely responsible for the means, methods, techniques, sequences, safety program and procedure(s) for all Services. The CONTRACTOR will employ and maintain on the work site a qualified supervisor who shall have full authority to act on behalf of the CONTRACTOR and all communications given to the supervisor by the CITY'S Authorized Representative shall be as binding as if given to the CONTRACTOR.

The name(s) of the supervisor(s) will be supplied to the CITY for each issuance of a Notice to Proceed through an attachment to this Agreement in the form of a Memorandum for the Record.

CONTRACTOR shall provide a safe working environment for all employees, subcontractors or other entities under control or direction of CONTRACTOR, where applicable.

8. HURRICANE PRE-LANDFALL PREPAREDNESS

In the event that the CITY is located within the predicted cone of uncertainty of a Category 2 or above hurricane or predicted to be a Category 2 or above hurricane at landfall, CONTRACTOR shall, upon notification from the City Manager or designee, be prepared to mobilize to the site. The purpose of this provision is to have CONTRACTOR'S authorized representative and supervisor available immediately for commencement of all activities necessary for CONTRACTOR'S disaster monitoring services pursuant to this Agreement.

9. CHANGES IN SERVICES

The CITY may, at any time the need arises, order changes within the Scope of Services without invalidating this Agreement. All changes affecting the project's costs or modifications of the terms or conditions of the Agreement shall be authorized by means of an official written Contract Change Order that is mutually agreed upon and signed by the CITY and the CONTRACTOR. All changes must be recorded on a written Contract Change Order before CONTRACTOR may proceed with the changes to the Services provided. Such change in Services may also include CONTRACTOR'S prompt

replacement or substitution of any supervisor assigned by CONTRACTOR that CITY finds to be unresponsive or otherwise unacceptable for CITY'S purposes.

10. TERM OF AGREEMENT

The term of this Agreement shall be from June 4, 2019 through December 31, 2022.

11. RENEWAL OF AGREEMENT

This Agreement may be renewed for two additional years after concurrence of both parties on any negotiated changes to the terms and specifications contained in this Agreement. Attachment 2 of this Agreement may be reviewed on an annual basis at which time amended unit costs may be submitted by CONTRACTOR to CITY to reflect the current disaster monitoring average market value of Services listed in Attachment 1 and priced in Attachment 2 of this Agreement, proof of such market value to be established in writing by CONTRACTOR to CITY'S satisfaction. Such amendments shall become part of this Agreement after a concurrence and signature of both parties.

12. TERMINATION

Either party, upon a minimum 365 days' written notice to the other party may terminate this Agreement, with or without cause.

13. INSURANCE; CERTIFICATES OF INSURANCE; INDEMNIFICATION

- (a) CONTRACTOR shall name the CITY as additional insured on CONTRACTOR'S insurance policies. CONTRACTOR shall be required to maintain the following limits:

Worker's Compensation - Statutory Limits of the State of Florida;
General Liability - One Million Dollars (\$1,000,000) any single occurrence
Additional Liability Umbrella - Five Million Dollars (\$5,000,000)

- (b) CONTRACTOR shall name the CITY as an additional insured and provide CITY a Certificate of Insurance evidencing such coverage prior to the commencement of each hurricane season. Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. New Certificates of Insurance are to be provided to the CITY within ten (10) days of coverage renewals. Receipt of Certificates or other documentation of insurance or policies or copies of policies by the CITY or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of CONTRACTOR'S obligation to fulfill the insurance requirements herein.
- (c) In consideration of \$100 paid by the CITY to CONTRACTOR through this Agreement, agreed by both parties to be sufficient consideration at the time of execution of this Agreement, CONTRACTOR agrees to, and will at all times,

indemnify, save, and hold harmless the CITY from any and all liability, claims, demands, disputes, damages, costs, attorneys' fees, and expenses (including prior to trial, through trial, and through appeal), incurred by the CITY as a result, directly or indirectly, of the SERVICES performed hereunder by CONTRACTOR or its agents, employees or contractors, except where such claim or liability results from the sole and exclusive liability of the CITY. CONTRACTOR agrees that this provision shall survive the completion or termination of this Agreement with regard to all matters addressed in this provision.

14. WARRANTY OF TITLE AND WAIVER OF LIEN

The CONTRACTOR shall not at any time suffer or permit any lien, attachment, or any other encumbrance under the laws of the State of Florida, or otherwise by any person or persons whomsoever to remain on file with the CITY against any money due or to become due for any work done or materials furnished under this Agreement or by any reason or claim or demand against CONTRACTOR. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment by virtue of this Agreement.

15. SUBCONTRACTING

- (a) This Agreement may not be assigned or transferred in any manner by CONTRACTOR without the express written permission of CITY; however, CONTRACTOR may use subcontractors to perform certain of the Services, in which case the CONTRACTOR shall be fully responsible to CITY for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them, as the CONTRACTOR is for the acts and omissions of persons employed by it. The CONTRACTOR shall cause appropriate provisions to be inserted in all subcontracts relative to the services and give the CONTRACTOR the same powers regarding terminating any subcontract that the CITY may exercise over the CONTRACTOR under any provisions of this Agreement.
- (b) Nothing contained in this Agreement shall create any additional relationship between any subcontractor and the CITY. The CONTRACTOR shall supply the names and addresses of subcontractors and materials suppliers when requested to do so by the CITY upon issuance of a Notice to Proceed (or as soon as reasonably possible thereafter) pursuant to this Agreement and updated by the CONTRACTOR to the CITY on a bi-weekly basis during CONTRACTOR'S Services. The CONTRACTOR shall not use a subcontractor or material supplier to whom the CITY has a reasonable objection and shall make all reasonable attempts to subcontract with local firms currently doing business within the CITY and/or Lee County, Florida.

16. CITY OBLIGATIONS

The CITY shall furnish all information and documents necessary for the commencement of Services, to include a valid written Notice to Proceed. CONTRACTOR shall provide CITY with CONTRACTOR'S emergency e-mail and fax numbers upon execution of this

Agreement to assure CITY'S ability to forward a Notice to Proceed under emergency circumstances. The CITY'S Community Services Director, Keith Williams, is hereby designated by the CITY to be the primary contact person for inspecting the work and answering any on-site questions prior to and after CITY'S issuance of a Notice to Proceed. In the absence of the Community Services Director, CITY will authorize a designee in writing.

17. PUBLIC RECORDS

Unless specifically exempted by Florida law, in whole or in part, contractor shall comply with the requirements of Section 119.0701, Florida Statutes, which requires a City contractor, as defined therein, to comply with public records laws, and specifically to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

18. FEDERAL CONTRACT REQUIREMENTS

A at all times relevant to the Agreement it has been the intent of the City and the CONTRACTOR to comply with all provisions of federal and state laws, regulations policies and requirements applicable to agreements governing the monitoring of debris in connection with an event that has been the subject of a Federal Disaster Declaration;

Fee for Services: Labor and expenses for this agreement shall not exceed \$1,000,000 per natural disaster or manmade disaster.

The CONSULTANT and its subcontractors must follow the provisions as set forth in Appendix II to Part 200, as amended, including but not limited to:

- (a) All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and Contractor will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).
- (b) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non- Federal entities must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The CITY must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The CITY must report all suspected or reported violations to the Federal awarding agency. The contractors must also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). As required by the Act, each contractor or subrecipient is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The CITY must report all suspected or reported violations to the Federal awarding agency.
- (c) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the CITY in excess of \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (d) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that

“funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- (e) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (f) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. 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 must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- (g) Procurement of recovered materials as set forth in 2 CFR § 200.322.

19. OTHER FEDERAL REQUIREMENTS

- (a) Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA) – The CONTRACTOR will comply with all the requirements as imposed by the ADAAA, the regulations of the Federal government issued thereunder, and the assurance by the CONTRACTOR pursuant thereto.
- (b) Disadvantaged Business Enterprise (DBE) Policy and Obligation - It is the policy of the CITY that DBE’s, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with CITY funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The CITY and its CONTRACTOR agree to ensure that DBE’s as well as other minority-owned and women-owned firms have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE’s as well as other minority-owned and women-owned firms have the opportunity to compete for and perform

contracts. The CITY and the CONTRACTOR and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

- (c) The Contractor 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 Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract 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 subcontractor during the Contract term.

20. SEVERABILITY

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the CITY and CONTRACTOR, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that is as close as possible to expressing the intention of the stricken provision(s).

21. DISPUTE RESOLUTION; ATTORNEY'S FEES.

In the event a dispute arises which relates or concerns this Agreement, both parties agree to first attempt to resolve the dispute by mediation, each party to bear its respective costs and attorney's fees and to split the cost to the mediation equally. If such mediation fails to result in settlement, the exclusive jurisdiction for any litigation shall be in either the Twentieth Judicial Circuit in and for Lee County, Florida or in the U.S. District Court, Middle District of Florida, Fort Myers Division, with the prevailing party being entitled to recover reasonable costs and attorney's fees from the other party through trial and any appeal.

22. ENTIRE AGREEMENT

- (a) This Agreement and the Attachments incorporated herein contain the entire Agreement of the parties, and there are no other binding promises or conditions between the parties in any other agreement whether oral or written.
- (b) In the event of any conflict between the provisions of this Agreement document and any attachment hereto incorporated as part of the Agreement, the provisions of this Agreement document shall prevail.
- (c) Any modifications to this Agreement shall be in writing and shall be effective upon the signature of both parties.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties have executed this Contract effective the date first written above.

WITNESS:

Brian Gavaney

Witness #1 Signature

Brian Gavaney

Witness #1 Printed Name

Lydia Peña

Witness #2 Signature

Lydia Peña

Witness #2 Printed Name

CONTRACTOR:

THOMPSON CONSULTING
SERVICES, LLC

BY: John Hoyle

John Hoyle, President

Address: 1135 Townpark Avenue, Suite 2101
Lake Mary, FL 32746

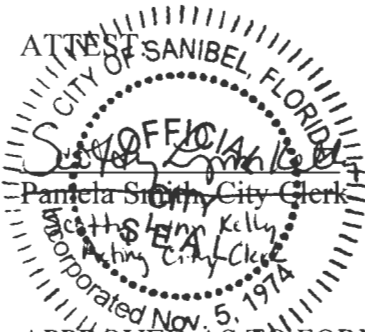
CORPORATE SECRETARY ATTEST:

Nate Connell

Signature

Nate Connell

Printed Name



CITY OF SANIBEL:

By: Judith A. Zimomra

Judith A. Zimomra, City Manager

APPROVED AS TO FORM:

John Agnew
John Agnew, City Attorney

6/5/19
Date

APPROVED FINANCIAL SUFFICIENCY


Steven C. Chaipel 6/5/19
Steven C. Chaipel, Finance Director



MEMORANDUM

DATE: May 29, 2019

TO: Scotty Lynn Kelly, Support Services Supervisor
Judie Zimomra, City Manager

FROM: Pamela Smith, City Clerk 

SUBJECT: Appointment as Temporary Acting City Clerk

I will be out of the office Thursday, May 30, 2019 through Friday, June 14, 2019 returning Monday, June 17, 2019. Scotty Lynn Kelly, Support Services Supervisor is hereby designated Acting City Clerk. The duties will include:

- Authenticating official documents
- Responding to public records requests
- Ensuring Public Notices are posted

Scotty Lynn's cell number is (239) 810-3725.

PS/me

Cc: Judie Zimomra, City Manager
Executive Staff
File

ATTACHMENT 1
TO AGREEMENT FOR DISASTER RECOVERY SERVICES

The following is a listing of services and/or tasks to be provided by CONTRACTOR to CITY upon receipt by CONTRACTOR of a Notice to Proceed (Services to also comply with all requirements of RFP dated March 11, 2019):

1. SCOPE OF SERVICES ONE - DEBRIS MONITORING

Overview:

As a result of a hurricane or other disaster, the Contractor provides assistance with load inspections regarding storm debris cleanup being performed by one or more collection contractor(s) or municipal agencies.

Contractor shall supply sufficient number of trained monitors and trained supervisors to accommodate the volume of debris to be removed at collection sites and debris staging areas.

Contractor shall supply supervisors as directed by the City to oversee crew leaders. The City, based on geographical locations of debris monitoring teams and the scope of the project shall determine the number of supervisors required.

Contractor shall supply an initial work force of monitors, as directed by the City, within 24 hours of notification to proceed.

Contractor shall designate one monitor as a working crew leader for each crew of monitors. Crew leader will act as contact and be responsible for time sheets, assist City representative with scheduling of monitors and coordination of ticketing and load verifications.

Contractor shall remove any of its employees from City of Sanibel service, immediately upon notice from City. Contractor shall replace any dismissed employees within the next 24 hours.

Contractor's employees shall not present themselves as City of Sanibel employees and shall not direct or quote policy to the customers. Information on collection schedules or operations shall be referred to City of Sanibel staff.

Task 1 Collection Monitoring:

Contractor will perform work area inspections of storm debris collection. Work areas as directed by the City. The Contractor will provide sufficient trained field inspections for debris collected in assigned work areas utilizing load tickets and other documentation processes. These services may include:

- a. Responsible for monitoring work with multiple truck pickups.
- b. Conduct daily/weekly briefings, work progress, staffing, and other key items with the City.

- c. Responsible for scheduling work for all team members and contractors on a daily basis.
- d. Responsible for hiring, scheduling, and managing field staff.
- e. Certify contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- f. Issue accurate detailed load tickets in the field for each fully loaded debris removal truck.
- g. Tickets must include street names and addresses (where possible) for where debris was collected.
- h. Generally monitoring the work performance and productivity of the trucks. Make photographic records as appropriate.
- i. Remain in contact with the central dispatch/staging operations.
- j. Sign (legibly) each load ticket before allowing truck to leave the work area and proceed to the disposal site, noting volume of load / %full.
- k. Coordinate with each truck in order to determine the location for the truck to return immediately following the delivery of its full load to the disposal location.
- l. Troubleshoot questions and problems in the work area and identify issues that could impact eligibility for cost reimbursements. Make and implement recommendations to improve efficiency and expedite recovery work.
- m. Make sure tailgate is secured and all debris is safely confined within truck bed prior to leaving work area.
- n. Survey and record the areas in which larger items such as tree stumps, hazard trees, and construction & demolition debris require special pick-up. Identify potential problems and maintain a location list of these areas for review at the close of each day.
- o. Monitor stump removal program in compliance with State and Federal requirements.
- p. Record on maps the streets in which debris was previously collected for disposal.
- q. Perform other disaster recovery duties as written and directed by City.
- r. Contractor shall compile daily and supply weekly, for each employee, legibly signed time sheets in triplicate with the original supplied to the City representative. Each time sheet shall include the date, hours of work performed, location of work performed, and shall be verified and signed by authorized City staff member.

Task 2 Monitor Temporary Debris Storage and Reduction Sites (TDSR site):

Contractor will provide TDSR site inspection and recordation services related to debris collected and delivered to the TDSR site(s), including but not limited to:

- a. Responsible for monitoring work with multiple contractors and multiple trucks delivering materials to the TDSR site(s).
- b. Verify that each truck that delivers to the TDSR site matches its manifest truck ticket and indicate actual truck loading capacity (% full of debris) on load ticket.
- c. Make sure tailgate of truck is in place and secured and truck loaded safely.

- d. Photograph each loaded truck bed in accordance with FEMA 325 Guidance Manual and link digital photographic records with truck's manifest.
- e. Verify that trucks depart TDSR site empty.
- f. Maintain manifest tickets in an organized manner for proper record review and storage.
- g. Initial load tickets before permitting truck to leave the TDSR site(s) check-in area to empty its load.
- h. Troubleshoot questions and problems at the TDSR site and identify issues that could impact eligibility for cost reimbursements.
- i. Remain in contact with the central office/staging operation command center.
- j. Perform other duties as directed by the City such as conduct final inspections and issue closeout documents.
- k. Contractor shall compile daily and supply weekly, for each employee, legibly signed time sheets in triplicate with the original supplied to the City representative. Each time sheet shall include the date, hours of work performed, location of work performed, and shall be verified and signed by authorized City staff member.

Task 3 Data Management:

Contractor will coordinate data recordation and information management systems, including but not limited to:

- a. Prepare detailed estimates and submit to State, FHWA, FEMA, and other applicable agencies for use in Project Worksheet preparation.
- b. Digitize source documentation such as load tickets and pictures.
- c. Implement and maintain an approved electronic disaster debris management system linking load ticket and TDSR site information, including reconciliation and photographic documentation processes.
- d. Provide daily, weekly or other periodic reports for City staff noting work progress and efficiency, current/revised estimates, project completion and other schedule forecasts/updates.
- e. Develop maps, GIS applications, etc., as necessary.
- f. Comprehensively review, reconcile and validate debris removal contractor(s) invoices prior to submission to the City for processing.
- g. Finalize report, prepare appeal(s) and assist the City.
- h. Perform other disaster recovery services as requested in writing by the City.

2. SCOPE OF SERVICES TWO - TECHNICAL DISASTER RECOVERY ASSISTANCE

Task 1 Emergency Management Planning and Training:

If requested by the City, the Contractor shall provide:

See Note (1) at end of section

- a. Aid with Comprehensive Emergency Management Plans to include plan development, review, and revisions.
- b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.
- c. Technical support and assistance in developing public information.
- d. Other training and assistance as requested by the City.
- e. Other reports and data as required by the City.
- f. Other emergency management and consulting services identified and required by the City.

NOTE (1): This is the concept of complete recovery management support where CONTRACTOR would assist an applicant on all aspects of the recovery process. CONTRACTOR personnel cannot assume the Sovereign Duties of the CITY officials; therefore, these services shall be in the form of guidance and consultation.

SECTION 3

TECHNICAL APPROACH

Project Understanding

The City of Sanibel, Florida (City) is a barrier island in the Gulf of Mexico. Located in Lee County, the City encompasses 33.25 square miles and has a population of 6,469. The City is highly vulnerable to the impacts of future debris-generating disasters such as hurricanes, severe weather, flooding, and tornadoes. In 2004, the City was hit hard by Hurricane Charley, a category 4 storm that caused major damage to infrastructure, vegetation, and wildlife. Most recently, the City was impacted by Hurricane Irma in September 2017. Hurricane force winds and heavy rain associated with Irma caused damage to public and private property and generated large quantities of debris.

The City maintains a constant, high level of readiness to respond to a variety of hazards that may impact its citizens. Consequently, the City is seeking proposals from qualified consultants to provide debris monitoring support on a stand-by, as needed basis to comply with the following agency grant programs and requirements:

- Federal Emergency Management Agency (FEMA) Public Assistance (PA)
- Federal Highway Administration (FHWA) Emergency Relief (ER)
- Florida Division of Emergency Management (FDEM)
- US Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS)
- US Department of Housing and Urban Development (HUD)
- US Fish and Wildlife
- All other applicable state and local ordinances

Disaster Debris Forecasting

Estimation Methodology

With experience assisting local governments in disaster response and recovery for a variety of events, ranging from the most costly hurricanes in our nation's history to relatively smaller disasters including minor storms and localized flooding, Thompson has recognized that responsiveness and adaptability are critical to success. Thompson stands ready to serve the City in any capacity. Our approach to services can be transformed to fit a particular task or event in effort to best meet the City's recovery goals by taking the most efficient and cost-effective actions. For purposes of pre-event planning and understanding resource requirements, Thompson utilizes the US Army Corps of Engineers (USACE) debris estimating model for developing debris estimates. The USACE developed this model based on debris generated by Hurricanes Frederic, Hugo and Andrew. The model contemplates the number of households in an urban/suburban area, as well as the category of storm, vegetative characteristics, commercial density and precipitation.

The estimated quantities produced by the model have a predicted accuracy of $\pm 30\%$. Because of the margin of error in the model, Thompson validates the modeled result via windshield surveying and aerial drone flyover assessments in a post-disaster scenario. Windshield surveys provide debris removal professionals the opportunity to estimate the quantity of debris per parcel surveyed, which can be

extrapolated to include the number of parcels within jurisdictional limits of the community. In addition, Thompson has the equipment and capability to perform aerial drone flyovers which are beneficial because they provide Thompson and the City with the ability to gage the consistency of the damage across the jurisdiction and provide a means for identifying areas that have been compromised which may be isolated without means of conventional travel due to debris or flooding.

Forecasted Debris Types & Resource Estimates

Debris types from disaster events may include items such as vegetative debris, construction and demolition debris, household appliances, household furnishings, sediment, sand, household hazardous wastes, and vehicles. This debris may have to be removed from a variety of physical environments, including on and near roadways, underwater in canals and lakes, or even hanging in large trees. Debris types, volumes and locations can require many different removal and disposal techniques.

The total amount of debris generated by any particular disaster will depend on the location and type of event experienced, as well as its severity, duration, and intensity. Thompson understands that the crew numbers and subsequent monitor requirements are subject to change based on the actual incident. We have developed this estimate to demonstrate to the City that we have the capacity and experience to develop a flexible, scalable staffing plan that addresses the City's needs. For planning purposes, the table below summarizes the impacts that various hurricane categories could have on the City:

Table 3-1: Disaster Impact and Resource Estimates

Description	Category 1	Category 2	Category 3
Total Debris	36,602 CY	146,409 CY	475,830 CY
Avg Daily ROW Crew/Monitor/ADMS Requirement	4	6	10
Avg Daily DMS Monitor/ADMS Requirement	3	3	5
Required Land Area for DMS	2 Acres	6 Acres	17 Acres
Est Time to Complete Debris Removal	30 Days	60 Days	90 Days
Load Transactions	1,046	4,183	13,595
Unit Rate Transactions	837	3,346	10,876

Debris Collection Strategy

While the modeling and results presented herein are based on an unknown and hypothetical event, following an actual event Thompson would model the storm characteristics taking into account our understanding of impacts caused by historical storm events, to assist the City with developing strategies for debris collection. It may be determined that the City has the capability to perform debris removal with in-house staff and equipment following smaller incidents such as severe storms or local flooding. For more significant disaster debris events, the City may elect to engage its contracted forces for debris removal and monitoring. Regardless of which approach the City takes following a debris generating incident, the Debris Collection Strategy will be scalable to the size of incident and resources necessary and will include the following elements:

- Anticipated events and assumptions
- An anticipated scope of work based on the debris forecasting developed
- Anticipated debris streams and debris programs
- Monitoring of debris operations
- Health and safety requirements
- Environmental considerations
- Debris collection zone maps with road designations (City/County/FDOT)

- An overview of the use of City force account labor to perform debris removal operations
- Specialized debris programs
- Debris removal from gated communities and private property
- Action items checklists for preparedness, response, and recovery operations
- A public information strategy with draft press releases

Project Execution Utilizing Automated Debris Management System

Thompson will execute the proposed tasks described below with our ADMS hardware and software system, Thompson Data Management Suite (TDMS). Thompson's ADMS was developed in-house and is proprietary. We do not rely on licensing for the use of an ADMS. TDMS has been successfully deployed over the past five (5) years and utilized by the Georgia Department of Transportation (GDOT), the South Carolina Department of Transportation (SCDOT), as well as for county, parish, and municipal clients in Texas, Louisiana, Alabama, Florida, Georgia, South Carolina, North Carolina, Tennessee, Virginia, New York and Puerto Rico to electronically document debris removal, hazardous tree work, vehicle recovery, and private property debris removal.

TDMS is a collection of hardware, software and communications infrastructure for the management of data and documents related to disaster recovery. The TDMS collection includes our hardware solution or handheld device, *TDMSmobile*, which allows us to capture data in the field and provide near real-time analysis through our software solution, *TDMSweb*, which is a variety of web-based software applications that serve as the backbone for data storage and management. The TDMS meets the USACE ACI standard for ADMS and is configured to document a variety of debris removal activities and programs.

- Truck Certification
- Right-of-Way (ROW) Collection
- Tree Work (L/H/S)
- Private Property Debris Removal (PPDR)
- Demolitions
- Haul Out/Disposal
- Project Administration
- Monitor Management

Figures 1 - 4 provide graphical depictions of the *TDMSmobile* solution and its components.

FIGURE 1



Motorola ES400 running TDMSmobile.

FIGURE 2



Employee badges utilize QR coding for identification ticket development.

FIGURE 3



Paper tickets are created with encrypted QR code to transmit information/data.

FIGURE 4



RW 220 hip belt printer uses direct thermal laser technology

TDMSmobile provides enhanced quality control through geofencing, geocoding, and location verification. The handheld device and system have configurable security settings to protect use and data. Specified locations, such as debris pickup and disposal sites, are captured by the GPS capabilities of the handheld

and verified in the web-based system. This enhanced level of accuracy and corroboration increases the efficiency and production of debris removal operations. To date we have observed cost savings to our clients ranging from 20 – 30 percent with the use of our ADMS solution. Figures 5 and 6 provide an example of the interface between TDMSmobile and TDMSweb.

FIGURE 5



Handheld device GPS location capture and verification

FIGURE 6



Mapping interface provides users with Google maps functionality for point-and-click data access

TDMSweb a web based application that serves as the backbone of the TDMS for storage and data management while providing access to viewing, querying, sorting, reporting, mapping and managing project related data and documents. In addition, Thompson is able to control access to TDMSweb and what permissions (read, read/write, etc.) users have through credentialing.

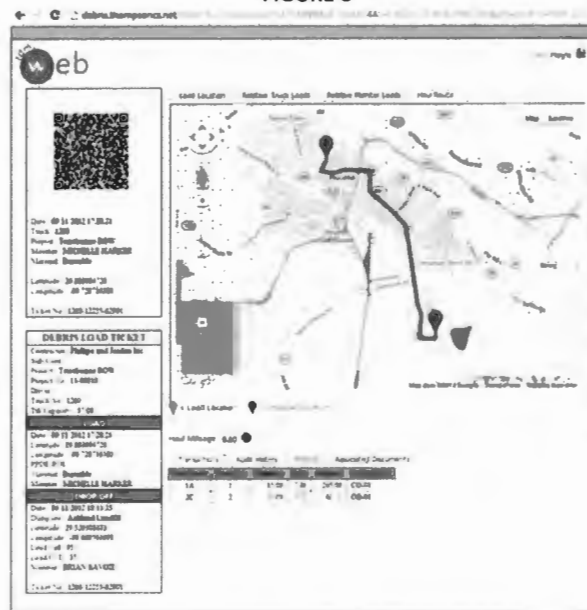
The following figures (7 to 10) provide graphical highlights and depictions of TDMSweb and its components.

FIGURE 7



TDMSweb dashboard displays summary project statistics online with the ability to drill down to varying levels of detail.

FIGURE 8



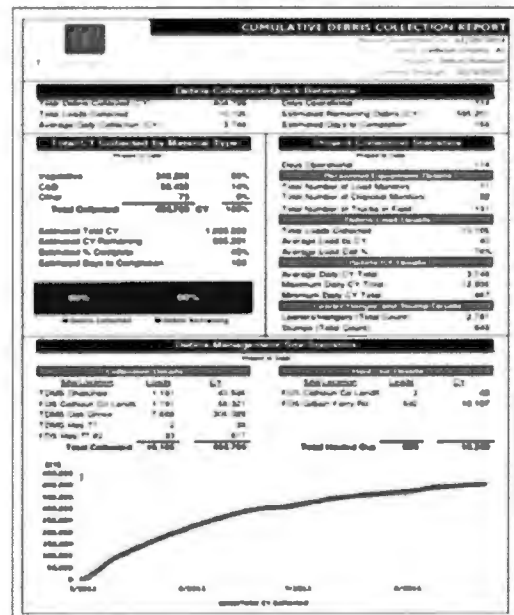
Accurate and efficient collection of field data provides for near real time data analysis and review. Financial encumbrances and project progress can now be tracked via the Internet.

FIGURE 9



TDMSweb system allows Thompson to electronically manage a variety of client debris removal programs such as, ROW, ROE, blue roof and demolition, including photographs, field forms, logs, transmittals, etc.

FIGURE 10

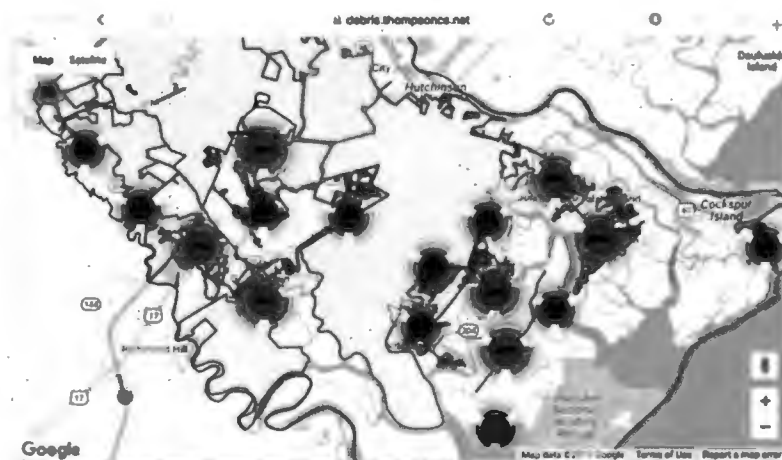


TDMSweb generates a various project reporting documents, such as daily reports and financial summary logs.

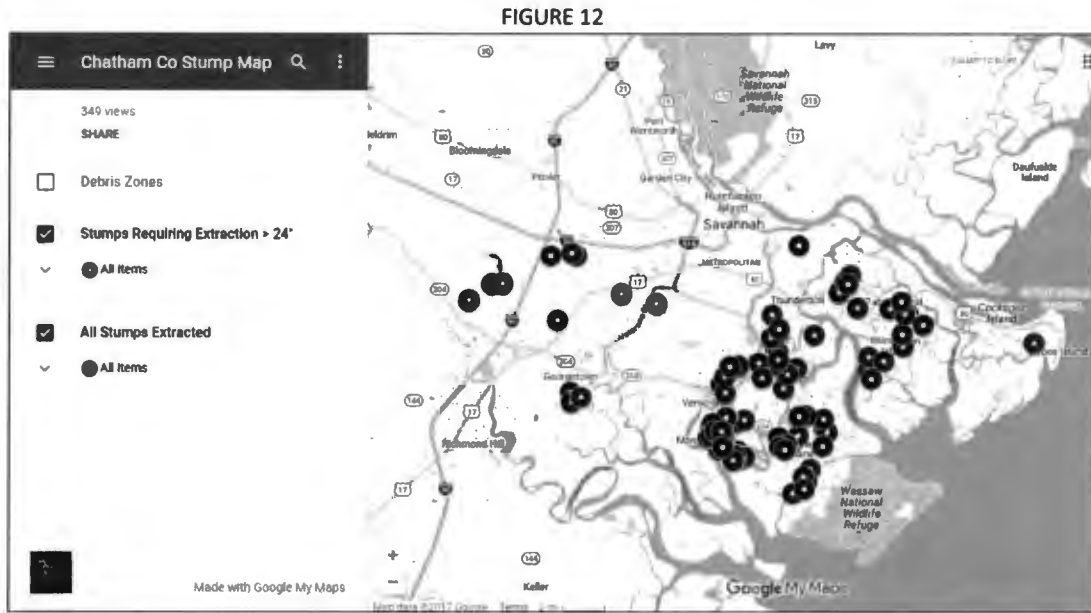
Comprehensive Mapping Tools

Through our ADMS technology and the accurate and efficient collection of data in the field, Thompson is able to provide a variety of comprehensive mapping tools to the City. Thompson has the ability to tailor progress and real-time operation mapping to meet the needs of City. During future debris removal operations, mapping tools can be utilized to evaluate progress, assign or re-assign crews, and make general debris management decisions. Figures 11 and 12 below provide examples of some of the mapping capabilities that can be utilized for the City's ROW debris removal and hazardous tree removal programs following a future debris generating event.

FIGURE 11



Debris Load and Tree Work Heat Maps that illustrate the concentration of damage with the ability to drill down within each cluster and access individual transaction data.



Hazardous Stump Map provides color-coded stump locations to allow increased operational efficiencies and real-time situational reporting for the City and City project stakeholders.

Technical Approach

Thompson has functionally organized its technical approach by task predicated on the various debris streams and programs that can be expected based on our experience monitoring and documenting large scale debris removal operations. Thompson will tailor our approach to the City's debris recovery effort based on the unique challenges of the City's specific future disaster. Our tasks and task approach can be modified and scalable to address both large and small scale events and our mobilization times can be either compressed or extended based on the needs of the City and the public.

Table 3-2: Mobilization Method and Approach

Task / Mobilization Time	Description
1. Debris Program Implementation	
Within twenty-four (24) hours from notification date	Program Management Team will report to the City 48 hours prior to known disaster events and within 12 hours passage of no-notice disaster events. Thompson will implement a program based on the specific needs of the City, feedback from debris removal contractors, and debris estimates developed through the preliminary damage assessment.
2. Onboarding and Training of Employees	
Within forty-eight (48) hours from notification date	Thompson performs Motor Vehicle Reports (MVR's) and drug testing on all field staff.
3. Health and Safety Plan Implementation	
Within forty-eight (48) hours from notification date	Health and Safety Plan will be periodically reviewed and updated to address any disaster specific hazards. Thompson's safety program is focused on the safety of Thompson monitors and field personnel.
4. Measure and Certify Trucks by FEMA PAPPG Standards	
Within forty-eight (48) hours from notification date	Thompson will certify contractor equipment once a contractor crew schedule is reviewed and approved by the City.

Task / Mobilization Time	Description
5. Deploy Loading Site Collection Monitors	
Within forty-eight (48) hours from notification date	Thompson will deploy a collection monitor to each debris removal crew. Based on our planning assumption, we expect many of the crews to be tandem, self-loading trucks or two to three trucks paired with a single loading device.
6. Monitor the Removal of Leaning Trees, Hanging Limbs, and Hazardous Stumps	
Within forty-eight (48) hours from notification date	Thompson will document the removal of hazardous trees and limbs to meet all requirements outlined in FEMA Publication FP-104-009-2 Public Assistance Program and Policy Guide (PAPPG).
7. Deploy Debris Management Site Monitors	
Within forty-eight (48) hours from notification date	Thompson will coordinate with the Debris Contractor to ensure that the City Debris Management Sites (DMS) meet all FDEP requirements.
8. Deploy Field Supervisors / Field Supervisors	
Within forty-eight (48) hours from notification date	Thompson will deploy one (1) Field Supervisor for every ten (10) collection monitors to appropriately supervise collection operations. The 1:10 supervisor to monitor ration is encouraged by FEMA.
9. Damage Complaint Tracking	
Concurrent with field operations	Thompson will assign a unique work order to each damage complaint and track the actions taken, responsible sub-contractor, and satisfactory/unsatisfactory resolution in a report, by Service Area that may be tracked through GIS.
10. FEMA Consultation	
Within seventy-two (72) hours from Federal Declaration	Thompson has recent experience with FEMA's new delivery model using Grants Portal and, at the direction of the City, is prepared to participate in project scoping meetings with FEMA.
11. Ordinance Review to Determine Best Method to Perform Private Property Debris Removal (PPDR)	
2-3 weeks after debris operations begin (subject to need)	Thompson management staff has experience analyzing and designing PPDR programs based on Voluntary/Right-of Entry, Imminent Danger of Collapse, and Public Nuisance Programs.
12. Private Property Debris Removal Monitoring	
TBD, based on input from FDEM and FEMA	PPDR programs may include vegetative and C&D debris, as well as leaners, hangers, stumps, and structural demolitions.
13. Specialized Debris Removal Monitoring	
TBD, based on input from City, FDEM, and FEMA	Thompson management staff has experience with the operational methods to properly document special debris removal programs such as removal of debris from waterways and lakes, vessel and vehicle removal, and the removal of debris and sediment from storm drains, catch basins and other public facilities.
14. Monitor Beach Scraping, Stockpiling, Screening, Placement and Shaping	
TBD, based on input from the City, FDEM, and FEMA	Thompson will work with the City to provide a cost and quality analysis of various sand sources and recovery methods. Thompson will also work with the City and the City's contractor to design and implement a plan for removing debris laden sand and restoring its beaches to pre-storm condition.
15. Accumulate Daily Field Data	
Immediately following the start of ROW and hazardous tree programs	Thompson will maintain field data for all debris recovery programs monitored. Debris removal data will be organized by debris type, road type, and program
16. Reconcile Contractor Invoices	

Task / Mobilization Time	Description
Weekly following the start of ROW and tree programs	Thompson will comply with the invoicing and payment term in the debris removal contract.

1. Debris Program Implementation

The Thompson Management Team will assist the City in overseeing the debris management operations, obtaining proper approvals for special debris removal programs, and providing in-depth working knowledge of a variety of recovery operations, USACE debris management guidelines, and FEMA eligibility and reimbursement guidelines. Thompson will work with the City to develop a project management plan to ensure that contracted debris removal is properly documented to substantiate FEMA PA, FHWA ER, and NRCS funding. Some of the initial considerations will include, but not be limited to:

- Single/multiple debris removal contractors
- Debris removal contractor rates and specifications
- Debris estimates, by collection zone
- Debris removal from gated communities
- Crew/Monitor Estimates, by collection zone
- Onboarding and safety training locations and procedures
- Operations Manager/Supervisor Assignments
- Progress reporting distribution lists and protocols

Debris Removal Contractor Coordination

Thompson recognizes that each disaster situation is going to be different and therefore promotes a collaborative working relationship with the City and its debris removal contractors. As soon as the City is within the cone of certainty for a tropical system or immediately following passage of a no-notice event, Thompson will begin coordinating with the City and City contractors to synchronize mobilization and response activities. These activities may include:

- **Identification/confirmation of equipment staging area:** If a staging location is identified during planning sessions and the site is compromised/unavailable due to the event, Thompson will work with the contractor to identify an area outside of the impacted zone to stage equipment and begin equipment certification.
- **Damage assessment:** Thompson will perform damage assessments with the City and City contractors to determine the scope of the damage, identify the need for special debris programs such as leaner/hanger/stump removal, and develop crew configurations and assignments. This information will allow Thompson and the City Contractor(s) to develop budget estimates to be used for task orders and Project Worksheet development.
- **Emergency push:** Thompson will work with the City and contractor(s) to ensure that all hours and activities are well documented to substantiate FEMA reimbursement. Thompson will also work to expedite 70-hour push activities, focusing on the City's list of priority roadways, while ensuring that the period of performance adheres to FEMA's eligibility standards and all labor and equipment time is tracked and documented.
- **Zone assignment to contractors and subcontractors:** Thompson will work with the debris removal contractors to coordinate and schedule the appropriate number of crews for each pass. Zone parameters will be entered into TDMS to generate detailed reports by zone, contractor, debris type, etc.
- **Discrete field management:** ADMS will be configured to discretely document and manage multiple contractors and the type of debris that has been approved for collection. For example, if a contractor is tasked only with the collection of vegetative debris, the ADMS devices will only be

configured to that specific debris type. A monitor will not be able to issue a ticket for C&D debris if the hauler has only been approved to collect vegetative debris.

- **DMS permitting:** Thompson will ensure that each contractor obtains environmental authorization and/or permits for DMS sites. Thompson will also work with each contractor to obtain copies of permits for final disposal locations.

If the City decides to activate multiple contractors, Thompson will assign a field operations manager for each contractor activated to streamline communications and ensure quality control.

Damage Assessment

At the request of the City, Thompson will coordinate aerial drone flyover assessments to facilitate debris estimation and collect post-disaster photographs and geographical data. At the direction of the City, Thompson will also assist with preliminary damage assessments in accordance with the FEMA Damage Assessment Operations Manual. Damage assessment assistance may include, and is not limited to, participation in one or more of the following tasks:

Table 3-3: Damage Assessment Tasks and Descriptions

Task	Description
Identifying Damaged Facilities	Thompson will assist with documenting the location of all damaged sites using GPS and annotated maps. Thompson will work with City to collect all necessary documentation to substantiate legal responsibility, maintenance, lease/rental agreements, and improvement plans.
Documenting Damage	Thompson will document the damage to each facility by taking photographs and developing maps and diagrams to outline the specific location and extent of the damage. The diagrams and associated photographs will capture damage dimensions, materials, and the size or capacity of the damaged elements.
Documenting Work and Cost	Information describing work and cost will be broken down by Category of Work (A-G). Thompson will prepare work and cost estimates by gathering documentation associated with Force Account Labor, Equipment, Leased Equipment, Supplies, Contract Labor, and Materials. Thompson will also document any mutual aid received by the City.
Other Considerations	Thompson will help the City navigate other PA program considerations including codes and standards, repair vs. replacement, hazard mitigation, as well as unique considerations for each category of work.

Proposed Meetings

Thompson is prepared to meet with the City Debris Manager, City Stakeholders, and representatives from FEMA, FDEM, FDEP, and other agencies on a daily basis at a time and location specified by the City. To the extent necessary, Thompson will help the City secure a meeting location. Thompson recommends that project stakeholders conduct a daily briefing while the EOC is fully operational and re-evaluate the frequency of meetings after the first 10 days of project operations.

Methods for communicating with City Emergency Staff and Teamwork Assignments

Throughout the project, the Thompson Project Manager will identify critical path functions that will require close coordination between the City and Thompson. These may include:

- Public Information
- Private Property Issues
- Special Needs Assistance
- Information on FEMA
- Damage reports and resolution

Thompson will identify a lead for each function to serve as a direct interface with the appropriate City staff on each issue. The Thompson team member will be available in person, by phone, or email to communicate with the City and project stakeholders. To the extent that cellular connectivity is not available, Thompson will secure alternative communications methods (radios, satellite, etc.).

Response Time by Task

In most cases, Thompson will deploy our project team in anticipation of receipt a notice to proceed so that we can be responsive to the City's needs and effectively manage the deployment of personnel and resources. For example, if the City is within a cone of certainty for severe weather, Thompson will deploy a representative to meet with the City 48 to 72 hours prior to the anticipated event. Thompson's response times by task are summarized in Table 3-4.

Table 3-4: Thompson Task Response Times

Response Time	Task Description
<u>Immediately</u> after notification	Thompson will report to the City's EOC or Contract Management Center
<u>No more than 48</u> hours after notification	Thompson ready to assist the City with truck certification
<u>No more than 48</u> hours after notification	Thompson ready to staff public drop-off sites and other City locations
<u>No more than 48</u> hours after notification	Thompson to have monitors ready for ROW debris removal operations
<u>No more than 72</u> hours after notification	Thompson to have monitors ready for hazardous tree removal operations

Prior to known events, Thompson will stage personnel and equipment either in or as close as possible to the City. Upon receipt of a Notice-to-Proceed, Thompson will deploy the following project initiation teams to the City responsible for the City's contract deliverables:

- Project Quality Assurance Team
- Project Administrative Team

The Project Quality Assurance Team will consist of the Project Manager and six to ten Field Supervisors, based on the severity of the event. In addition to providing surge support to the City, the Project Quality Assurance Team will serve as the field project management team. The Project Quality Team will be deployed with equipment kits to accommodate all Field Staff.

The Project Administrative Team will consist of administrative/human resource employees. The Project Administrative Team will be temporarily deployed to the City to support the monitor on-boarding process, including:

- Employee application reviews
- Drug testing and Department of Motor Vehicle records checks
- Health and Safety Plan Implementation
- Debris Monitor Training

2. Onboarding and Training of Employees

Following an event, Thompson will establish a local office from which to perform recruiting, onboarding, and training. These activities will be coordinated and supported from our headquarters in Lake Mary, Florida. Thompson will also make every effort to hire residents from within the City to serve as debris monitors. This effort will help skilled residents participate in the City's recovery efforts with a meaningful impact and earn a competitive hourly wage.

In accordance with FEMA FP-104-009-2, Thompson will train debris monitors, City employees, and other project stakeholders to have a complete understanding of the roles and responsibilities of the debris manager, including:

- Accurate and objective debris estimating techniques
- Process for determining debris eligibility: (1) threat to public health/safety, (2) direct result of the disaster event, and (3) existing in the public right-of-way
- A comprehensive understanding of all phases of debris management operations, including loading sites, Debris Management Site's (DMS), and final disposal locations
- The ability to differentiate between debris types
- Understanding of Collection Site and DMS safety procedure
- Understanding of the Thompson Field Health and Safety Plan
- Understanding of the terms, conditions, and scope of the debris removal contract and other disaster specific guidance provided by the City, FDEM, FDEP, and FEMA

Ability to Onboard and Train within 48 Hours

Thompson has made a tremendous investment in our personnel, resources, technology, and tools to have the flexibility and scalability necessary to be an industry leader in debris monitoring. Part of this investment is in a proven process to identify, train, and equip local hires in a safe manner in extremely short periods of time. Thompson begins the process of recruiting and on-boarding immediately upon contract award, not reactively following a notice to proceed. Thompson will issue contingent job postings through a variety of outlets to pre-identify a pool of existing candidates to serve as field monitors. Table 3-5 below outlines Thompson's local hire tasks and timelines to ensure that we deploy trained, safe, drug-free local hires within 48 hours of a notice-to-proceed:

Table 3-5: Local Hire Task Summary

Task	Timeframe (to meet or exceed)	Comments
Local Hiring Recruiting (non-event)	Year-round	When no task order is imminent, Thompson pro-actively develops a pool of local hire candidates.
Local Hiring Recruiting (activation known)	12 to 48 hours	Once activated, Thompson Project Administrative team can recruit and onboard 100 local hires per day. Thompson initiates on-boarding 72 to 96 hours prior to known disaster events.
Drug-testing	12 to 48 hours	Thompson requirement for employment
Driver Motor Vehicle Record Check	12 to 48 hours	Thompson requirement for employment
Safety Training	12 to 48 hours	Thompson requirement for employment
Continued on the Job Safety Training	48 to 72 hours	Thompson requirement for employment
Debris Monitor Training	12 to 48 hours	Thompson requirement for employment
Automated Debris Management System Training	12 to 48 hours	Contract specific requirement
Issuance of Personal Protective Equipment	48 hours	Issued by Project Administration team upon completion of Safety Training

3. Health and Safety Plan Implementation

Thompson is the only debris monitoring firm that performs drug screening and motor vehicle operating record reviews for our employees, including temporary field staff. This practice results in a team of monitors that is both safe and committed to quality. In addition, Thompson deploys a quality assurance

team to each of its projects to ensure that certain quality standards are being upheld, regardless of the operating conditions and climate.

At project initiation, Thompson will implement a Health and Safety Plan (HASP) that outlines site-specific precautions to be taken to avoid and mitigate the risk of hazards associated with work performed in the elements, around heavy equipment, near tree work, and close to vehicle traffic. The HASP will outline that work performed on the project shall comply with all applicable OSHA, State of Florida, and all other safety requirements provided by FEMA and its authorized contractors. Thompson will also provide the following personal protective equipment to collection monitors, debris management site monitors and field supervisors:

- Hard hat
- Reflective vest
- Safety glasses
- Hearing protection

In addition, Thompson will ensure that all collection monitors, debris management site monitors and field supervisors report to work with the following personal protective equipment and communication equipment:

- Cell phone
- Protective shoes
- Long pants
- Hot, cold, and/or wet weather gear
- Sunscreen and supply of bottled water

Thompson's safety program is focused on Thompson monitors and field personnel. The safety of debris removal crews is the responsibility of the debris removal contractor(s).

4. Measure and Certify Trucks by FEMA PAPPG Standards

Thompson will complete equipment check-in and certification of trucks and other equipment mobilized by the Contractor so that debris removal operations can be recorded and substantiated in accordance with the terms, conditions and unit rates in the City's debris removal contract. In order to comply with these standards, Thompson has observed and recorded the following information during truck certifications:

- Valid driver's license of truck operator
- Valid truck registration and insurance
- Volumetric capacity of the inside of the loading container
- Calculated deductions of volumetric capacity for dog boxes, round container bottoms, and other volumetric capacity reductions
- Brief physical description of the truck
- Photographs of the truck and container

Thompson will assign a unique identification number to each truck and a placard with the truck number will be affixed to each side of the debris removal truck.

5. Deploy Loading Site Collection Monitors

Thompson will deploy a debris removal collection monitor for each mechanized piece of loading equipment deployed by the Contractor unless multiple debris loading operations can be safely and substantially observed and documented by a single monitor. The Collection Monitor's primary responsibility is to observe, document, and substantiate the removal of eligible storm debris from City ROW and other collection zones identified and approved by the City. The Thompson collection monitor will be responsible for:

- Ensuring that only eligible, disaster related debris is removed for loading and hauling from approved public areas
- Ensuring that debris collected is in accordance with the regulations, safety considerations, and contract terms of the specific waste stream (i.e. hazardous waste is not loaded into container of clean vegetative debris, etc.)
- Recording the time, date, disaster number, truck number, and loading location using ADMS
- Issuing load ticket to driver when loading container is fully loaded
- Ensuring that debris loads are contained properly in the loading container prior to the departure of the truck from the loading location to the DMS
- Checking for safety considerations and areas of potential problem (school zone, utility meters, power lines, mailboxes, etc.) and reporting potential issues the Thompson Field Supervisor
- Recording and reporting any damages caused to streets, curbs, utility meters, mailboxes and other public property as a result of debris removal operations including photos, owner information, and circumstances of the damage
- Ensuring all white good and Freon containing appliances are sorted and ready for Freon removal on site or separate transport for Freon removal before final disposal
- Certifying household hazardous wastes are segregated, handled, loaded and hauled in accordance with environmental laws and local, state, and federal regulations. HHW must be handled by specialists licensed by FDEP
- Ensuring work area is clear of debris to the specified level before equipment moves to a new loading area
- Other duties as directed by the debris management project manager or designated City personnel

6. Monitor the Removal of Leaning Trees, Hanging Limbs, and Hazardous Stumps

Thompson anticipates beginning hazardous tree removal operations prior to or concurrent with Right-of-Way debris collection. By getting the bucket trucks out ahead of the debris removal trucks with hazardous tree and limb removal, the overall collection operation will be more efficient. Thompson will ensure that hazardous stumps are pre-approved by FEMA and that the stump removal process is documented to include before and after photographs and GPS coordinates. The Thompson leaner, hanger, and stump monitor will be responsible for:

- Ensuring that only eligible leaners, hangers, and stumps are removed as defined by FEMA PAPPG from approved public areas
- Recording the date, GPS location, physical address, and time that the work was performed
- Measuring the eligible tree work in accordance with the City's contract
- Photo documenting the work performed to facilitate an audit ready paper trail for FEMA review

7. Deploy Debris Management Site Monitors

Thompson will work with the City and its contractor to establish the appropriate number of Debris Management Site (DMS) and staff it with a DMS Monitor. DMS Monitors are responsible for completing the load transactions and recording debris volumes for loads that have been transported to the DMS for processing and storage or final disposal. DMS Monitors are responsible for observing and recording the following information:

- Debris classification
- Debris load call/volume estimation
- Truck unloading time and date
- Spot check photographs of loads before and after unloading as a Quality Assurance measure for load call methodology and to insure that trucks are completely unloaded at the DMS
- Ensure white goods and Freon containing appliances are sorted and ready for Freon removal
- Document that white goods are cleaned and processed to remove putrescent debris inside and remove all oils, solvents, and refrigerants
- Ensure hazardous and household hazardous wastes are segregated, handled, stored, and disposed in accordance with environmental laws and local, state, and federal regulations
- Document and immediately report any improper segregation of hazardous waste debris
- Ensuring site safety and security

Debris Disposal Diversion

Thompson will work with the City and FDEP to develop a recycling/debris diversion plan that minimizes the amount of potentially recyclable debris that is disposed of at landfills. White goods, e-waste, metals, vegetative and other types of debris may be processed and recycled. Thompson will ensure that salvage operations are documented separately to substantiate retainage of salvage proceeds in accordance with FEMA policy.

8. Deploy Field Supervisors

Thompson will deploy Field Supervisors at a 10 monitor: 1 supervisor ratio to efficiently and effectively oversee, document, and substantiate debris removal efforts. Thompson Field Supervisors will:

- Be prepared to operate a minimum of 12-14 hours per day, 7 days per week
- Verify that only eligible debris is being removed from designated public ROW and public property within assigned collection zones
- Maintain regular communication with and ensure that collection monitors are authorizing the collection and removal of eligible debris from approved public areas
- Confirm the completeness and accuracy of load tickets and field documentation generated by Thompson field staff to substantiate debris removal operations

9. Damage Complaint Tracking

Thompson field supervisors will have the primary responsibility for damage report tracking and resolution. Thompson will assign a unique Work Order number to each damage complaint and will track the Work Order by the GPS coordinate of the complaint. A map will be maintained of all damage related Work Orders. Thompson will maintain the following information for each damage complaint Work Order and organize Work Orders by Precinct:

- Work Order point of contact
- Responsible contractor/sub-contractor
- Photographs of damage
- Description of actions taken by the responsible party
- Photographs/other evidence of repair
- Cost summary, if available

10. FEMA Consultation

To the extent that it is required by the City, Thompson will serve as a liaison between the City, FDEM and FEMA to document and demonstrate that debris removal, response and recovery activities are eligible, allowable, and in compliance with FEMA Publication FP-104-009-2 Public Assistance Program and Policy Guide.

Thompson will work with the City, FDEM, FEMA Region 4, and FEMA Headquarters to facilitate a transparent, well documented partnership throughout the recovery effort. This will allow Thompson to integrate Disaster Specific Guidance (DSG) issued from FEMA into the City's debris removal efforts, and proactively create a positive working relationship with participating stakeholder regulatory agencies.

To the extent necessary, Thompson will provide the City with first and second appeal support for unfunded or de-obligated disaster related projects or initiatives that the City and Thompson mutually agree may be determined eligible by FEMA based on a re-review of existing project documentation or other review of new information presented to substantiate the eligibility of the project.

11. Ordinance Review to Determine the Best Method to Perform Private Property Debris Removal

Thompson's proposed management team has previous experience with reviewing local ordinances and designing a private property debris removal (PPDR) program that demonstrates and documents that local governments have the legal authority (and FEMA eligibility) to perform a variety of debris removal programs on private property. We have performed comprehensive PPDR ordinance feasibility reviews and PPDR program implementation in Alabama, Mississippi, Louisiana, and Florida. In order to ensure that the PPDR program is successful, Thompson will have the following objectives during ordinance review:



- Identify an ordinance that clearly grants the City with the authority to enter private property to remove and dispose of debris, such as a nuisance abatement or public nuisance ordinance. This is critical in order to establish legal authority and FEMA eligibility.
- Establish a multi-step process to ensure that all proper notifications are made to property owners.
- Develop a public outreach plan to ensure that City residents in need are able to participate in the program.

12. Private Property Debris Removal Monitoring

Upon review and approval of a proposed PPDR program by FDEM and FEMA, Thompson will implement and document the program to maximize available reimbursement. PPDR programs may include:

- Vegetative, construction and demolition (C&D), and mixed waste debris removal
- Residential and commercial structural demolitions
- Leaner, hanger, and stump removal

In managing, monitoring, and documenting PPDR programs, Thompson will develop a property identification number for each property. Each property will have a PPDR "packet" that documents the following information:

- Ordinance granting legal authority under which the private property debris removal work was performed
- Documentation of all necessary actions taken to satisfy the requirements of the ordinance
- Notification to property owner
- Posting on property
- Executed Right-of Entry Agreement
- FEMA/FDEM Approval
- FEMA Historic Preservation (HP) review and approval
- Documentation of asbestos abatement (if necessary)
- Documentation of utility disconnections (if necessary)
- Field documents and site schematic documenting eligible work performed
- Before/after photographs
- Property close-out documentation

13. Special Debris Removal Monitoring

The damage caused by hurricanes often necessitate the need for special debris removal programs which include, among others:

- Waterway debris removal
- Parks debris removal
- Abandoned Vehicle removal

To the extent necessary, Thompson management staff will review existing maintenance records to establish the pre-disaster conditions and ensure compliance with FEMA policy and work with the City's contractors, FEMA, FDEP, NRCS and other regulatory agencies to expeditiously remove storm generated debris from affected public facilities.

Special debris program monitors will be responsible for:

- Demonstrating that the debris/sediment/vehicle presents a hazard or immediate threat to public health and safety
- Ensuring that only eligible debris is removed as defined by FEMA PAPPG from approved public areas
- Ensuring that contaminated debris/soil is handled, processed, and disposed in accordance with the type of contaminant
- Verifying that any contaminated disaster-related debris is addressed by the specialist from FDEP and/or EPA and managed appropriately in the designated areas
- Recording the date, GPS location, physical address, and time that the work was performed
- Measure the eligible debris removal in accordance with the City's contract (i.e. linear foot)
- Ensuring vehicles or vessels are abandoned, e.g. the vehicle or vessel is not the owner's property and ownership is undetermined

- Verifying and documenting the chain of custody, transport and disposal of the vehicle or vessel
- Photo documenting the work performed to facilitate an audit ready paper trail for FEMA review

14. Monitor Beach Scraping, Stockpiling, Screening, Placement and Shaping

Thompson will assist in the development of a beach restoration program which will include cost and quality analysis of various sand sources and recovery methods. Debris removal from beaches involves a multitude of environmental, operational and funding challenges. Central to the matter is the fact that the removal of debris from beaches may involve as many as five (5) independent processes as summarized below:

1. Beach Scraping: process of recovering sand to a pre-determined depth for screening. Thompson will verify depth via transom readings at determined intervals.
2. Stockpiling of Debris Laden Sand: screened sand will be staged at locations along the beach. Thompson will account for debris laden sand in order to prevent double-counting.
3. Power-screening of Debris Laden Sand: stockpiled debris laden sand will be power-screened to level of granular acceptance. Thompson will perform QA/QC testing on the sand to ensure it meets minimum standards.
4. Screened Sand Placement: screened sand will be returned to scrape locations along the beach. Thompson will work with the debris contractor to manage quantities and locations for distribution.
5. Scraping of Placed Sand: placed sand will be shaped to its pre-storm configuration. Thompson will assist the City with ensuring that shaping meets minimum QA/QC standards established by the City.

Other means for beach debris removal such as raking may be implemented. To the extent that erosion can be demonstrated and appropriate maintenance records are maintained, Thompson may also assist the City with dredge and pumping operation to re-nourish its beaches.

15. Accumulate Daily Field Data

Thompson uploads daily debris collection and disposal information from our ADMS system into a secure electronic disaster debris data management system that summarizes debris quantities to include collection and disposal information by date, debris type, collection zone, and collections and disposal location.

Thompson will plot daily collection totals using GIS software and provide the City with a map of daily collection operations and cumulative debris removal to date. Thompson's graphical reporting tools can provide the City with the collection information needed to make critical decisions and report progress to the public.

In addition the Thompson data management system will serve as an electronic clearinghouse for photographs, electronic "ticket" transaction images, and other field reports developed to document the debris removal operation.

The following information further outlines Thompson's data management operations and capabilities. Our scalable approach has been developed to accommodate both small and large scale activations and multiple debris removal contractors.

Data Management, Project Tracking, and Computer Accountability Programs

Thompson utilizes technology as integral part of its approach to providing debris removal monitoring services for purposes of quality assurance/quality control (QA/QC), contractor invoice reconciliation, and reporting. Each day Thompson queries and reviews truck certifications, load transactions, and unit rate transactions. This data is then used for the following purposes.

Quality Assurance/Quality Control

A critical component of the debris removal monitoring firm's responsibilities is to identify and correct any impropriety that may occur in the debris removal process. To do this, Thompson leverages its data management system to provide QA/QC through standard data queries. Such queries and parameters include:

- Count of loads by collection truck
- Trip time per load
- Trip distance
- Average load call by truck
- Average load call by disposal monitor
- Count of loads by collection location

Reporting

The final tool employed by Thompson through its data and document management system allows us to timely report progress of debris removal to the City. This reporting tool is flexible and can be tailored to report debris removal by any number of parameters. In the past we have reported debris removal according to the following:

- Percent of total estimate complete
- By GIS grid
- By Service Area
- By voting precinct
- By City political district (council districts, commission district, etc.)
- FEMA eligible versus state aid eligible
- Quantity by DMS
- By material type (vegetative, C&D, white goods, etc.)

Thompson will review the QA/QC reports each day to identify anomalies. In most cases these anomalies are explained through investigations of circumstances surrounding the irregularity. Our experience has shown that the mere fact that debris removal contractors and monitors are aware that such metrics are being monitored deters impropriety.

In addition to the cumulative debris collection and financial report, Thompson will coordinate with the contractor to provide daily summaries that will include:

- Number of crews deployed
- Types and quantities of equipment deployed
- Equipment/crew/monitor assignments (area/zone)
- Status of DMS operations
- Changes in operational status or problems encountered since previous report

16. Reconcile Contractor Invoices

Thompson will perform a thorough review and reconciliation of contractor invoices submitted to the City. In order for contractor payments to be verified as accurate and correct Thompson verifies truck

certification, load transactions and unit rate transactions with its database. The reconciliation will include a review of the collection date, time, and location, as well as the debris volume, disposal time and location submitted by the Contractor against the data maintained by Thompson on behalf of the City. Upon completing the verification of each record being claimed for payment, Thompson will render a payment recommendation to the City. Thompson's payment recommendation will include the following:

- A copy of the contractor invoice
- Invoice back-up organized by program, date, service type, contract line item, and location
- A summary of discrepancies identified
- A payment recommendation report
- A cover letter summarizing the reconciliation findings and payment recommendation

Added Value Services

Part of Thompson's commitment to pre-positioned clients is providing planning and training services to the communities we serve. Our team is constantly expanding education, training, and field experience in the disaster debris monitoring, grant management, and emergency management fields and will share their knowledge with City leadership and staff. Following contract award, Thompson will coordinate training schedules with the City to provide departments and key staff members training which will address prioritized topics, as requested by the City. Thompson can provide a variety of planning services, training programs, and tools and templates that can be utilized by the City in future disasters, or participate in exercises related to the City's disaster preparedness, response, and recovery. A listing of sample services that can be provided to the City is outlined in the table below.

Table 3-6: Emergency Management Planning and Training Services

Service	Description
1. Mitigation Planning and Support	Develop hazard mitigation plans (HMP) to provide the City strategies to implementing long-term resiliency measures. Conduct or train City staff to prepare Benefit-Cost Analyses, provide project management support, train City staff in environmental and historical requirements of mitigation programs, and augment City staff to complete mitigation applications and projects.
2. Comprehensive Emergency Management Planning	Prepare, review, and revise Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), and/or additional plans to provide the City with written and exercised guidance to assist in future disasters and emergencies.
3. Disaster Debris Management Plans (DDMP)	Provide hands-on guidance during the City's planning strategies. Manage DDMP development stages and prepare final plan. Update regularly to ensure accuracy and maintain the City's eligibility for increased federal PA cost-share under the FEMA PAAP Pilot Program and FEMA PA Program and Policy Guide.
4. FEMA Public Assistance (PA) Training	Conduct training courses on the FEMA PA program with City officials and key departments expected to incur costs. Discuss eligibility and documentation requirements, as well as best-practices to help maximize likelihood of receiving reimbursement while minimizing the City's administrative burden.
5. Identification of Debris Management Sites (DMS)	Identify and rank multiple potential DMS sites and submit to the City for approval and action.
6. Procurement Assistance	Offer procurement assistance related to contracting with debris removal contractors, engineering or architectural firms, and additional contractors relevant to the City's response and recovery efforts. Thompson will ensure procurements are in compliance with the City, FDEM, and FEMA requirements so that funding is not jeopardized due to improper

Service	Description
	procurement practices.
7. Project Management	Provide long-term project management support for permanent work projects, mitigation activities, and other grant-funded projects. Management of task forces assigned to project, City stakeholders, and City contractors.
8. Executive Guidance to City Commissions, Boards, and Panels	Subject-matter and program management expertise to ensure City leadership is knowledgeable of the City's response and recovery status as well as involvement in federal programs.
9. Public Information Support	Provide technical support and assistance in the development and disbursement of public information notices. Conduct community outreach meetings, host telephone call centers, and provide general public relations support as requested.
10. Other Training and Assistance as Requested by the City	Thompson is prepared to provide additional training or assistance requested by the City as related to debris removal and monitoring, grant management, emergency management, and additional City concerns that may arise.

ATTACHMENT 2(A)
TO AGREEMENT FOR DISASTER DEBRIS MONITORING SERVICES

The following is a listing of costs for technical services and/or tasks to be provided by CONTRACTOR to CITY upon issuance to the CONTRACTOR of a Notice to Proceed. Costs denoted by an hourly dollar amount represent an hourly rate for personnel services only. Costs denoted by a unit price denote the reasonable non-labor reimbursable expenses to provide the appropriate services of debris monitoring.

1. CONTRACTOR INVOICING

The CONTRACTOR may invoice the CITY not more than once every fifteen (15) days. Fifteen (15) days after beginning work and/or providing services described in a Notice to Proceed, the CONTRACTOR may submit the first payment request to the CITY. The payment request shall be filled out and signed by the CONTRACTOR covering the work performed during the period covered by the payment request and supported by such data as the CITY may reasonably require. The CITY shall make payment in accordance with the CITY's Prompt Payment Policies, Sec. 2-306 Sanibel Code, a copy of which CONTRACTOR acknowledges receipt. CONTRACTOR will be subject to audit by Federal, State and local agencies pursuant to this Contract.

2. COSTS FOR SCOPE OF SERVICES ONE - DEBRIS MONITORING

Payment for Monitoring the gathering, pick-up, hauling and processing of Debris from Public Property:

Disaster Debris Monitoring Services on an as needed basis when requested by the City of Sanibel at a cost per hour. For debris monitoring of removal, hauling, storage, and reduction, the CONTRACTOR shall receive payment for those prices listed in Attachment 2(B), Pricing Schedule. Reasonable travel, per diem, and other direct project costs will be billed to the City at cost without markup. Receipts and in-house logs are required for all non-labor reimbursable expenses (such as meals). Not-to-Exceed charges for vehicle travel allowance and lodging are listed in Attachment 2(B).

3. COSTS FOR SCOPE OF SERVICES TWO - TECHNICAL DISASTER RECOVERY ASSISTANCE

Emergency management planning and training:

Technical Disaster Recovery Assistance related to Emergency Management Planning and Training on an as needed basis when requested by the City of Sanibel at a cost per hour. CONTRACTOR shall receive payment for services with those prices listed in Attachment 2(B), Pricing Schedule. Reasonable travel, per diem, and other direct project costs will be billed to the City at cost without markup. Receipts and in-house logs are required for all non-labor reimbursable expenses (such as meals). Not-to-Exceed charges for vehicle travel allowance and lodging are listed in Attachment 2(B).

Attachment 2(B)
Agreement for Disaster Debris Monitoring Services
Pricing Schedule

Contractor's Personnel Hourly Rate Schedule

Positions

Personnel Description	Unit	Unit Price
Project Manager	Hour	\$65.00
Operations Manager	Hour	\$55.00
GIS Analyst	Hour	\$55.00
Field Supervisor	Hour	\$49.00
TDSR Site / Tower Monitors	Hour	\$31.50
Collection Site Monitors	Hour	\$31.50
Load Ticket Data Entry Clerk	Hour	n/a
Billing and Invoice Analysts	Hour	\$39.00
Project Assistants	Hour	\$25.00
Field Coordinators (Roving Monitors)	Hour	\$31.50

Other Positions

Personnel Description	Unit	Unit Price
Automated Debris Management System (ADMS)	Hour	\$2.50

NOTES:

1. The hourly labor rates include equipment (cell phones, computers, printers, cameras and GPS units), supplies, labor, overhead, overtime pay, profits, freight, taxes and insurance.
2. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct expenses) will be billed to the City at cost without mark-up with prior authorized City staff member approval.

Attachment 2(B)
Agreement for Disaster Debris Monitoring Services
Pricing Schedule

Contractor's Non-Personnel Reimbursable Expenses and Costs

Item	Basis of Charge
Vehicle Travel Allowance	\$0.58/mile **
Lodging (Per Person, Per Day)	\$121/\$214 **
Per Diem (Per Person, Per Day)	\$61 **
Other –Based on Project Need	To Be Determined

**Fiscal Year 2019 GSA Rate Schedules

NOTES:

1. Non-Personnel travel expenses listed above are based on the current GSA rate schedule in effect at the time of the expenditure being incurred and are updated on an annual basis. The rates can be found at: <http://www.gsa.gov/portal/category/100120> and <http://www.gsa.gov/portal/content/100715>
2. Receipts and in-house logs are required for all non-personnel reimbursable expenses.
3. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct expenses) will be billed to the City at cost without mark-up with prior authorized City staff member approval.

FY 2019 Per Diem Rates for ZIP 33957

I'm Interested in: [Lodging Rates](#) [Meals & Incidentals \(M&IE\) Rates](#) [New Search](#)



Lodging by month (excluding taxes) | October 2018 - September 2019



Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

Filter Results...

Primary Destination	County	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Fort Myers	Lee	\$121	\$121	\$121	\$121	\$214	\$214	\$121	\$121	\$121	\$121	\$121	\$121

Showing 1 to 1 of 1 entries



Meals & Incidentals (M&IE) Breakdown



Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. $M\&IE\ Total = Breakfast + Lunch + Dinner + Incidentals$. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fort Myers	Lee	\$61	\$14	\$16	\$26	\$5	\$45.75

Showing 1 to 1 of 1 entries

PLAN & BOOK

Overview

Per Diem Rates

Transportation (Airfare Rates, POV Rates

> Privately Owned Vehicle (POV) Rates

POV Mileage Rates (Archived)

Airfare Rates - City Pairs Programs

Rail Travel

Car Sharing

GSA Lodging

Conference and Meeting Planning

State Tax Rates & Exemption Info

Travel Charge Card

Privately Owned Vehicle (POV) Mileage Reimbursement Rates

QUI
For
em:

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2019.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	January 1, 2019	\$1.26
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2019	\$0.58
If Government-furnished automobile is available	January 1, 2019	\$0.20
Motorcycle	January 1, 2019	\$0.55

NOTICE TO PROCEED

TO: Thompson Consulting Services, LLC

FROM: City of Sanibel

Consistent with the Agreement for Disaster Debris Monitoring Services executed by the aforementioned parties on June 4, 2019, the City hereby executes a Notice to Proceed to Thompson Consulting Services, LLC for Hurricane _____ Disaster Debris Monitoring Services. The City's representative for coordinating with Thompson Consulting Services, LLC is Keith Williams, Director of the Community Services Department.

AUTHORIZATION:

Judith A. Zimomra
City Manager

Date