

PROPOSAL FOR

Disaster Debris Monitoring Services and Financial Recovery Management RFP No. 2019-49

City of North Port, Florida



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Electronic Copy | March 2019

Title Page

Disaster Debris Monitoring Services and Financial Recovery Management (RFP #2019-49)

March 18, 2019

PRESENTED TO

City of North Port

Mr. Keith Raney, CPPB, CPPO
Purchasing Division
4970 City Hall Boulevard, Suite 337
North Port, FL 34286

PRESENTED BY

Tetra Tech, Inc.

2301 Lucien Way
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Maitland, FL 32751

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For technical questions, please contact:

Anne Cabrera – Deputy Director, Post-Disaster Programs

Phone: (954) 559-4951 | Email: anne.cabrera@tetrattech.com

For contractual questions, please contact:

Ms. Betty Kamara – Contracts Administrator

Phone: (407) 803-2551 | Email: betty.kamara@tetrattech.com

March 11, 2019

Mr. Keith Raney, CPPB, CPPO
City of North Port Purchasing Division
4970 City Hall Boulevard, Suite 337
North Port, FL 34286

Subject: RFP No. 2019-49: Disaster Debris Monitoring Services and Financial Recovery Management

Dear Mr. Raney and Members of the Evaluation Committee,

Tetra Tech, Inc. (Tetra Tech) is pleased to submit the enclosed proposal in response to the City of North Port's (City) request for proposals for disaster debris monitoring services. Our team of disaster recovery experts offers a unique integration of mitigation, emergency preparedness and planning, and disaster response and recovery management services, providing end-to-end solutions for the City. We are one of the leading firms in the nation in the field of disaster response and recovery and are well suited to assist the City for the following reasons:

- **Nationally Recognized Leader in Disaster Recovery.** Our team has successfully assisted *over 300 local and state government clients across the nation* with planning for and recovering from natural and human-caused disasters and has extensive experience successfully managing multiple disaster response and recovery operations across the United States simultaneously. Our team has overseen and managed the recovery of *well over 100 million cubic yards (CYs) of debris*, resulting in excess of *\$6 billion in reimbursable costs* to our clients. We have served as the ground-zero debris monitoring consultant for many clients affected by our nation's most catastrophic natural disasters, including communities in Florida (Hurricanes Irma and Matthew); Texas (Hurricane Harvey); California (Wildfires); North Carolina and Virginia (Hurricane Irene); South Carolina (Hurricane Matthew); New Jersey (Hurricane Sandy); and Colorado (Flooding).
- **Extensive Experience in Sarasota County and Throughout the State of Florida.** Since 2001 (following Tropical Storm Gabrielle), Tetra Tech has Sarasota County's contracted disaster debris management and consulting firm. Tetra Tech has worked closely with the County's solid waste department and debris management team in a number of areas to prepare for and respond to disasters. Our team also supported Sarasota County in 2017 with debris monitoring services in response to Hurricane Irma. In addition to the work we have performed for Sarasota County, our team has monitored collection and removal of nearly *60 million CYs of debris in Florida since 2004*. Our team assisted numerous communities in Florida with response and recovery efforts following Hurricanes Charley, Frances, Jeanne, Ivan, Dennis, Katrina, Wilma, and most recently, Matthew and Irma. In addition, our team has assisted communities in response to a variety of other disasters, including tropical storms, tornadoes, fires, and floods. With 22 offices throughout Florida and our Response and Recovery Division located in the Orlando area, Tetra Tech is available to the City before, during, and after a disaster.
- **Immediate Response Capability.** With disaster response and recovery experts located throughout the state, Tetra Tech can stage a full-scale mobilization in the City within hours of a disaster. Our team has never failed to respond to a client's needs, providing each community with a dedicated project team. In 2017, *Tetra Tech successfully deployed more than 6,000 field staff throughout the country* to respond to clients affected by Hurricane Irma in Florida, Hurricane Harvey in Texas, Hurricane Maria in Puerto Rico, and multiple wildfires in California. Our simultaneous response to several disasters is proof that we have the staff, resources, and expertise to respond to the City's post-disaster needs. Tetra Tech stands ready to work with the City as a trusted partner who will respond immediately and provide high-quality services throughout the engagement.

Tetra Tech, Inc.

2301 Lucien Way, Suite 120, Maitland, FL 32751

Tel 321-441-8500 Fax 321-441-8501 tetratech.com

- **Dedicated Project Management Team.** To provide the City with the most experienced management team assigned to its disaster management mission, we have assembled a team of nationally recognized experts in the field of response and recovery. Leading Tetra Tech Disaster Recovery is *Mr. Jonathan Burgiel, a 30+-year veteran of the industry who is one of the nation's leading experts in disaster debris monitoring and Federal Emergency Management Agency (FEMA) reimbursement.* Mr. Burgiel has helped hundreds of communities throughout Florida and the nation with preparing for and responding to hurricanes and other natural disasters. Additionally, Mr. Will Barton, our proposed project manager, is an industry expert in large-scale mobilizations, project staffing, and debris monitoring operations and has extensive experience in disaster debris project management support under the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program.
- **RecoveryTrac™ Automated Debris Management System (ADMS) Technology.** RecoveryTrac™ allows our staff to monitor and manage a recovery effort electronically, increasing productivity while decreasing fraud, human error, and cost to the City. RecoveryTrac™ will give the City real-time debris collection tracking that provides accurate and timely reporting to City stakeholders. *RecoveryTrac™ is one of only three systems validated by the United States Army Corps of Engineers (USACE) and is the ADMS preferred by the USACE debris contractors.* The specifications set forth by the USACE are designed to support the largest and most devastating disasters. In fact, *Tetra Tech's USACE response to the California wildfires in 2017/2018 was the largest ADMS activation in U.S. history.*
- **FEMA Reimbursement Experts.** Tetra Tech maintains a staff of reimbursement experts who have recovered millions of dollars of eligible FEMA Public Assistance reimbursement costs incurred by our clients. A key member of our team is *Mr. Donald Kunish, a Certified Emergency Manager with 16 years of experience.* As the former Deputy Bureau Chief for the Florida Division of Emergency Management, he was responsible for managing Florida's Hazard Mitigation Planning and Grant Programs, Statewide Emergency Management All-hazards Planning and Training and Exercise Programs.

Tetra Tech would be honored to serve as the City's debris monitoring and financial recovery services provider. We are fully prepared to provide the high-quality service the City expects. For questions regarding this response, please contact the representatives listed below. As an authorized representative of the firm, I am authorized and empowered to sign this proposal and bind the firm in contractual commitments.

Technical representative:

Ms. Anne Cabrera

2301 Lucien Way, Suite 120, Maitland, FL 32751
954-559-4951 | 321-441-8501 (f)
anne.cabrera@tetrattech.com

Contractual representative:

Ms. Betty Kamara

2301 Lucien Way, Suite 120, Maitland, FL 32751
407-803-2551 | 321-441-8501 (f)
betty.kamara@tetrattech.com

Sincerely,

Tetra Tech, Inc.

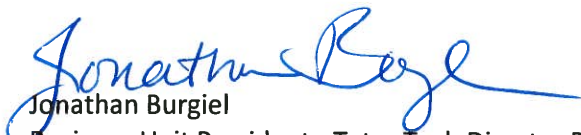

Jonathan Burgiel
Business Unit President - Tetra Tech Disaster Recovery

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* excluded from page count

- Public Entity Crime Information
- Non-Collusive Affidavit
- Conflict of Interest
- Lobbying Certification
- Certification by Bidder – Executive Order 11246
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certifications and Representations – Grant Funds
- Acknowledgement of Terms, Conditions, and Grant Clauses
- Federal Non-Collusion/Lobbying Certification
- Disclosure Form for Consultant/Engineer/Architect
- State of Florida Registration – Sunbiz
- Florida Secretary of State Certificate of Good Standing
- E-Verify Memorandum of Understanding

Description and History of the Firm

Tetra Tech, Inc. (Tetra Tech) is a leading provider of consulting, engineering, and technical services worldwide. Founded in 1966, Tetra Tech is one of the leading firms in the nation in the field of disaster management and homeland security, with millions of dollars in revenue coming from contracts in such diverse areas as infrastructure hardening and protection; disaster recovery; emergency management, planning, and preparedness; community resilience; and grant management. Tetra Tech supports government and commercial clients by providing innovative solutions to complex problems focused on water, environment, energy, infrastructure, and natural resources. With 17,000 employees worldwide, Tetra Tech's capabilities span the entire project life cycle.

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

Likewise, our team's understanding of the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA) (including recent changes), and other reimbursement agencies' requirements for eligibility, documentation, and reimbursement helps clients receive the maximum reimbursement allowed. ***Our team has obtained over \$6 billion in reimbursement funds for our clients*** from federal agencies such as FEMA, FHWA, and the Natural Resources Conservation Service (NRCS). In total, our team has successfully managed the removal of and reimbursement for over ***120 million cubic yards (CYs) of debris*** as well as the ***demolition of over 12,500 uninhabitable residential and commercial structures.***

Within our proposal, we demonstrate that:

- We are duly qualified to perform the scope of work outlined in the City of North Port's (City) request for proposal, as evidenced by our staff's extensive qualifications for many of the nation's most catastrophic disasters and our team's previous experience with disaster recovery in Florida over the past 15 years.
- We are committed to providing the City with skilled resources within the time frames specified by the City as evidenced by the depth of experience of our senior management team and project management team.
- We offer a proven and successful technical and management approach that has been refined in disaster activations across the United States, including 23 projects with over 1 million CYs of debris, as evidenced by our team's detailed scope of work and significant work history in the disaster response marketplace and within the State of Florida.
- The backbone of our disaster debris recovery program is our senior management team's foundation in the solid waste industry. For nearly 15 years, Mr. Jonathan Burgiel, a 30+-year industry veteran, has worked with

Key Features

17

Years in Disaster Recovery

300+

Clients Assisted

> \$6B

Reimbursed to clients

>100M

Cubic yards of Disaster Debris Monitored



a team of highly skilled professionals to design and develop a proven approach that has been battle-tested and refined over 64 activations across the United States.

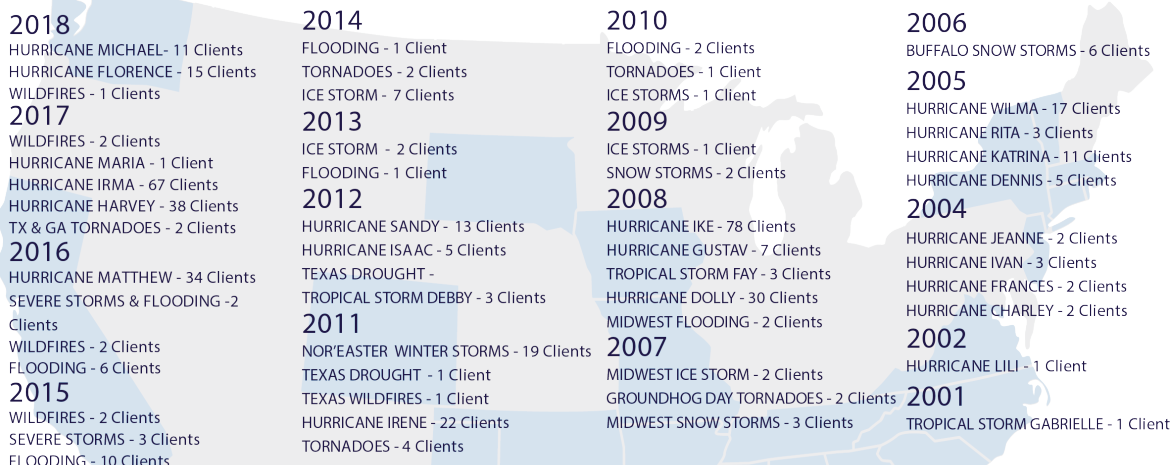
- As a global engineering firm with over 2.9 billion in annual revenues, we have the financial resources and cash flow to support a large, long-term recovery effort.
- We offer detailed reporting, real-time debris collection tracking, and mapping capabilities that are driven by our RecoveryTrac™ automated debris management system (ADMS) technology, which allows our staff to monitor and manage a recovery effort electronically in addition to increasing productivity while decreasing fraud, human error, and cost to the City.

Knowledge and Expertise in Debris Management

Our team has vast experience providing disaster management, recovery, and consulting services to state and local government agencies. Exhibit 3-1 provides an abbreviated experience matrix for projects conducted since 2001. *Profiles and references from specific projects are featured later in this section. Tetra Tech can provide additional projects and information upon request.*

Exhibit 3-1: Experience Matrix (2001–2018)

64 EVENTS 2001 - 2018



320

COMMUNITIES IN 24 STATES & 1 US TERRITORY



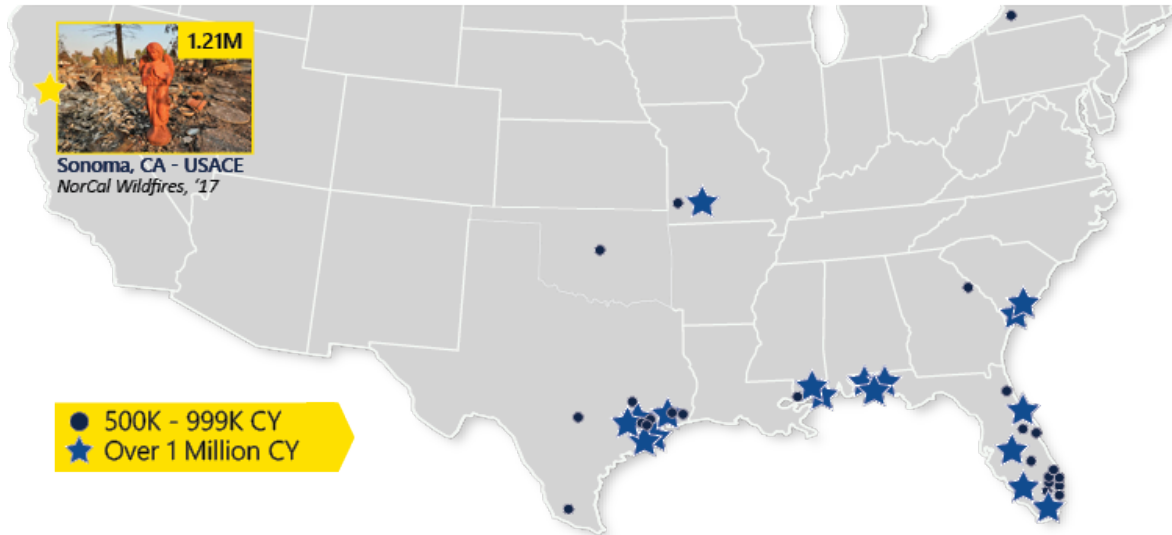
111,246,188 TOTAL CUBIC YARDS OF DEBRIS
6,399,127 TOTAL CUBIC YARDS OF DEBRIS
361,402 TOTAL CUBIC YARDS OF DEBRIS
207,250 TOTAL CUBIC YARDS OF DEBRIS
548,895 TOTAL CUBIC YARDS OF DEBRIS
1,300,000 TOTAL CUBIC YARDS OF DEBRIS

22 HURRICANES
9 SNOW/ICE WINTER STORMS
7 TORNADOES
4 TROPICAL STORMS
8 FLOODS
13 WILDFIRES/DROUGHTS

Large-Scale Debris Monitoring Experience

Tetra Tech takes great pride in the reliability of our service. Clients count on us to respond in their time of need, and we deliver. Our team has never failed to respond to our clients' deployment and mobilization needs, regardless of location or type of disaster. Our services under these engagements included environmental permitting, debris management sites (DMS) monitoring, contractor invoice reconciliation, and federal grant reimbursement support.

Exhibit 3-2: Large Project Experience



Summary of Projects Over 1 Million (M) Cubic Yards



Houston, TX
Hurricane Ike, '08



Escambia County & Pensacola, FL
Hurricane Ivan, '04



Collier County, FL
Hurricane Irma, '17



Miami-Dade County, FL
Hurricane Irma, '17



Gulfport, MS
Hurricane Katrina, '05



Bolivar Peninsula, TX
Hurricane Ike, '08



Miami-Dade County, FL
Hurricane Wilma, '05



Harrison County, MS
Hurricane Katrina, '05



Harris County, TX
Hurricane Ike, '08



Hilton Head Island, SC
Hurricane Matthew, '16



Houston, TX
Hurricane Harvey, '17



Galveston, TX
Hurricane Ike, '08



Polk County, FL
Hurricane Irma, '17



Santa Rosa County, FL
Hurricane Dennis, '05



Beaufort County, SC
Hurricane Matthew, '16



Escambia County, FL
Hurricane Dennis, '05



Jefferson County, TX
Hurricane Rita, '05



Springfield, MO
Snowstorms, '07



Harris County, TX
Hurricane Harvey, '17



Volusia County, FL
Hurricane Matthew, '16

Photo Source | FEMA.gov

Florida Debris Monitoring Experience

Our team has assisted numerous communities in Florida with response and recovery efforts following Hurricanes Charley, Frances, Jeanne, Ivan, Dennis, Katrina, Wilma, and most recently Matthew and Irma. The list below summarizes our team's past debris monitoring experience in the State of Florida.

Hurricane Charley (2004)

Total Cubic Yards (CY) of Debris – 1,652,200 | 2 Clients
Lake County | 616,700 CY
City of Orlando | 1,035,500 CY

Hurricane Frances (2004)

Total CY of Debris – 500,000 | 2 Clients
City of Boca Raton | 200,000 CY
City of Orlando | 300,000 CY

Hurricane Ivan (2004)

Total CY of Debris – 7,475,554 | 3 Clients
Escambia County | 5,385,084 CY
Florida Department of Transportation | 708,800 CY
City of Pensacola | 1,381,670 CY

Hurricane Jeanne (2004)

Total CY of Debris – 350,000 CY | 2 Clients
Lake County | 100,000 CY
City of Orlando | 250,000 CY

Hurricane Dennis (2005)

Total CY of Debris – 3,917,267 | 5 Clients
Escambia County | 1,589,182 CY
Monroe County | 200,000 CY
City of Pensacola | 400,000 CY
Santa Rosa County | 1,708,085 CY

Hurricane Katrina (2005)

Total CY of Debris – 9,942,000 | 11 Clients | Representative Clients:
City of Fort Lauderdale | 400,000 CY
City of Hollywood | 360,000 CY
Miami-Dade County | 2,500,000 CY
Monroe County | 200,000 CY
City of Plantation | 450,000 CY

Hurricane Rita (2005)

Total CY of Debris – 4,810,000 | 3 Clients | Representative Clients:
Monroe County | 200,000 CY

Hurricane Wilma (2005)

Total CY of Debris – 8,914,000 | 17 Clients | Representative Clients:
City of Boca Raton | 646,000 CY
City of Fort Lauderdale | 901,000 CY
Miami-Dade County | 3,000,000 CY
City of Pembroke Pines | 930,000 CY
City of Plantation | 811,000 CY

Groundhog Day Tornadoes (2007)

Total CY of Debris – 281,000 | 2 Clients
Lake County | 144,000 CY
Volusia County | 137,000 CY

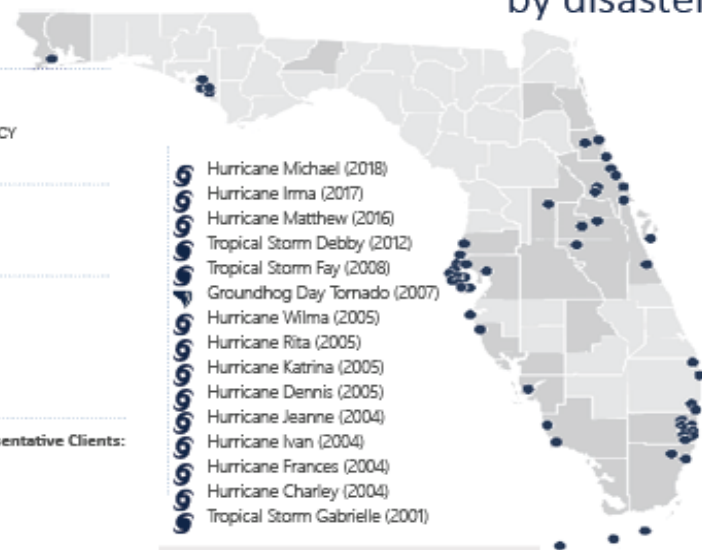
Tropical Storm Fay (2008)

Total CY of Debris – 50,000 | 3 Clients | Representative Clients:
St. Johns County | 30,000 CY
Leon County | 20,000 CY

Tropical Storm Debby (2012)

Total CY of Debris – 7,253 | 3 Clients | Representative Clients:
Clay County | 3,777 CY
Pasco County | 2,583 CY

Florida Debris Monitoring Projects by disaster



- Hurricane Michael (2018)
- Hurricane Irma (2017)
- Hurricane Matthew (2016)
- Tropical Storm Debby (2012)
- Tropical Storm Fay (2008)
- Groundhog Day Tornado (2007)
- Hurricane Wilma (2005)
- Hurricane Rita (2005)
- Hurricane Katrina (2005)
- Hurricane Dennis (2005)
- Hurricane Jeanne (2004)
- Hurricane Ivan (2004)
- Hurricane Frances (2004)
- Hurricane Charley (2004)
- Tropical Storm Gabrielle (2001)

Since 2004, our team has monitored the collection and removal of more than 60 million cubic yards of debris in Florida.

Hurricane Matthew (2016)

Total CY of Debris – 2,738,106 | 14 Clients | Representative Clients:
Brevard County | 820,779 CY
Flagler County | 129,687 CY
City of Holly Hill | 137,094 CY
City of New Smyrna Beach | 203,981 CY
City of Port Orange | 428,244 CY
St. Johns County | 712,705 CY
Volusia County | 1,058,334 CY

Hurricane Irma (2017)

Total CY of Debris – 21,442,478 | 59 Clients | Representative Clients:
City of Cape Coral | 363,207 CY
Collier County | 3,122,681 CY
Highlands County | 891,782 CY
City of Hollywood | 335,368 CY
City of Miami | 540,305 CY
Miami-Dade County | 3,559,582 CY
Monroe County | 1,075,134 CY
Polk County | 2,237,547 CY
Seminole County | 821,470 CY

Hurricane Michael (2018)

Total CY of Debris – 5,025,249 | 11 Clients | Representative Clients:
City of Callaway | 561,580 CY
City of Lynn Haven | 1,041,607 CY
City of Parker | 378,240 CY
City of Springfield | 387,676 CY

Experience Coordinating with Federal, State, and Local Funding Sources and Reimbursement Processes

Throughout the course of the hundreds of debris management and grant management projects that our staff has administered for state and local governments across the United States, our team has developed a unique understanding of the FEMA organization and other regulatory agencies' policies and procedures. Our team maintains strong relationships with many of the lead federal coordinating officers, debris specialists, Public Assistance (PA) coordinators and officers, and other staff. Our team also understands the duties and responsibilities of emergency management personnel at the state and local level, which helps us build strong relationships. Our team has worked with hundreds of local government emergency management agencies and dozens of state emergency management organizations following disaster debris-generating events.

Our team has worked closely with FEMA and FHWA staff in the determination of debris eligibility, data requirements, project worksheet/detailed damage inspection report development, auditing of documentation, and reimbursement requirements.

This includes providing step-by-step assistance to clients throughout the FEMA reimbursement process.

To maximize PA funding for our clients, our staff members maintain a working relationship with FEMA at the headquarters, regional, and local levels. Constant communication and regular interface with FEMA allows our team to obtain quick responses on disaster-specific guidance and issues.

Additionally, our data management and document storage procedures are tailored to facilitate FEMA review of the generation of project worksheet versions throughout the project. ***Our FEMA appeals and funding specialists have worked with FEMA closeout officers to obtain millions of previously deobligated dollars for communities.***

In the field, our operations managers and field supervisors fully understand FEMA rules and regulations for hand-loaded vehicles; stump, limb, and tree removal at unit rates; volumetric load calls at temporary disposal site locations; and right-of-way (ROW) debris removal eligibility. This allows us to monitor contracts to the smallest detail while concurrently managing and documenting the operation using proven methodologies that maximize FEMA reimbursement. ***Our understanding of reimbursement agencies' requirements for eligibility, documentation, and reimbursement has helped our clients obtain over \$6 billion in reimbursement funds from federal agencies such as FEMA, FHWA, and the NRCS.***

Our grant management experts have assisted clients with applying for and retaining grant funds, even after closeout and audit processes. Exhibit 3-3 provides a summary of our experience providing FEMA PA services to local and state governments.

WHAT DO OUR CLIENTS SAY?

"Your team assisted us with FEMA PA Grant Program application and administration, FHWA ER technical assistance, FEMA HMGP grant application, and HUD CDBG-DR project identification, technical assistance, and application development representing a combined estimated \$280 million in federal grants—the largest grant application in Boulder County's history. Boulder County has been very pleased by the work of your team and would absolutely recommend them to any other state or local government agency in the aftermath of a disaster."

Michelle Krezek, Commissioners' Deputy
Boulder County, Colorado

Exhibit 3-3: Recent Grant Funding Experience

Year	Client	Event	Program	Value (\$)	Preliminary Damage Request	Develop Request for Public Assistance	Applicant Briefing	Applicant Kickoff Meeting	Site Visits/Inspections	Project Scoping	Project Cost Estimation & Documentation	PW/Application Development	Alternate/Improved/Pilot Program Projects	Project Cost Reconciliation	Interim Inspections	Funding Disbursement	Grant Closeout
2018	City of Callaway, FL	DR 4399	PA	50,000,000	■	■	■	■	■	■	■	■	■	■			
2018	City of Lynn Haven, FL	DR 4399	PA	50,000,000	■	■	■	■	■	■	■	■	■	■			
2018	Dougherty County, GA	DR 4400	PA	10,000,000	■	■											
2018	City of Albany, GA	DR 4400	PA	10,000,000	■	■											
2018	Ventura County, CA	DR 4353	PA	100,000,000						■	■	■		■			
2018	Commonwealth of Puerto Rico	DR 4339	PA HMGP	60,000,000,000					■	■	■	■	■	■	■	■	■
2017	City of Houston, TX	DR 4332	PA	2,400,000,000	■	■	■	■	■	■	■	■	■	■			
2017	City of South Daytona, FL	DR 4337	PA	6,000,000			■	■	■	■	■	■	■	■			
2017	Fort Bend County, TX	DR 4332	PA	50,000,000	■	■	■	■	■	■	■	■	■	■			
2017	City of Albany, GA	DR 4294 DR 4297	PA	14,000,000	■	■	■	■	■	■	■	■	■	■			
2017	Dougherty County, GA	DR 4297	PA	12,500,000	■	■	■	■	■	■	■	■	■	■			
2016	South Daytona, FL	DR 4283	PA	1,600,000													
2016	Volusia County, FL	DR 4283	PA	28,000,000	■	■	■	■	■	■	■	■	■	■			
2016	City of Port Orange, FL	DR 4283	PA	16,000,000			■	■		■	■	■		■			
2016	Beaufort County, SC	DR 4284	PA	56,000,000			■	■				■		■			
2015	Richland County, SC	DR 4241	PA HMGP CDBG-DR	4,000,000 8,700,000 23,500,000	■	■	■	■	■	■	■	■	■	■	■	■	
2015	City of Sumter, SC	DR 4241	PA HMGP	13,000,000	■	■	■	■	■	■	■	■					
2015	Lexington County, SC	DR 4241	PA HMGP	1,600,000					■	■	■	■					
2015	Dorchester County, SC	DR 4241	PA	3,500,000	■	■	■	■	■	■	■	■					
2015	Montgomery County, TX	DR 4269 DR 4272	HMGP	15,000,000					■	■	■	■					
2015	Austin County, TX	DR 4269 DR 4272	PA	4,000,000	■	■	■	■	■	■	■	■	■	■			
2015	Waller County, TX	DR 4269 DR 4272	PA	4,000,000	■	■	■	■	■	■	■	■	■	■			
2015	Ascension Parish, LA	DR 4277	PA	20,000,000	■	■	■	■	■	■	■	■	■	■			
2015	Walton County, FL	N/A	FMA	522,000						■	■	■					
2015	Fayette County, GA	DR 4259	PA	3,800,000	■	■	■	■	■	■	■	■	■	■			
2014	City of Napa, CA	DR 4193	PA	2,000,000	■		■	■	■	■	■	■		■			
2014	City of Houston, TX	DR 4223	PA	60,000,000	■	■	■	■	■	■	■	■	■	■			
2015		DR 4269															

SECTION 3: EXPERIENCE AND EXPERTISE OF THE FIRM

Year	Client	Event	Program	Value (\$)	Preliminary Damage Request	Develop Request for Public Assistance	Applicant Briefing	Applicant Kickoff Meeting	Site Visits/Inspections	Project Scoping	Project Cost Estimation & Documentation	PW/Application Development	Alternate/Improved/Pilot Program Projects	Project Cost Reconciliation	Interim Inspections	Funding Disbursement	Grant Closeout
2013	Boulder County, CO	DR 4272 DR 4193	PA, HMGP	2,000,000			■	■				■					■
2012	State of New Jersey Department of Environmental Protection	DR 4086	PA	30,500,000	■	■	■	■	■	■	■	■	■	■			
2011	Virginia DOT	DR 4023	PA	3,000,000	■	■	■	■	■	■	■	■	■	■	■	■	■
2011	State of Vermont	DR 4022	PA, HMGP	23,000,000	■		■	■	■	■	■	■		■			
2011	State of Connecticut	DR 4023	PA	500,000	■				■	■	■						
2010	Hidalgo County, TX	DR 1931	PA	318,000	■	■	■	■	■	■	■	■	■	■	■		
2009	City of Daytona Beach, FL	DR 1840	HMGP	1,200,000	■	■			■	■	■	■	■	■	■	■	
2009	Volusia County, FL	DR 1840	PA	890,000		■			■	■	■	■	■	■	■		
2009	City of Austell, GA	DR 1858	PA	7,900,000	■	■	■	■	■	■	■	■					
2009	Clark Energy Co-op, KY	DR 1818	HMGP	500,000						■	■			■			■
2009	City of Newport News, VA	DR 1862	PA	280,000	■	■	■	■	■	■	■	■		■			
2009	City of Virginia Beach, VA	DR 1862	PA/SRL	2,000,000					■	■	■	■					
2008	City of Cocoa, FL	DR 1785	PA	200,000					■	■	■	■					
2008	City of Cocoa Beach, FL	DR 1785	PA	15,000					■	■	■	■					
2008	Leon County/ City of Tallahassee, FL	DR 1785	PA	580,000	■					■	■	■		■			
2008	St. Johns County, FL	DR 1785	PA	870,000	■					■	■			■			
2008	Plaquemines Parish, LA	DR 1786	PA	10,000	■	■						■					
2008	Ashburnham Municipal Light Plant, MA	DR 1813	PA	645,000	■		■	■	■	■	■	■		■			
2008	Paxton Light Dept., MA	DR 1813	PA	150,000	■		■	■	■	■	■	■		■			
2008	Princeton Municipal Light Department, MA	DR 1813	PA	9,300,000	■		■	■	■	■	■	■		■			
2008	Sterling Municipal Light Dept.	DR 1813	PA	3,900,000	■		■	■	■	■	■	■		■			
2008	City of Alvin, TX	DR 1791	PA	2,100,000					■	■	■	■		■	■	■	■
2008	City of Angleton, TX	DR 1791	PA	6,000,000					■	■	■	■		■	■	■	■
2008	Cameron County, TX	DR 1780	PA	27,000,000	■	■	■	■	■	■	■	■		■	■	■	■
2008	Fort Bend County, TX	DR 1791	PA	15,300,000	■	■	■	■	■	■	■	■		■	■	■	■

Disaster Recovery Program Management Services

As a result of our successful performance on past projects, our team has become a national leader in providing management and support documentation for the following:

- Emergency road clearance
- Curbside debris collection
- Operation of citizen drop-off sites
- Demolition of uninhabitable structures
- Data management and invoice reconciliation
- Execution of private property debris removal (PPDR) programs
- Oversight of debris management sites (DMS)
- Final debris disposal at a landfill or other end use
- Conflict and damage resolution
- Truck certification
- Right-of-entry (ROE) administration

Special Programs Management

Our team is experienced with all facets of the debris removal monitoring industry, including special disaster recovery program management services. Some examples of special programs our team has managed and administered include the following:

- Animal carcass removal and disposal
- Asbestos abatement
- Beach remediation/restoration
- C&D debris
- Creosote piling
- Disposal site management
- Drainage and canal debris removal
- E-wastes
- Food waste removal
- Hazardous waste debris removal
- Leaner, hanger, and stump removal
- Marine/waterway debris removal
- Private property demolition/debris removal
- Nuisance abatement ordinance administration
- Saltwater killed tree removal
- Subsurface storm drain debris removal
- Vessel and vehicle recovery
- Wetland and parkland debris
- White goods debris removal
- Woodchips/ashes

Private Property/Right-of-Entry Debris Removal

Our team has administered many of the largest PPDR programs in U.S. history, including projects for New Orleans, Louisiana; Gulfport, Mississippi; Bastrop, Texas; and Escambia County, Florida. Tetra Tech assists communities with ensuring they have the legal authority via local and state ordinances to enter onto private property. Our team also assists with preparing submittal packages for FEMA to approve the program, promoting the ROE program with residents, and ensuring the program is properly documented. Exhibit 3-4 is a representative list of our experience in assisting clients with PPDR activities and demolition program management.

Exhibit 3-4: PPDR and Demolition Program Management

Client	Disaster/Year	Public Advertisement	Application Administration	Historical/Environmental Review	Property Survey	Scheduling	Individual Property Debris Tracking	Demolition Program Management	Debris Removal Monitoring	Reduction/Disposal Monitoring	Property Close Out	Data Management
CalRecycle / CALOES Ventura County	Wildfire (2018)	■	■	■	■	■	■	■	■	■	■	■
USACE – Napa County, CA	Wildfire (2017)	■	■	■	■	■	■	■	■	■	■	■
USACE – Mendocino County, CA	Wildfire (2017)	■	■	■	■	■	■	■	■	■	■	■
USACE – Lake County, CA	Wildfire (2017)	■	■	■	■	■	■	■	■	■	■	■
USACE – Sonoma County, CA	Wildfire (2017)	■	■	■	■	■	■	■	■	■	■	■
Dougherty County, GA	Tornado (2017)								■	■		■
Lake County, CA	Wildfires (2015)	■	■	■	■	■			■	■	■	■
Hays County, TX	Flooding (2014)	■	■	■	■	■			■	■	■	■
Boulder County, CO	Flooding (2013)	■	■	■	■	■		■	■	■	■	■
Middletown, Township of, NJ	Hurricane Sandy (2012)					■	■	■	■	■		■
St. John the Baptist Parish, LA	Hurricane Isaac (2012)	■			■	■			■	■		■
Bastrop County, TX	Wildfires (2011)	■	■	■	■	■			■	■	■	■
Comanche Nation, OK	Ice Storm (2009)					■	■		■	■		■
Cedar Rapids, City of, IA	Flooding (2008)			■		■		■	■	■	■	■
University of Iowa	Flooding (2008)			■		■		■	■	■	■	■
Galveston, City of, TX	Hurricane Ike (2008)	■	■	■	■	■	■		■	■	■	■
Terrebonne Parish, LA	Hurricanes Ike (2008)	■	■	■	■	■	■	■	■	■	■	■
Iberville Parish, LA	Hurricane Gustav (2008)	■	■		■	■			■	■	■	■
New Orleans, City of, LA	Hurricane Katrina (2005)	■	■	■	■	■	■	■	■	■	■	■
Waveland, City of, MS	Hurricane Katrina (2005)	■	■		■	■	■	■	■	■	■	■
Naples, City of, FL	Hurricane Wilma (2005)					■			■	■	■	■

Waterways Debris Removal

Our team has worked extensively with local, state, and federal agencies (including the United States Army Corps of Engineers (USACE) and the National Oceanic and Atmospheric Administration) to determine legal responsibility and to evaluate and implement marine debris removal programs. Our team has performed multiple projects for Monroe County, Florida (the Florida Keys), to remove derelict vessels and traps from waterways following Hurricanes Katrina, Gustav, Ike, and Wilma. Following Hurricane Ike, our team assisted Galveston City Municipal Utility District #12, Jefferson County Drainage District #7, the Trinity Bay Conservation District, and the Harris County Flood Control District with inland waterway debris removal assignments. We will help the City legal staff rapidly determine legal responsibility for waterway debris removal, verify scope eligibility, and document the work in a fashion deemed appropriate by reimbursement agencies. ***Our team members monitored marine and vessel debris removal efforts following Hurricane Sandy on behalf of the New Jersey Department of Environmental Protection (NJDEP); following Hurricanes Matthew and Irma on behalf of FDEP; and following Hurricane Irma on behalf of the City of Cape Coral, Lee County, Brevard County, Monroe County, and Collier County.***



A cleanup crew clears an inland waterway of debris.

Vessel and Vehicle Recovery

Tetra Tech is able to assist the City in documenting the locations and quantities of vessel and vehicle debris in the City and presenting a case to FEMA to approve and fund the program. The City must first show that they have a legal responsibility to remove the debris and that the debris is not the responsibility of another state or federal agency such as the Florida Department of Environmental Protection, USACE, or the NRCS. Vessel and vehicle debris on private land may present unique ingress/egress challenges and require ROE agreements for access. ***Our team monitored vessel debris removal efforts following Hurricane Sandy on behalf of the NJDEP and provided similar services to Escambia County, FL and Monroe County, FL (Florida Keys) following the 2004 and 2005 hurricane season and most recently in Beaufort County, SC to remove vessels damaged and abandoned from Hurricane Matthew.***



Leaning Trees, Hanging Limbs, and Stump Removal

Leaning trees, hanging limbs, and stumps pose significant threats to public health and safety. Guidance on reimbursement for the removal of these vegetative threats is disaster-specific. Tetra Tech has the experience and expertise to help communities avoid the de-obligation of funds or non-reimbursement for these activities due to ineligible work. Our team has assisted numerous clients in surveying, documenting, and monitoring the removal of leaning trees, hanging limbs, and stumps. ***Our team members most recently monitored the removal and disposal of 198,635 hazardous trees and hangers on behalf of 36 clients following Hurricane Matthew.*** Exhibit 3-5 provides featured clients where our team has monitored the collection and removal of leaning trees, hanging limbs, and stumps following a disaster debris-generating event.

Exhibit 3-5: Previous Leaner/Hanger/Stump Removal Programs

Client	Event	Total Leaners/Hangers/ Stumps Removed
Miami-Dade County Parks (Florida)	2017 Hurricane Irma	70,908
City of Miami, Florida	2017 Hurricane Irma	29,366
Polk County, Florida	2017 Hurricane Irma	27,267
Seminole County, Florida	2017 Hurricane Irma	25,348
Beaufort County, South Carolina	2016 Hurricane Matthew	67,581
Town of Hilton Head, South Carolina	2016 Hurricane Matthew	48,589
Horry County, South Carolina	2016 Hurricane Matthew	33,661
Flagler County, Florida	2016 Hurricane Matthew	15,151
City of Port Orange, Florida	2016 Hurricane Matthew	6,098
City of Myrtle Beach, South Carolina	2016 Hurricane Matthew	4,076
Lake County, California	2015 Valley Wildfire	7,544
Calaveras County, California	2015 Wildfire	8,158
City of Augusta, Georgia	2014 Winter Storm Pax	26,800
City of Rapid City, South Dakota	2013 Ice Storm	8,000
City of Sioux Falls, South Dakota	2013 Ice Storm	26,700
State of Connecticut	2011 Winter Storm Alfred	57,200
Henrico County, Virginia	2011 Hurricane Irene	15,500
Texas Department of Transportation	2011 Texas Drought and Wildfires	5,800
City of Raleigh, North Carolina	2011 Tornado	7,500
Arkansas Game and Fish Commission	2009 Ice Storm	48,900
City of Houston, Texas	2008 Hurricane Ike	212,500
Terrebonne Parish, Louisiana	2008 Hurricane Gustav	14,500
City of Norman, Oklahoma	2007 Midwest Ice Storm	26,800
Greene County, Missouri	2007 Midwest Snow Storm	53,900
Genesee County, New York	2006 Ice Storm	9,100
Town of Amherst, New York	2006 Ice Storm	32,700
City of Fort Lauderdale, Florida	2005 Hurricane Wilma	20,400
Santa Rosa County, Florida	2005 Hurricane Dennis	13,700
Escambia County, Florida	2004 Hurricane Ivan	15,100

Hazardous Material Removal

Major disasters (particularly those that involve significant flooding) will result in the need to address hazardous materials. Typically, the U.S. Environmental Protection Agency (EPA) is responsible for identifying and removing large quantities of household hazardous waste (HHW) (containers over 5 gallons such as large commercial/industrial storage tanks, propane tanks, 55-gallon drums, etc.). Local governments are charged with implementing collection programs for HHW, including containers with paints, pesticides, household cleaners, oils/solvents, fuels, etc. Our team has significant experience helping local governments plan, procure, implement, and track disaster-related HHW collection programs at curbside or drop-off locations. Following Hurricane Ike, which resulted in a storm surge that covered almost all of Galveston Island, our team helped the City of Galveston implement one of the largest post-disaster HHW programs in U.S. history, in addition to working cooperatively with the EPA on large quantity HHW recovery.

Asbestos Containing Material Management

Through our team's years of demolition experience, our team of experts has developed best management practices for documenting and monitoring work related to Asbestos Containing Material (ACM). Tetra Tech's best management practices for ACM collection, remediation, and disposal meet state and local regulatory agency requirements. Tetra Tech will collect and catalog all pertinent information related to the ACM content, or lack thereof, for a property. Once the remediation contractor has removed and wrapped the ACM, Tetra Tech will document the transfer of custody through final disposition. As part of the ACM documentation process, Tetra Tech will also collect and pair all waste shipment records to the respective load tickets.

Additionally, during the course of the project if Tetra Tech notices any lack of due diligence or potential for environmental violations, our management staff will notify City officials immediately and assist in creating a mitigation strategy. In the instance of non-ACM debris removal, Tetra Tech will collect and digitally link all DMS or landfill manifest with the corresponding load ticket.

In 2017, Tetra Tech simultaneously deployed in Texas, Florida, Puerto Rico, and the Virgin Islands in response to three hurricanes (Harvey, Irma, and Maria), representing more than 100 government clients.

Data Management

Our team has spent years researching and developing an effort to streamline the debris collection documentation process with a focus on minimizing the cost to our clients and improving the visibility of debris project operations. Our ADMS, RecoveryTrac™, is the result of these efforts. RecoveryTrac™ is a scalable and fully featured disaster management application designed specifically to address the operational challenges faced during a disaster recovery project. Managing the enormous volume of documentation generated during a debris monitoring operation was paramount to the design of our ADMS. ***This state-of-the-art technology has already shown to increase the efficiency and improve the management of debris removal efforts for multiple clients.*** For more information on our data management, please see [Section 5: Approach to Project](#).

Hauler Invoice Reconciliation and Contracting

To expedite contractor invoice reconciliation efforts, Tetra Tech requires copies of all primary debris hauler contracts with the City. After reviewing the contracts, Tetra Tech will set up our ADMS, RecoveryTrac™ database to generate transactions for tickets issued to each debris contractor. Tetra Tech will then meet with each primary debris contractor to review the debris contractor reports that will be generated automatically through RecoveryTrac™. The debris contractor reports will provide each contractor with sufficient data to reconcile with their subcontractors as well as generate invoices for payment by the City. Several quality assurance (QA) and quality control (QC) checks will be conducted on data before it is provided to the contractor. RecoveryTrac™ significantly reduces the amount of time needed for a contractor to generate an invoice and for the subsequent invoice reconciliation with Tetra Tech. For more information on our hauler invoice reconciliation and contracting, please see [Section 5: Approach to Project](#).

Relevant Project Experience

Similar to the services being requested by the City, our team has successfully assisted over 300 clients with recovering from the damaging effects of hurricanes, tropical storms, tornadoes, floods, and ice storms across the country. Our efforts have allowed our clients to maintain their focus on continuing daily operations while relying on us to oversee the management of debris removal operations and federal reimbursement in compliance with FEMA and FHWA guidelines and reimbursement procedures.

The following projects are a representative sample of our experience and accomplishments in performing services that are similar in scope, complexity, and magnitude to the City within the past seven years. Per City's request, we have included references on the Reference/Client Listing Form included in Section 10.

Disaster Debris Program Management – Hurricane Irma

City of Cape Coral, Florida | September 2017 – February 2018



In September 2017, the waterfront city of Cape Coral lies on Florida's Gulf Coast was impacted by Hurricane Irma, the most powerful storm to make landfall in Florida in over 10 years.

While the City did not suffer as much damage to homes as many other southern Florida communities, the storm's powerful winds downed trees and left debris throughout many neighborhoods and roads. In addition, the City suffered major damage to its canal system and seawalls.

The City activated Tetra Tech under a pre-positioned contract to conduct disaster debris monitoring services. At peak, our team led nearly 30 local hires to monitor the debris removal process, utilizing our proprietary RecoveryTrac™ ADMS software. Additionally, our team provided data management and closeout support including reporting on special requests to assist the City with their FEMA reimbursement. In total, our team monitored the removal of well over 500,000 cubic yards of debris. This entailed **364,000 cubic yards of right-of-way debris and 164,000 cubic yards of waterway debris**. Our project management team continues to assist the City with its long-term recovery.

Reference:

Mark Ridenour, Facilities/Projects Manager

Phone: (239) 574-0724

Email: mridenour@capecoral.net

Disaster Debris Program Management – Hurricane Irma

Charlotte County, Florida | September 2017 – February 2018



Low-lying Charlotte County suffered damage as a result of Hurricane Irma, the most powerful storm to make landfall in Florida in a decade. About two-thirds of the 160,000 residents in the County were ordered to evacuate. In the immediate aftermath of the storm, debris littered County roads.

The County utilized a pre-positioned contract with Tetra Tech for disaster debris monitoring. Our team immediately mobilized to begin the project ramp-up phase, but Charlotte County initially had a difficult time bringing a debris removal contractor on to perform collection. Tetra Tech subject matter experts worked side-by-side with the Charlotte County team to navigate the process of using their internal force account labor and equipment resources to begin debris collection, come up with a modified field debris monitoring effort to ensure the County had the supporting paperwork necessary while keeping costs in check, and provide technical advice on FEMA reimbursement and requests for funding considerations. Once a debris removal contractor was secured, Tetra Tech mobilized a more traditional monitoring staff where a team of 15 personnel were hired at peak to monitor the debris removal process. Utilizing our proprietary ADMS software, RecoveryTrac™, our team monitored the **removal of 6,208 tons of debris**.

Reference:

John Elias, Maintenance & Operations Manager

Phone: (941) 575-3646

Email: john.elias@charlottecountyfl.gov

Disaster Debris Program Management – Hurricane Matthew

City of Cocoa Beach, Florida | October 2016 – December 2016



The City of Cocoa Beach has had a long-time standby contract with Tetra Tech and a relationship of true partnership over the years. Given the City's vulnerable position on a barrier island bordered by the Banana River to the west and the Atlantic Ocean to the east, the City of Cocoa Beach has been very proactive in planning for hurricanes. Tetra Tech has worked closely with the City in these planning efforts, including attending yearly meetings, reviewing and commenting on plans and procedures, and being available year-round to support the City even in times of normalcy. This existing planning partnership

allowed for a quick start to operations with very little learning curve.

Tetra Tech management staff were in contact with City staff daily in the days leading up to Hurricane Matthew's impact. On Friday, October 7, 2016, Hurricane Matthew, a Category 3 hurricane, brushed the coast of Cocoa Beach. Thankfully, the eyewall stayed just offshore, but the powerful storm still brought 120 mph winds and significant damage to the City. Tetra Tech's debris management consultant was on the phone with the City immediately after the worst of the storm had passed and met with City officials early Saturday morning to survey the area and perform damage assessments and estimates.

Tetra Tech used a dedicated project management team to provide truck certification, collection monitoring, disposal monitoring, data management, and project reporting for FEMA reimbursement and overall project management and oversight. In total, Tetra Tech managed the removal of **over 27,000 cubic yards of debris** from the City and continues to support the City in providing the documentation necessary to develop FEMA project worksheets.

Reference:

Rob Strong, Public Works Project Manager

Phone: (321) 868-3316

Email: rstrong@cityofcocoaabeach.com

Disaster Debris Program Management – Hurricane Irma

City of Wilton Manors, Florida | September 2017 – January 2018

In September 2017, Hurricane Irma was the first major hurricane to make landfall in Florida and impact the City of Wilton Manors since Hurricane Wilma more than a decade before. Favorable conditions allowed Irma to rapidly intensify, causing catastrophic damage throughout the Caribbean and the Florida Keys. Although the City was spared a direct hit, the storm caused power outages and damage to many of the City's trees.

Immediately after the storm's passing, the City activated our pre-positioned contract to provide program management and documentation of the debris removal effort. Tetra Tech mobilized staff members to monitor the City's debris removal process. Our team provided comprehensive collection and disposal monitoring activities. Ultimately, Tetra Tech documented nearly 1,000 loads totaling almost 26,000 CYs of disaster-generated debris. Tetra Tech also provided contractor invoice reconciliation and data management support for the City and assisted with FEMA reimbursement documentation.

Reference:

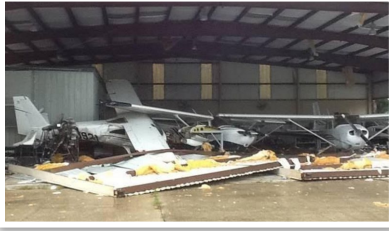
Bob Mays, Finance Director

Phone: 954-390-2143

Email: bmays@wiltonmanors.com

Disaster Debris Program Management – Hurricane Matthew

City of New Smyrna Beach, Florida | October 2016 – March 2018



While Hurricane Matthew only skirted the Florida Atlantic Coast after forming in October 2016, the storm left the entire City of New Smyrna Beach (City) without power, including local businesses and hospitals. The hurricane caused significant damage to the City, scattering tree branches and debris on major roadways as well destroying several businesses, and damaging a local marina and airport.

In the hours leading up to the storm, the City reached out to Tetra Tech for support through the pre-positioned contract with Volusia County. Upon notice-to-proceed, the Tetra Tech team responded in the immediate aftermath of Hurricane Matthew and performed initial debris survey estimates across the City.

Working closely with the City, our team assisted with collection monitoring; disposal monitoring; truck certification; leaner, hanger, and stump monitoring; and FEMA reimbursement reporting for the City's debris removal contractor.

Our project management team also provided data management services and helped the City split debris collected from public roadways from private roadways in order to help facilitate the City's reimbursement.

Our team hired and trained 16 monitors who certified nearly 4,000 loads of debris and 1,000 leaners and hangers. In total, our team documented and managed the removal, reduction, and **disposal of over 200,000 CYs** of debris following Hurricane Matthew.

Reference:

Faith G. Miller, Maintenance Operations Director

Phone: (386) 424-2202

Email: fmiller@cityofnsb.com

Overview of Staff Experience & Organizational Structure

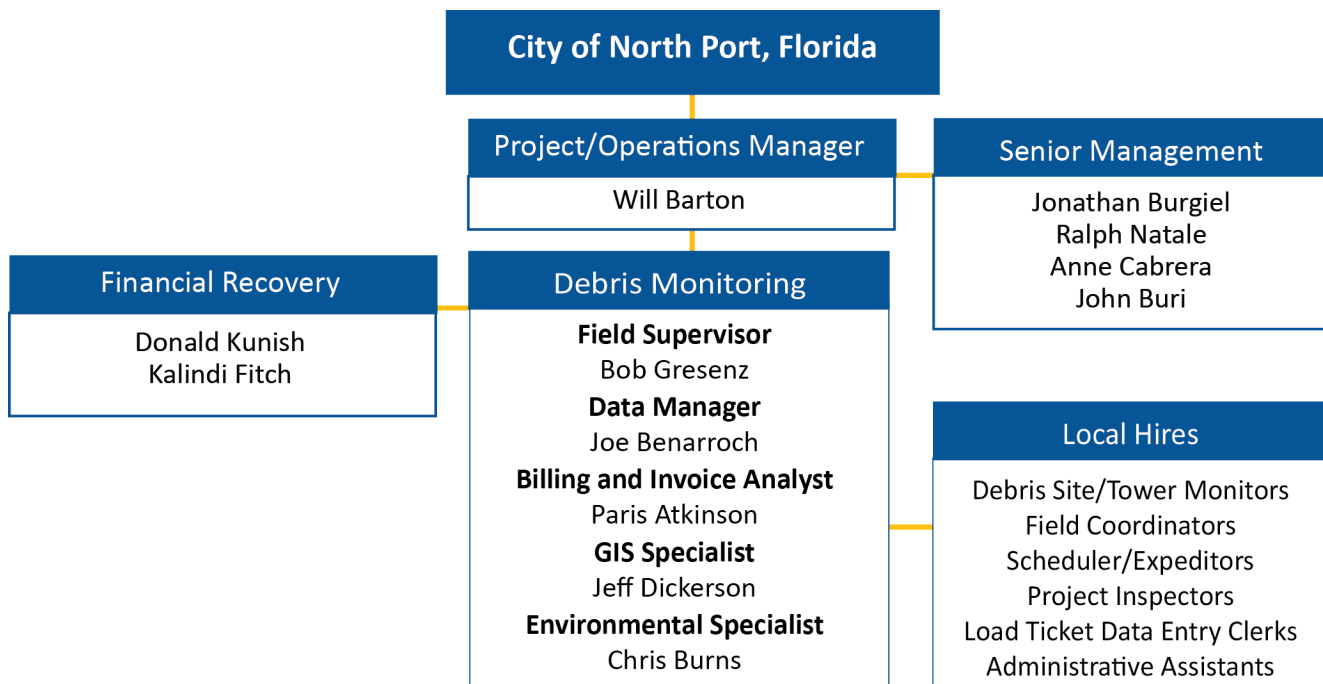
Tetra Tech has assembled a team of experienced emergency management, infrastructure, and grant management specialists with hands-on experience in recent disasters and emergencies as well as prevention, mitigation, preparedness, response, and recovery programs. Our disaster recovery professionals are uniquely familiar with the policies, procedures, and requirements associated with providing disaster recovery services subject to Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), U.S. Department of Housing and Urban Development (HUD), Natural Resources Conservation Service (NRCS), and other federal agency reimbursement programs.

Our staff members have successfully managed the removal of and reimbursement for over **120 million cubic yards (CYs) of debris** as well as the **demolition of over 12,500 uninhabitable residential and commercial structures**. Our team has monitored and obtained FEMA, FHWA, and NRCS reimbursement on **23 debris removal projects in excess of 1 million CYs of debris** and understands the significant resource commitment and effort that is necessary to manage and monitor large-scale debris removal operations for local governments.

Tetra Tech is committed to providing the City of North Port (City) a dedicated and consistent project management team that will expedite recovery efforts in the City by establishing a coordinated and organized approach to debris removal. Our dedicated team is available to the City 365 days per year.

Exhibit 4-1 shows our proposed project team organizational structure. *Résumés have been included at the end of this section.*

Exhibit 4-1: Project Team Organizational Chart



Proposed Staff

Senior Management Team

Our senior management team will provide expert oversight and assistance at critical junctures and is prepared to assist the project management team for the duration of any disaster recovery operation. These individuals bring decades of disaster debris monitoring and reimbursement expertise.

- **Mr. Jonathan Burgiel** has 31 years of experience in solid waste and disaster recovery. His disaster-related work has included serving as principal in charge of over 30 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters. Mr. Burgiel has provided senior management leadership to communities in Puerto Rico (Hurricane Maria); Miami Dade County and the City of Winter Park (Hurricane Irma); Richland County, South Carolina (Historic 1,000 Flooding Event); the New Jersey Department of Environmental Protection (NJDEP) (Hurricane Sandy); State of Connecticut (Hurricane Sandy); State of Louisiana (Hurricane Isaac); City of New Orleans, LA (Hurricane Katrina Residential Demolition Program); and Harris County, Texas (Hurricane Ike), to name a few.
- **Mr. Ralph Natale** is an expert in FEMA Public Assistance (PA) Grant Program reimbursement policies and has administered nearly 230 projects in his 13-year career. Mr. Natale has served as a principal in charge or project manager in response to some of the country's largest debris-generating disasters, including NORCAL and SOCAL Wildfires, Hurricanes Harvey, Irma, Matthew, Katrina, Ike and Sandy. This includes managing and documenting the removal of over 46 million cubic yards (CYs) of debris and over 1.3 million hazardous trees. This and the program management of over 9,600 demolitions total over 2.5 billion dollars of reimbursed invoices. He currently serves as principal in charge for several of the firm's response efforts in California following the devastating fires and for 38 communities following Hurricane Harvey in Texas.
- **Ms. Anne Cabrera** has worked nationwide on numerous major post-disaster activations since Hurricane Wilma in 2005. She has served in a variety of roles focusing on reimbursement for more than \$2 billion from the FEMA. Ms. Cabrera has worked on behalf of cities and counties throughout the United States and is a highly regarded expert in the debris management industry. In addition to her work with post-disaster recovery operations, Ms. Cabrera has worked with a number of clients on their longer-term financial recovery, including serving as a technical resource to clients during implementation of the FEMA PA program and other federal grant programs and assisting in the preparation, development, and review of FEMA PA project worksheets (PWs) for disaster-related activities, state appeals, and close out processes.
- **Mr. Jeff Dickerson** has more than 30 years of experience in program management and information technology and is the principal system architect of our automated debris management system (ADMS), RecoveryTrac™. Mr. Dickerson has managed numerous large disaster response operations with over 1,000 field monitors, coordinated the operation of 24-hour data processing centers (some with nearly 100 personnel), and provided technical support for a debris management database to track over 1,000 trucks and the documentation for over 5 million CYs of debris brought to clients' debris management sites. Mr. Dickerson has led deployment and logistics efforts for some of the firm's largest debris monitoring efforts. Most recently, he oversaw the deployment of over 6,000 field units to over 100 clients following Hurricanes Harvey, Irma, and Maria. **Mr. Dickerson will also serve as GIS Analyst for the City's proposed project.**
- **Mr. John Buri** is a versatile emergency management, disaster mitigation, response and recovery, and grant management professional with 16 years of experience. Mr. Buri has provided senior management oversight on 22 major disasters declarations for over 100 clients since 2007, representing over \$6 billion in disaster-related grants. He has responded to numerous large-scale activations and engages with FEMA and state regulatory agencies and debris contractors in addition to providing FEMA PA consulting for tasks and activities associated with each disaster recovery operation. Mr. Buri also is familiar with FEMA Hazard Mitigation Assistance, HUD CDBG-DR, and disaster funding strategies for local and state governments.

- **Mr. Oliver Yao** has over 12 years of disaster recovery experience and has supported response efforts to some of the largest disasters to affect the United States, including Hurricanes Katrina, Ike, Sandy, Matthew, and Harvey. Mr. Yao has developed standard operating procedures (SOP) for documentation and data management that assist our clients during closeout and audit. He has also provided local governments across the country with debris management consulting services. Mr. Yao is a leading subject matter expert in reimbursement documentation and closeout audit support. In addition, Mr. Yao has assisted numerous local governments with FEMA appeals following Hurricanes Charley, Frances, Jeanne, Wilma, and Matthew

Project Management Team

In addition to our senior management team, our dedicated project management team consists of disaster recovery professionals who are uniquely familiar with the policies, procedures, and requirements associated with providing disaster recovery services. ***Tetra Tech's staff members constitute an integrated team with unparalleled skills and experience that is uniquely qualified to manage the debris monitoring operations.***

Name	Summary of Qualifications
Will Barton <i>Project/Operations Manager</i>	• Project manager with over 4 years of experience in debris monitoring and over 15 years as a Security Advisor and Information Technology Executive • Served as operations manager for Hilton Head, South Carolina, following Hurricane Matthew, where he oversaw debris removal efforts for over 2.1 million CYs of debris • Served as regional project manager in Broward County, where he oversaw debris removal operations for 8 contracts, 16 separate debris hauling contracts, and the removal of approximately 1,491,000 CY of debris • Currently serving as Deputy Operations Section Chief supporting the oversight of debris removal from nearly 1,300 structures following the Carr Fire in Shasta County, CA.
Bob Gresenz <i>Field Supervisor</i>	• Has been involved in some of the largest and technically challenging projects including the Beaufort County and Town of Hilton Head Island waterway and navigable canal debris removal efforts • He has extensive knowledge of FEMA 325 and 327 guidelines • Designated staff trainer and expert in ADMS, where he has trained over 1,000 field staff • Served as operations manager on the Miami-Dade County debris monitoring project following Hurricane Irma which involved the removal of over 3 million cubic yards of debris in the first 45 days • Currently serves as operations manager assisting the Puerto Rico Department of Transportation with debris removal operations in response to Hurricane Maria
Joe Benarroch <i>Data Manager</i>	• Regional data manager and invoice reconciliation manager that provides oversight and management of field data managers and invoice analysts. • Expert in FEMA eligibility and documentation requirements, private property debris removal packet management, database management, and project reporting. • In-depth understanding of our RecoveryTrac™ ADMS. As such, he can support the implementation of the ADMS in the field as well as establish quality assurance and project reporting.

Name	Summary of Qualifications
	Currently serves as regional data manager for various Florida panhandle clients that were affected by Hurricane Michael where he is reconciling over \$25M in reimbursable contractor debris removal services
Paris Atkinson <i>Billing/Invoice Analyst</i>	Over 12 years of data management experience in the disaster recovery field. - Extensive experience on all aspects of program data management up to and including project closeout and post-closeout audit support. - High-level knowledge and understanding of federal grant programs, including the FHWA Emergency Relief (ER) program and FEMA PA program.
Chris Burns <i>Environmental Specialist</i>	Over 15 years of experience in the environmental field. - Responded to over 400 oil spills, numerous wildfires, and other disaster incidents. - Experienced in the collection of asbestos samples and is versed in the 2009 asbestos framework for collection asbestos samples; currently manages five asbestos sites.
Donald Kunish, CEM <i>FEMA/FHWA Coordinator</i>	- Certified Emergency Manager with 19 years of experience responding to over 45 disasters. - Provides multiple communities with support to utilize U.S. Government grants to respond to, recover from, and mitigate natural, technological, and human-caused disasters across the country. - Supports communities as they evaluate flooded properties to make substantial damage estimations under the National Flood Insurance Program.
Kalindi Fitch, PMP <i>FEMA/FHWA Coordinator</i>	8 years of experience with grant administration processes, eligibility requirements, regulations, and policies across many federal programs - Provides oversight throughout the grant administration period and is familiar with application development, environmental review, project and process monitoring, and closeout and audit activities - Has assisted clients in applying for funding from multiple federal grant programs such as the FEMA PA Grant Program, HMGP, and the CDBG-DR Programs - Currently providing FEMA PA consulting support to several clients impacted by Hurricanes Matthew, Irma and Maria

Professional Certifications, Training, and Licensing

Tetra Tech is committed to providing our customers with quality technical products and services while meeting the highest level of ethical and regulatory standards and performance in our jobs. In addition, our environmental health and safety program helps our business operate in a manner that protects the health and safety of our employees, customers, business partners, community neighbors, and the environment.

Tetra Tech remains abreast of the latest guidance, issues being debated, and current best practices through participation in expert groups, attendance in training and conference sessions, and working with national experts in disaster recovery operations, emergency management, national security, information technology, public health, transportation, and critical infrastructure protection.

Our proposed team possesses many of the key certifications necessary to provide quality technical services and have attended numerous training courses related to debris operations and emergency management. Some of these include, but are not limited to:

- Occupational Safety and Health Administration (OSHA) Disaster Site Worker Course
- OSHA 10-Hour Construction Safety Certification
- OSHA 40-Hour HAZWOPER Certification
- G-202 Debris Management
- IS 100: Introduction to Incident Command System
- IS-120: Introduction to Exercises
- IS-200: Basic Incident Command
- IS-547: Introduction to Continuity of Operations (COOP)
- IS-631: Public Assistance Operations I
- IS-632: Introduction to Debris Operations
- IS-634: Introduction to FEMA's Public Assistance Program
- IS-700: National Incident Management System
- IS-800: National Response Program
- Intermediate Workzone Traffic Control (FDOT)

Additionally, all collection and disposal monitors and field supervisors must attend a debris monitoring training session prior to working. These training sessions are delivered by experienced trainers and provide the information required to facilitate accurate field monitoring. Tetra Tech also conducts daily "tailgate" safety sessions with field employees to alert them of potential work hazards and review safe work practices.

Corporate Licensing

Tetra Tech's Certificate of Good Standing with the State of Florida is included below.

State of Florida Department of State

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

The document number of this corporation is P19034.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on January 2, 2019, and that its status is active.

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



*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Second day of January, 2019*

Ken Detjen
Secretary of State

Tracking Number: CC7814178871

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

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

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

REFERENCES/CLIENT LISTING

The Proposer (Firm/Company) shall demonstrate experience in the last seven (7) years providing DEBRIS MANAGEMENT/DISASTER RECOVERY services as the **prime contractor** and, at least, in one (1) event, it is preferred that the prime contractor has provided services in a jurisdiction of at least 50,000 people. Proposers shall provide ALL requested information in this form to demonstrate meeting this requirement. Proposer's not demonstrating minimum similar and acceptable experience may be deemed non-responsible. In the event the Proposer has performed work for the City of North Port, the City's experience shall be considered when evaluating references for determining a responsible Proposer.

1. Business/Customer Name:

City of Cape Coral, Florida

Name of Contact Person/Title:

Mark Ridenour, Facilities/Project Manager

Telephone# 239-574-0724 Fax N/A E-mail mridenour@capecoral.net

Address

Public Works Department, 1015 Cultural Park Blvd, Cape Coral, FL 33990

Duration of Contract or business relationship

September 2017 - February 2018

Type of Services Provided

Disaster Debris Program Management for approximately 364,000 cubic yards of debris and 164,000 of waterway debris

2. Business/Customer Name:

Charlotte County, Florida

Name of Contact Person/Title:

John Elias, Maintenance & Operations Manager

Telephone# 941-575-3646 Fax 941-575-3653 E-mail john.elias@charlottecountyfl.gov

Address

County Government Public Works, Maintenance and Operations Division, 7000 Florida Street, Punta Gorda, FL 33950

Duration of Contract or business relationship

September 2017 - February 2018

Type of Services Provided

Disaster Debris Program Management for the removal of 6,208 tons of debris.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

3. Business/Customer Name:

City of Cocoa Beach, Florida

Name of Contact Person/Title:

Rob Strong, Public Works Project Manager

Telephone# 321-868-3316 **Fax** 321-868-3213 **E-mail** rstrong@cityofcocoabeach.com

Address

City of Cocoa Beach, 1600 Minutemen Causeway, Cocoa Beach, FL 32931

Duration of Contract or business relationship

October 2016 - December 2016

Type of Services Provided

Disaster Debris Program Management for the removal of over 27,000 cubic yards of debris

4. Business/Customer Name:

City of Wilton Manors, Florida

Name of Contact Person/Title:

Bob Mays, Finance Director

Telephone# 954-390-2143 **Fax** 954-390-2199 **E-mail** bmays@wiltonmanors.com

Address

City of Wilton Manors, 2020 Wilton Drive, Wilton Manors, FL 33305

Duration of Contract or business relationship

September 2017 - January 2018

Type of Services Provided

Disaster Debris Program Management for the removal of almost 26,000 cubic yards of disaster debris

5. Business/Customer Name:

City of New Smyrna Beach, Florida

Name of Contact Person/Title:

Faith G. Miller, Maintenance Operations Director

Telephone# 386-424-2202 **Fax** 386-424-2198 **E-mail** fmiller@cityofnsb.com

Address

City of New Smyrna Beach, 124 Industrial Park Avenue, New Smyrna Beach, FL 32168

Duration of Contract or business relationship

October 2016 - March 2018

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

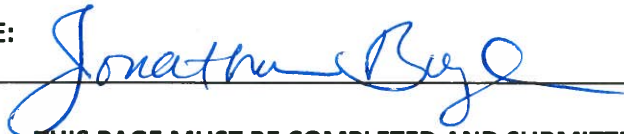
Disaster Debris Monitoring Services and Financial Recovery Management

Type of Services Provided

Disaster Debris Program Management for the disposal of over 200,000 cubic yards of debris following Hurricane Matthew.

COMPANY NAME: Tetra Tech, Inc.

SIGNATURE:



THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

EXPERIENCE SUMMARY

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

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

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

RELEVANT EXPERIENCE

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

- Hurricane Maria debris mission supporting the Commonwealth of Puerto Rico Department of Transportation
- 67 communities and over 2,400 staff in Florida – Hurricane Irma
- 38 communities and over 1,400 staff in Texas – Hurricane Harvey
- Multiple communities in South and North Carolina – Hurricane Matthew
- Richland County & Lexington County, South Carolina - South Carolina 1,000-year Flooding Event - Comprehensive Disaster Recovery Services
- Hays County/City of Wimberley, Texas – Severe Flooding Disaster Recovery Assistance
- New Jersey Department of Environmental Protection (NJDEP) – Hurricane Sandy Disaster Vessel Recovery Program
- State of Connecticut – Hurricane Sandy Disaster Debris Program
- State of Louisiana – Hurricane Isaac Disaster Debris Program Management
- City of New Orleans, Louisiana – Hurricane Katrina Residential Demolitions
- Bastrop County, Texas – Wildfires
- City of Cedar Rapids, Iowa – Severe Flooding

EDUCATION

University of Central Florida
Master of Business Administration, 1989

Tufts University
Bachelor of Arts, Economics, 1984

AREA OF EXPERTISE

Solid and Hazardous Waste Management
Disaster Recovery Program Management
Federal Grant Management

GRANT EXPERIENCE

FEMA PA/CDBG-DR/HMGP

DISASTERS

- 4337 FL Hurricane Irma
- 4332 TX Hurricane Harvey
- 4286 SC Hurricane Matthew
- 4245 TX Flood
- 4241 SC Flood
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Winter Storm
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1780 Hurricane Dolly
- 1679 FL Tornadoes
- 1606 Hurricane Rita
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina
- 1595 Hurricane Dennis
- 1561 Hurricane Jeanne
- 1551 Hurricane Ivan
- 1545 Hurricane Frances
- 1539 Hurricane Charley

YEARS OF EXPERIENCE

30+ years

Senior Project Manager (June 2017 – Present)**Restore Louisiana | HUD CDBG-DR Housing Rehabilitation**

Served as Project Manager over the preparation of over 25,500 Tier 2 environmental reviews and over 6,000 lead risk assessment and clearance inspections. This \$20 million project performed by Tetra Tech utilized state of the art technology and cloud-based technology to decrease the cost of performing a Tier 2 review by over 50% from prior state led residential rehab projects.

Principal in Charge (October 2018 – Present)**North Carolina Department of Public Safety | Hurricane Matthew HUD CDBG-DR Program Management**

Serving as Principal-in-Charge for all environmental services for this \$400 million CDBG-DR program addressing 3,400 homes for rehabilitation. Tetra Tech will be performing an estimated 3,400 Tier 2 Reviews, 25 Tier 1 Reviews, 1,700 lead and asbestos risk assessments, and other required specialized environmental services (e.g., CESTs, EAs, etc.) as subcontractor to IEM Inc.

Principal in Charge (November 2018 – Present)**Florida Department of Economic Opportunity | HUD CDBG-DR Rehab/Reconstruction Program**

Mr. Burgiel serves as program manager for Tetra Tech's performance of housing rehabilitation and reconstruction related environmental services associated with the State of Florida's \$615.9 million HUD CDBG-DR grant associated with Hurricane Irma. Overseeing Tetra Tech staff's development of approximately 6,000 Tier 2s, 3,000 lead risk assessments, review of 8 Tier 1s, and other specialized environmental services (e.g., CESTs, EAs, etc.) as a subcontractor to IEM, Inc.

Principal-in-Charge (October 2015–Present)**Richland County South Carolina | Comprehensive Post-Disaster Flood Support Services**

Following the State of South Carolina's 1,000-year flooding event that took place from October 1–5, 2015, Mr. Burgiel led a team of Tetra Tech staff to provide comprehensive disaster recovery services to Richland County immediately following the historic flooding event. Services included but were not limited to FEMA PA reimbursement support, procurement package development for over 270 road and bridge repairs, well testing and disinfection program management, a post-disaster outstanding needs assessment, flood mitigation planning support, grant funding strategic plan development, and coordination and technical support activities among the County, State and FEMA agencies.

Principal-in-Charge (October 2015–October 2016)**Lexington County, South Carolina | HUD CDBG-DR Residential Buyout Programs**

Mr. Burgiel served as principal-in-charge of Lexington County's residential buyout programs funded by HUD CDBG-DR grant funds. As part of this effort, Tetra Tech is providing comprehensive housing buyout activity services including applicant outreach, buy-out packet preparation and demolition cost estimating, oversight of demolition contractor activities, payment recommendation and project close out on over 100 homes. The work involves management of over \$16 million of HUD CDBG-DR grants.

Senior Management (September 2008-January 2009)**Harris County, Texas | Hurricane Ike Disaster Debris Program Management**

In 2008, Hurricane Ike made landfall in Texas, causing extensive damage to Harris County, the fourth largest county in the United States. Mr. Burgiel rode out the storm in Harris County's EOC and assisted with the deployment of our response team following the storm. Our team assisted with monitoring and cost reimbursement for over 2.5 million cubic yards of debris from the public right-of-way (ROW) in response to Hurricane Ike.

Senior Management (September 2004-September 2009)**City of Orlando, Florida | Disaster Debris Program Management**

Mr. Burgiel served in a senior leadership role and assisted the City of Orlando with a range of storm recovery monitoring and management activities. Mr. Burgiel was responsible for managing a full support team involved with staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling,

dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup. Our team's assistance enabled the City of Orlando to promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (February-April 2007)

Volusia County, Florida | Groundhog Day Tornado Disaster Recovery and Storm Debris Removal

Our team was retained by Volusia to assist with monitoring of cleanup efforts following the Groundhog Day tornadoes that swept through Central Florida during the early morning hours, leaving 20 people dead and many others injured and without homes. Under Mr. Burgiel's direction, our team mobilized a response team to the area to help identify critical debris removal areas and initiate its ROW debris removal operation. Mr. Burgiel oversaw the management of a full support team involved with staging operations, load inspections for storm debris cleanup, and logistics operations for the field inspectors.

Senior Management (August 2005-October 2006)

Miami-Dade County, Florida | Hurricanes Katrina and Wilma Disaster Recovery and Debris Management

After Hurricanes Katrina and Wilma struck Miami-Dade County, our team provided immediate on-site assistance and a wide range of disaster recovery management and storm debris cleanup monitoring services to help Miami-Dade County make a quick recovery. Under Mr. Burgiel's direction, our team assembled and deployed a full disaster recovery team to assist Miami-Dade County with removal of approximately 5.5 million cubic yards of debris. Mr. Burgiel oversaw the data management process and assisted Miami-Dade County with FEMA project worksheets and appeals.

Senior Management (August 2004)

Polk County, Florida | Hurricane Charley Program Management and Disposal Site Monitoring Assistance

In the weeks following Hurricane Charley, Mr. Burgiel assisted Polk County with planning and managing disposal site monitoring activities. He was responsible for overseeing disposal site monitors, as well as spotters at Polk County's northeast, north central, and southeast landfills. Mr. Burgiel managed documentation efforts to help Polk County promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (August 2004-2005)

Lake County, Florida | Hurricanes Charley and Frances Disaster Recovery and Debris Management

Following Hurricanes Charley and Frances, Mr. Burgiel helped Lake County perform a range of storm debris cleanup monitoring and management activities. He supervised staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup.

Project Management (September – October 2001)

Sarasota County, Florida | Tropical Storm Gabrielle Disaster Debris Program Management

As a result of Tropical Storm Gabrielle in 2001, Sarasota County required assistance with logistics, staging operations, and load inspections for storm debris cleanup performed by contract haulers. As project manager for the project, Mr. Burgiel assisted Sarasota County with scheduling, dispatching, and logistics operations for the field inspectors assigned for storm debris cleanup.

REFERENCE

Lois Rose, Manager, Landfill Operations
Sarasota County | (941) 861-1589 | lerose@scgov.net

EXPERIENCE SUMMARY

Mr. Ralph Natale is the director of post-disaster programs for Tetra Tech, Inc. He leads the practice by developing programs, providing daily project support, and providing oversight and guidance to his team of project managers and projects. Mr. Natale is an expert in Federal Emergency Management Agency-Public Assistance (FEMA-PA) Grant Program reimbursement policies and has administered nearly 230 projects in his 13-year career. Mr. Natale has served as a principal in charge or project manager in response to some of the country's largest debris-generating disasters, including NORCAL and SOCAL Wildfires, Hurricanes Harvey, Irma, Matthew, Katrina, Ike and Sandy. This includes managing and documenting the removal of over 46 million cubic yards (CYs) of debris and over 1.3 million hazardous trees. This and the program management of over 9,600 demolitions total over 2.5 billion dollars of reimbursed invoices.

FEATURED RELEVANT EXPERIENCE

Subject Matter Expert (Debris Consultant, Program Management, Grant Management)

Mr. Natale has served as a debris documentation specialist and grant consultant for state and local governments during his extensive career in disaster debris industry. This includes serving as a current member of the State of Connecticut Emergency Operations Debris Task Force, where he was activated during the recovery operations following Hurricane Irene and Winter Storm Alfred.

Mr. Natale has also served as a senior consultant and subject matter expert on the following projects:

- USACE | NorCal Wildfires, 2017 – present
- State of California | SoCal Wildfires, 2018 – present
- City of Houston, Texas | Hurricane Ike, severe droughts, May 2015 floods (June 2009–Present)
- State of Connecticut | Interagency Debris Management Task Force (August 2010–Present)
- Lake County, California | Valley and Butte Fire (September 2015–2016)
- City of New Orleans, Louisiana | Hurricane Isaac (September–December 2012)
- Texas Department of Transportation | Federal Highway Administration-Emergency Relief Statewide Training (January–July 2010)
- Connecticut Department of Transportation | Winter Storm Alfred (October 2011–July 2012)
- Boulder County, Colorado | 2013 Floods (October 2013 –2015)

YEARS OF EXPERIENCE

13 Years

AREA OF EXPERTISE

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

GRANT EXPERIENCE

- FEMA PA
- NRCS EWP
- FHWA ER
- CDAA

DISASTERS

- 4344 Ca Wildfires NorCal
- 4353 Ca wildfires Ventura:
- 4332 Harvey
- 4337 Irma
- 4245 TX Severe Storms
- 4145 CO Flooding
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Snow Storm
- 3268 NY Snowstorm
- 1971 AL Tornadoes
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1780 Hurricane Dolly
- 1763 IA Flooding
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina

TRAINING/CERTIFICATIONS

- OSHA 40-Hour Asbestos Training
- IS-632: Debris Operations
- HSEEP-Certified
- OSHA Asbestos Health & Safety
- IS-30: Mitigation Grants System
- IS-100, 200, 700: ICS and NIMS
- IS-630: Intro to the PA Process
- IS-631: PA Operations

Principal in Charge/Senior Program Manager

As director of post-disaster programs for Tetra Tech, Mr. Natale has focused on developing and improving program management processes. These processes ensure the most efficient methods of managing debris removal programs to maximize federal reimbursement via the PAPPG, FEMA 325, and 327 guidelines. As a senior program manager, Mr. Natale ensures quality control and quality assurance of project managers' deliverables on all Tetra Tech projects. A representative list of projects he has worked on is included below:

Carr and Mendocino Complex Fire Incident (August 2018 – present)

Mr. Natale serves as project manager and is responsible for oversight of debris and environmental work related to the hazardous material removal of over 1,300 parcels located in Shasta and Lake Counties.

Northern California (NORCAL) Wildfire Response (November 2017-Present)

Mr. Natale serves as principal in charge for USACE ADMS services for all the work completed after the Northern California wildfires in 2015. This included debris and environmental services of over 8,000 homes and over 1 billion dollars in costs. Mr. Natale oversees the overall project management team and assists with staffing and logistics for this four-county response.

Ventura California Wildfire Response (February 2018 – Present)

Mr. Natale serves as principal in charge for USACE ADMS services for all the work completed after the Northern California wildfires in 2015. This included debris and environmental services of over 8,000 homes and over 1 billion dollars in costs. Mr. Natale oversees the overall project management team and assists with staffing and logistics for this four-county response.

Florida Department of Environmental Protection (2016-2018)

Mr. Natale serves as principal in charge for FDEP waterways debris removal programs (wet debris). Unlike conventional debris removal programs that are well established every waterways program needs a level of customization. Mr. Natale has provided this oversight working with the State of Florida, FEMA and the local counties that recovery was being conducted. Counties worked post Matthews and Irma include; Nassau, St. Johns, Ventura, Brevard, Monroe, Collier, Lee.

Detwiler Fire (August 2017-Present) and Helena Fire (September 2017- Present) California Fire Response

Following the catastrophic fires that impacted California in the fall of 2017, Mr. Natale has been overseeing disposal operations for both the Detwiler and Helena Fires. Under Mr. Natale's direction, the Tetra Tech team was responsible for the hazard assessment of over 200 parcels of burned area in Northern California. Tetra Tech also conducted OSHA personal sampling and air monitoring and sampling during all operations to ensure protectiveness to public health during cleanup operations. Tetra Tech assessed each parcel for radiation, VOCs, lead, asbestos, and debris estimates.

Clayton Valley Fire California Fire Response (October 2016-January 2017)

As senior program manager, Mr. Natale was responsible for coordinating project management staff, overseeing health and safety operations, and responsible for overall completion of the project. He also oversaw the Tetra Tech team that conducted OSHA personal sampling, air monitoring, and sampling during the duration of the project to ensure protectiveness to public health during cleanup operations.

CalRecycle | Erskine Fire (July 2016–October 2016)

As principal in charge for the Erskine wildfire recovery project, Mr. Natale oversaw operations including staffing, safety, field logistics, task force dispatching, training, and other daily activities. The Erskine fire was the second-most destructive fire of the California wildfire season that year, burning nearly 50,000 acres, and destroying over 100 buildings. Debris removal was performed on 302 fire-damaged sites, and under Mr. Natale's oversight the firm provided management and support staff for the CalRecycle/Cal Office of Emergency Services (OES) incident command system for the duration of the program.

California | Valley and Butte Fire (October 2015–2016)

Mr. Natale helped create and implement programs for several projects after the Valley and Butte fires of 2015, which burned over 150,000 acres of forests and destroyed over 2,000 homes, with recovery costs of over \$300 million. Each program developed was unique but necessary for the community recovery. Programs included geospatial live tracking of work completed and equipment deployed; mitigation of hazardous trees from rights of ways and private property that was fully funded by CalOES and FEMA; private property debris removal packet management and database support; and management of a unique mix of environmental scientists and debris specialists to provide documentation for remediation of asbestos and other contaminants left behind, including debris quantities. These clients included Lake County Public Works, CalRecycle (AJ Diani), CalRecycle (Sukut), and PG&E.

State of New Jersey | Hurricane Sandy Disaster Recovery Operations (October 2012–January 2013)

Mr. Natale supported debris monitoring efforts for seven separate municipalities and state agencies following Hurricane Sandy. These clients including but not limited to the City of Newark, City of Sayreville, Ocean Township, and the New Jersey Parks Department.

State of Connecticut | Hurricane Sandy Statewide Debris Monitoring Operations (October–December 2012)

Mr. Natale oversaw statewide debris monitoring operations in response to Hurricane Sandy. Mr. Natale led our team in responding to nine municipalities spread over 100 miles, including but not limited to the Town of Fairfield, City of New London, and the Town of Greenwich.

City of New Orleans; Jefferson Parish; and St. John the Baptist Parish, LA | Hurricane Isaac Debris Monitoring Operations (September–December 2012)

Mr. Natale oversaw the debris monitoring efforts following Hurricane Isaac. During this effort, our team monitored the collection and disposal of over 670,000 CYs of debris. Mr. Natale coordinated with several local governments, including the City of New Orleans, Jefferson Parish, and St. John the Baptist Parish.

State of Connecticut | Winter Storm Alfred Statewide Debris Monitoring Operations (October 2011–April 2012)

Mr. Natale oversaw efforts to coordinate with 12 individual local governments and 45 Connecticut Department of Transportation towns to collect more than 1.5 million CYs of vegetative debris and remove over 100,000 hazardous trees.

Mr. Natale provides senior management on the following projects:

- City of New Orleans, Louisiana | Hurricane Katrina Residential Demolitions (April 2010–Present)
- Bastrop County, Texas | Wildfires (September 2011–August 2013)
- City of Cedar Rapids, Iowa | Severe Flooding (May 2010–June 2011)
- University of Iowa | 2008 Severe Flooding (March 2012–Present)
- City of Houston, Texas | Standing Dead Trees (May 2010–June 2011)
- Terrebonne Parish, Louisiana | Hurricane Ike (July 2010–February 2011)
- State of Connecticut Hurricane Irene (September 2011–November 2011)

Project Management

On large debris projects, Mr. Natale will be temporally relieved of his director duties by senior management support and focus on the management of a single project. As a result, Mr. Natale has managed some of the largest debris-generating projects in the country with remarkable success.

City of Houston, Texas | Hurricane Harvey (August 2017- Present)

Hurricane Harvey caused an unprecedented Citywide flooding event with a total of 13 primary debris haulers responding. Mr. Natale helped create new systems and reports were developed to manage the debris haulers and support a live web feed on the Houston recovery webpage. To date the City and its debris haulers collected

over 2.5 million cubic yards of flood debris. The project is expected to continue through the end of this year as residents continue to recover from this catastrophic event.

Town of Hilton Head Island, South Carolina | Hurricane Matthew (October 2016–June 2017)

Mr. Natale provided project management and oversight for the popular tourist destination, Hilton Head Island, following extensive damage caused by Hurricane Matthew. Within hours of the disaster, Mr. Natale was on-site to assess the damage and meet with Town officials. Mr. Natale managed the mobilization of a local team of debris monitors and established our automated debris management system (ADMS) for the City to provide real-time updates on the debris removal operations. In total, our team monitored the removal of 2,187,080 cubic yards of debris.

City of Houston, Texas | Memorial Day Floods (May–August 2015)

Mr. Natale designed and incorporated an operational plan to manage debris removal efforts on over 6,000 road miles and 1,000,000 parcels in 60 days. 650,000 yards were collected in the 256 debris zones using City of Houston force account labor and equipment and contractor resources.

City of Houston, Texas | Hurricane Ike Disaster Debris Program Management (October 2008–July 2010)

Our response to the City of Houston following Hurricane Ike included the collection of over 5.5 million CYs of debris in 256 zones throughout the City. This also included 300 parks and open spaces. Mr. Natale also was tasked with managing the firm's largest hazardous tree removal program for the City of Houston. The program involved removing over 214,000 hazardous trees accompanied by 630,000 photographs to document eligibility. Mr. Natale worked closely with the City of Houston Solid Waste and Finance Department to reconcile and provide detailed information of over \$110 million in invoices and over \$3 million in FHWA funds. Mr. Natale also helped reconcile and submit over \$9 million in force account labor.

Mr. Natale has also served as a project manager or operations manager on the following projects:

- Winter Storm Pax | Augusta-Richmond County 2014
- Hurricane Gustav | Iberville Parish, Louisiana, 2008
- Hurricane Gustav | City of Central, Louisiana, 2008
- Hurricane Dolly | Hidalgo County, Texas, 2008
- Winter Storms | Town of North Tonawanda, New York, 2007
- Hurricane Wilma | Collier County, Florida, 2006
- Hurricane Wilma | City of Naples, Florida, 2005

REFERENCE

Harry Hayes, Chief Operating Officer
City of Houston, TX | (713) 579-2446 | harry.hayes@houstontx.gov

EXPERIENCE SUMMARY

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

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

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

Mr. Dickerson has managed numerous large disaster activities with over 1,000 field monitors, coordinated the operation of a round-the-clock data processing centers—some with over 90 personnel, and provided technical support for a debris management database to track the over 1,000 trucks and documentation for over 5 million cubic yards of debris brought to the client's debris management sites (DMS).

RELEVANT EXPERIENCE

GIS/ADMS Applications Manager (October 2017–July 2018)

Sonoma, Napa, Lake and Mendocino Counties, CA | Wildfire Disaster Debris Private Property Debris Removal (PPDR) Program Management

As part of a FEMA-Army Corps of Engineers (ACE) contractor team, Mr. Dickerson supported the deployment and data management of the ACE compliant ADMS and GIS technologies to automate documentation of the private property hazard removal and fire debris removal mission. Mission assignment also included site assessment and environmental remediation sampling. To date, over 3,450 properties have been assessed, sampled and fire debris removed generating nearly 761,000 tons of debris. Advanced GIS mapping, document, and data analysis portals were used extensively to document FEMA, ACE, and California environmental requirements.

Lead Field Manager (November 2017– March 2018)

U.S. Virgin Islands | Hurricane Maria

Following the destruction caused by Hurricane Maria, the U.S. Army Corps of Engineers (USACE) was tasked with the mission to remove and dispose of disaster debris. Tetra Tech was contracted by one of the USACE awarded

YEARS OF EXPERIENCE

30 Years

AREA OF EXPERTISE

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

DISASTERS

- 4340 Hurricane Maria
- 4240 CA Wildfires
- 4223 TX Flooding
- 4166 SC Winter Storm
- 4165 GA Winter Storm
- 4145 CO Flooding
- 4115 SD Winter Storm
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Winter Storm
- 1791 Hurricane Ike
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina

TRAINING/CERTIFICATIONS

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

EDUCATION

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

contractors to provide ADMS management and documentation of debris removal activities. Mr. Dickerson served as Lead Field Manager and was responsible for the management and implementation of RecoveryTrac™ to document debris removal efforts.

Deputy Project Manager (May 2017–October 2017)

State of Louisiana, Restore Louisiana (ReLa) Program

Mr. Dickerson managed the HUD-mandated environmental reviews (Tier II Site Specific Reviews) in accordance with 24 CFR Part 58 and the current Restore Louisiana Program Environmental Review (Tier II) Procedures for over 10,000 flood damaged properties.

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

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

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

Project Manager (August 2016–January 2017)

Miami Dade County, FL | Zika Mosquito Inspection and Remediation Monitoring and Program Management

Mr. Dickerson managed the development and deployment of customized GIS-enabled ADMS technology to document and manage a Door to Door Mosquito inspection and remediation program. RecoveryTrac technology was implemented by providing Contractor Crews with handheld smart phone devices loaded with the RecoveryTrac software to capture and report the inspection and remediation activity data in real time. The data collected was critical to the County in directing resources in response to changing health concern areas and mosquito counts.

GIS/ADMS Applications Manager (October 2015–August 2016)

Lake and Calaveras Counties, CA | Wildfire Disaster Debris Private Property Debris Removal (PPDR) Program Management

Mr. Dickerson managed the development and deployment of customized GIS-enabled ADMS technology to automate a private and commercial property hazard removal and demolition program, including environmental remediation sampling. Over 4,000 hazardous tree were removed and 1,000 structures were demolished generating nearly 100,000 cubic yards of mixed debris. Advanced GIS mapping, document, and data analysis portals were used extensively to document California environmental requirements.

ADMS and Logistics Manager (May 2015–August 2015)

State of Texas | Severe Flooding Debris and Hazard Removal Program Management

Mr. Dickerson managed the logistics and deployment of staff equipment and supplies as well as ADMS technology to 10 county and local clients in a multi-jurisdiction activation, including over 135 handheld devices removing 325,000 cubic yards of flood and household debris. Advanced GIS web services and data information portals were used extensively in managing the hazardous material pickups, road pass clearance, and public information applications.

GIS Field Application Manager (November 2014–May 2015)

City of New Orleans, LA | Hurricanes Katrina Demolition Phase II Program Management

Mr. Dickerson developed and deployed mobile field GIS technology to automate the private property demolition survey and documentation. Custom GIS base workflow automation provided custom form generation from collected field data. Phase II included the survey and demolition of over 375 structures.

GIS/ADMS Application Manager (February 2014–June 2014)

States of Georgia and South Carolina | Winter Storm Pax Disaster Debris Program Management

Mr. Dickerson managed the logistics and deployment of ADMS technology to seven county and local clients in a multi-state activation, including over 265 handheld devices for over 110,000 hazardous limb and tree removals

and over 1,000,000 cubic yards of debris. Advanced GIS web services and data analysis portals were used extensively in managing the projects and public information applications.

ADMS Application Manager (October 2013–December 2013)

State of New Jersey Department Environmental Protection | Hurricane Sandy Disaster Debris Program Management

Mr. Dickerson managed the logistics and deployment of ADMS technology, including over 45 handheld devices for waterway debris and sediment removal for two-thirds of New Jersey's coastline. The RecoveyTrac™ work documentation module was heavily used to document the step-by-step progress. Over 58,000 photos documenting the collection and disposal of the debris and sediment were recorded.

ADMS Application Manager (April 2013–June 2013)

City of Sioux Falls, South Dakota | Severe Winter Storm Disaster Debris Program Management

Mr. Dickerson managed the logistics and deployment of ADMS technology, including over 100 handheld devices for nearly 27,000 hazardous limb and tree removals and over 15,000 tons of debris. RecoveyTrac™ GIS services provided the City with a real-time data feed of the debris operations that was integrated into the City's emergency operations management portal.

ADMS Application Manager (August 2012–July 2013)

St. John the Baptist Parish, Louisiana | Hurricane Isaac Disaster Debris Program Management

Mr. Dickerson managed the logistics and deployment of ADMS technology, including over 120 handheld units used by the Parish to expedite the recovery process collecting over 225,000 cubic yards of debris. Detailed pickup locations and damage reports were used extensively to keep community leaders informed of progress.

ADMS Application Manager (September 2011–June 2013)

City of Houston, Texas | Drought & Wildfires Debris Removal Monitoring

Mr. Dickerson managed the multi-year logistics and deployment of ADMS technology, including over 25 handheld devices in a multi-phased removal of thousands of trees following a severe drought documenting over 260,000 cubic yards of debris. His responsibilities include the deployment, support, and staff training of the ADMS mobile system and development of custom mapping and reports.

Data Operations Manager (September 2008–September 2011)

City of Houston and Harris County, Texas | Hurricane Ike Debris Removal Monitoring

Following Hurricane Ike, Mr. Dickerson provided IT and logistics support to the City of Houston and Harris County. His responsibilities included IT site support, system setup, end-user training, equipment rentals, and supply distribution.

Data Operations Manager (August 2005–October 2006)

Miami-Dade County, Florida | Hurricanes Katrina and Wilma Disaster Recovery and Debris Management

Mr. Dickerson was responsible for the setup and management of a 90-person data center. Mr. Dickerson provided database technical support to successfully track the documentation for over 5 million cubic yards of debris.

REFERENCE

Lars Ewing, Assistant Public Works Director
Lake County, CA | (707) 263-2341 | lars.ewing@lakecountycalifornia.gov

EXPERIENCE SUMMARY

Mr. John Buri is a director of post-disaster programs for Tetra Tech, Inc., and a member of our senior management team. Mr. Buri has a thorough understanding and practical application of industry best practices and federal guidance governing such efforts including the Federal Emergency Management Agency (FEMA), Hazard Mitigation Assistance (HMA), FEMA Public Assistance (PA) Program, 2 CFR 200, HUD CDBG-DR and disaster funding strategies for local and state governments. Key highlights of Mr. Buri's career include:

- **16 years of experience:** Working with mitigation, emergency management planning, response, and recovery operations
- **\$3 billion:** His work has represented over \$3B in disaster related grants.
- **22 Disaster Declarations:** Performed in roles of project manager or principal-in-charge
- **\$142 million:** Served as program manager for \$142M in buyout /elevations
- **41 Total Disaster Declarations:** Worked on projects in either a project manager, principal in charge or support role.
- **17 States:** Worked in 17 states across 8 FEMA Regions
- **100 clients:** Mr. Buri has worked for over 100 state and local governments clients since 2004
- **39 national and state-level conference speaking engagements:** He is a nationally recognized speaker on disaster recovery and preparedness topics, presenting at the National Hurricane Conference, National Hazardous Materials Management Association Annual Conference, Solid Waste Association of North America Annual Conference (WasteCon), Maryland Emergency Management Association Conference, Government Finance Officers Association Conference, Texas Homeland Security Conference, North Carolina Emergency Management Conference, and the National Forum for Black Public Administrators Conference.

FEATURED RELEVANT EXPERIENCE

Multi-year Emergency Management & Disaster Recovery Services City of Houston, Texas; Program Manager

- Managed emergency responses to major disasters including Hurricane Ike in 2008 (DR-1791), Memorial Day flood in 2015 (DR-4223), and Tax Day flood in 2016 (DR-4269)
- Following each disaster, coordinated with FEMA, Texas Division of Emergency Management (TDEM), USACE, Texas Commission on Environmental Quality (TCEQ), city departments, elected officials, congressional offices and volunteer groups to coordinate field activities, damage site inspections, eligibility reviews, and audits

YEARS OF EXPERIENCE

16 Years

AREA OF EXPERTISE

- Damage Assessment
- Policy and Procurement
- Debris Management
- Disaster Housing
- Grant Application Development
- Grant Accounting Systems
- Audit Process
- Closeout Procedures

GRANT EXPERIENCE

- FHWA-ER Program
- HUD CDBG-DR
- FEMA PA
- FEMA 404 HMGPP
- FEMA HMA

DISASTERS

- 4245 TX Flood
- 4241 SC Flood
- 4240 CA Wildfire
- 4223 TX Flood
- 4222 OK Flood
- 4193 Napa Earthquake
- 4166 SC Winter Storm
- 4165 GA Winter Storm
- 4145 Colorado Floods
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4022 Tropical Storm Irene
- 4106 CT Winter Storm
- 4064 OK Tornado
- 1969 NC Tornadoes

EDUCATION

Texas State University
Master of Arts, Public
Administration, 2002

The University of Texas
Bachelor of Arts, Government,
2000

- Managed planning team for 5 task orders under the DHS' Regional Catastrophic Planning Initiative Grant and Urban Area Security Initiative grant allocated to the City of Houston Office of Homeland Security
- Program manager for the City's flood resilience initiative in supporting the City's Flood Czar conducting damage analysis, mitigation project identification and identification of grant opportunities.

Hazard Mitigation Grant Program Support

Various Clients – US

- Overall responsibility for the management and performance of task orders supporting \$90+ in HMGP Grant applications across Texas, Georgia, Florida, South Carolina and North Carolina.
- Developed processes and implementation strategies for outreach, intake and verification for 100 elevations and 200 acquisition/demolitions

Multi-year Emergency Management & Disaster Recovery Services

Montgomery County, Texas

- Managed emergency responses to multiple major disasters including Hurricane Ike in 2008 (DR-1791) and two floods in 2016 (DR-4269 and DR-4272)
- Directed various task orders following disasters including project formulation, technical assistance on the PA grant program, conducting substantial damage estimation of 250 flooded properties, data collection for PA grant program and grant application for FEMA FMA grant program.
- Served as the client point of contact, prepared cost and technical task order proposals, assigned resources, reviewed deliverables, and tracked costs and schedules to ensure compliance with statements of work and approved budgets

Program Manager (May 2015 – 2016)

Hays County, Texas | Full Services Disaster Grant Management Consulting and Debris Management | May 2015 (DR 4223) and October 2015 Floods (DR-4245)

Mr. Buri is currently leading the Tetra Tech team supporting Hays County following two (2) major disaster declarations in 2015 including the May Memorial Day Flood and October All-Saints Day Flood. This includes providing technical assistance to County leadership regarding FEMA PA, HMGP and CDBG-DR grant programs.

Program Manager (July 2010-September 2012)

Port of Galveston, Texas | Hurricane Ike Federal Grant Administration

Mr. Buri provided senior management oversight in assisting the Port of Galveston on a number of reimbursement-related issues. With Mr. Buri's management and guidance, the Port of Galveston received more than \$40 million in additional federal funding associated with permanent repairs to several of the port's piers following damage from Hurricane Ike in 2008.

Subject Matter Expert/Senior Management Oversight (May 2015-Ongoing)

City of Houston, Texas | Disaster Debris Monitoring and Public Assistance Consulting

Following the May 2015 Memorial Day Flood in Houston, Mr. Buri worked closely with the City of Houston's Disaster Recovery team on debris and FEMA reimbursement related issues. Mr. Buri developed operational plans, press releases, USACE/FEMA coordination, and daily progress reports along with contractor and force account labor documentation for submission to FEMA.

Senior Management Oversight (September 2012-December 2012)

City of New Orleans, Jefferson Parish, St. John the Baptist Parish, Louisiana | Hurricane Isaac Disaster Debris Program Management

Mr. Buri provided senior management oversight and operational and client support for the debris monitoring efforts following Hurricane Isaac to numerous communities in the State of Louisiana following Hurricane Isaac. During this effort, our team monitored the collection and disposal of over 670,000 cubic yards of debris.

Senior Management Oversight/Client Liaison (September 2011–August 2013)

Bastrop County, Texas | Wildfire Disaster Program Management

Mr. Buri provided senior management oversight to Bastrop County's disaster recovery operations following the most devastating wildfires in Texas history. With 1,700 structures destroyed, Mr. Buri was vital in obtaining expedited PWs, coordinating directly with FEMA to develop disaster-specific documentation protocols, and orchestrating interlocal coordination with county municipalities, electrical co-ops, and regulatory agencies.

Senior Management Oversight (January 2012-October 2013)**State of Vermont | Hurricane Irene FEMA HMGP Application, Administration, and Implementation**

In the wake of Hurricane Irene, the State of Vermont Emergency Management Department engaged our team to assist with its mitigation process. This included consulting services to evaluate the feasibility of submitting an application for the buyout of substantially damaged or destroyed structures and the elevation of less damaged structures under the FEMA HMGP. As a result of the quality and timeliness of our team's work on the HMGP applications, the State sought our team's assistance with a number of FEMA PA-related issues, including grant management of the State's Waterbury Office Complex, which was severely flooded.

Statewide Trainer (January–September 2011)**Texas Department of Transportation | FHWA-ER Training Manual and Workshop**

Mr. Buri is the statewide trainer for the FHWA-ER workshops being held throughout the state of Texas. Mr. Buri developed the guidebook and coordinated with state officials and the FHWA-ER coordinator for the state to deliver over 20 workshops and provide training to over 500 individuals.

Regional Program Manager (September 2008–September 2010)**State of Texas – 78 Total Clients | Hurricane Ike Comprehensive Debris Management Operations and FEMA PA Administration and Management**

Following Hurricane Ike, Mr. Buri served as regional program manager and provided senior management for approximately 78 clients in the state of Texas. Mr. Buri was instrumental in the immediate mobilization of our team and provided a full range of services and client support to each client. Mr. Buri also provided management and guidance to each client to ensure they received FEMA reimbursement.

Project Manager (September 2008-September 2011)**City of Houston, Texas | Hurricane Ike Disaster Debris Program Management**

Mr. Buri served as a project manager to the City of Houston following Hurricane Ike, where Mr. Buri worked closely with the City of Houston Solid Waste and Finance Department to reconcile and provide detailed information of over \$110 million in invoices and over \$3 million in FHWA funds. In total, our team's response to the City of Houston included the collection of over 5.5 million cubic yards of debris in 256 zones throughout the City. This included 300 parks and open spaces and the removal of over 214,000 hazardous trees accompanied by 630,000 photographs to document eligibility.

Senior Management Oversight (September 2008–Ongoing)**Galveston County, Texas | FEMA HMGP, Severe Repetitive Loss (SRL), and CDBG Application, Administration, and Implementation**

Following Hurricane Ike, Galveston County faced the daunting task of maintaining critical operations. Galveston County engaged our team to assist with its overall recovery process. This included consulting services for the FEMA PA program and evaluating the feasibility of submitting an application for the buyout of substantially damaged or destroyed structures and the elevation of less damaged structures under the FEMA HMGP. Beginning with public outreach and program setup, our staff began collecting applications from property owners and compiling an HMGP application for the buyout of up to 1,000 properties and the elevation of 12 others through a \$102 million HMGP grant, which our team secured, implemented, and is in the process of closing out. In addition, Galveston County also engaged our team to assist with its extensive PA process and to act as a standby PA consultant for future disasters. Finally, on behalf of Galveston County, our team applied for a FEMA SRL grant to elevate many more flood-prone homes throughout Galveston County. The resulting \$31 million SRL grant award will be used to elevate as many eligible homes as possible and is being implemented by our team to closeout.

Project Manager (September 2005–August 2006)**Jefferson County, Texas | Hurricane Rita Disaster Management**

Mobilized and deployed a full emergency response team in Jefferson County, Texas to assist with staging operations, project staffing and scheduling, and contracting and negotiations with the County's two debris removal contractors: Crowder Gulf and DRC. Services included temporary debris storage and recovery sites (TDSRS) selection and management, monitoring services, data management and call center operations.

REFERENCE

Arif Rasheed, Deputy Director

City of Houston | (832) 393-9013 | arif.rasheed@houstontx.gov

EXPERIENCE SUMMARY

Ms. Cabrera has worked nationwide on major post-disaster activations since Hurricane Wilma in 2005, where she has served in a variety of roles focusing on reimbursement for more than \$2 billion from the Federal Emergency Management Agency (FEMA). Ms. Cabrera has worked on behalf of cities and counties throughout the United States and is a highly regarded expert in the debris management industry.

In addition to her work with post-disaster recovery operations, Ms. Cabrera has worked with a number of clients on longer-term financial recovery, including serving as a technical resource to clients during implementation of the FEMA Public Assistance (PA) Program and other federal grant programs and assisting in the preparation, development, and review of FEMA PA Project Worksheets (PWs) for disaster related activities, state appeals, and closeout processes. Within the Tetra Tech post-disaster practice Ms. Cabrera is the lead technical expert on the FEMA PA Program. She serves as a resource to our post-disaster projects across the board to ensure consistency in understanding and implementation of requirements. Ms. Cabrera is often called on by our regional project managers to provide technical expertise on various projects.

Ms. Cabrera has developed valuable partnerships with various clients, helping them to plan for and prepare for potential disasters. This work has included providing training sessions and participating in exercises with communities across the Country, including helping many cities and counties create or update disaster debris management plans and develop ongoing staff training programs.

FEATURED RELEVANT EXPERIENCE

Regional Program Manager/Technical Advisor (October 2018- Present) Hurricane Michael

On October 10, 2018, Hurricane Michael made landfall as a high-end Category 4 hurricane, with maximum sustained winds of 155 mph in Mexico Beach, Florida, and had direct impacts on Bay County, Florida. Ms. Cabrera has worked directly with the cities of Lynn Haven, Callaway, Springfield and Parker who suffered some of the most devastating impacts from the storm. Her work has involved providing oversight to debris operations while helping the Cities with technical assistance in program planning and FEMA reimbursement including application for private property debris removal, demolition and commercial debris removal programs.

Regional Program Manager (September 2017–Present) Hurricane Irma

Hurricane Irma affected the entire state of Florida and Ms. Cabrera has served as the regional program manager for one of the hardest hit areas

YEARS OF EXPERIENCE

13 Years

AREA OF EXPERTISE

- FEMA Compliance Monitoring
- FEMA Reimbursement
- Disaster Debris Management
- Reimbursement Policies and Procedures
- Data Management
- Invoice Reconciliation
- Database Systems
- Project Staffing
- Multiagency Coordination

GRANT EXPERIENCE

- FEMA PA

DISASTERS

- 4399 Hurricane Michael
- 4393 Hurricane Florence
- 4337 Hurricane Irma
- 4332 Hurricane Harvey
- 4283 Hurricane Matthew
- 4241 SC Flooding
- 4240 CA Wildfires
- 4223 TX Severe Storms
- 4165 GA Winter Storm
- 4145 CO Flooding
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Winter Storm
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1676 MO Winter Storms
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina

EDUCATION

Florida Atlantic University
Master of Business
Administration, International
Business, 2011

Bachelor of Arts, Liberal Arts,
1999

including Collier County where the storm made landfall. In addition, Ms. Cabrera was also the Regional Program Manager providing technical expertise to the Cities of Naples, Marco Island, Cape Coral, and Charlotte County.

Regional Program Manager (August 2017–Present)

Hurricane Harvey

Hurricane Harvey made landfill in Texas as a Category 4 hurricane and caused over \$125 billion in damage to the State. Tetra Tech provided program management and debris monitoring services to over 35 clients in the State. Mrs. Cabrera served as a Regional Program Manager and provided senior leadership and guidance to projects such as The Town of Katy and Montgomery County.

Debris Senior Subject Matter Expert (July 2015–Ongoing)

Los Angeles County, California | Operational Area MDMP

Ms. Cabrera has been serving as a senior debris subject matter expert in support of Los Angeles County's establishment of an Operational Area (OA) Mass Debris Management Plan. This is one of the largest and most complex plans of this kind in the United States. The Los Angeles County OA involves a diverse stakeholder group of multiple County agencies and 88 municipalities within the County, along with other public entities and private-sector partners. The project has included multiple planning meetings, stakeholder outreach, outreach to private-sector partners, and a tabletop exercise. The resulting plan will provide a framework, including roles and responsibilities for coordination within the OA in a mass debris-generating event as well as a template for municipalities to develop their own individual debris management plans.

QA/QC Manager (January 2016–August 2016)

CalRecycle Butte Fire Response

The Butte Wildfire impacting Calaveras County, California was one of the most destructive in State history. The Department of Resources Recycling and Recovery (CalRecycle) was tasked to design and implement the structural debris removal plan for the Butte Fire incident. One of the prime contractors facilitating the removal of ash and debris from the fire and assisting in the environmental restoration of the area is Sukut Construction, who has sub-contracted to Tetra Tech for the data management of all the costs associated with the debris removal to be separated by each individual private parcel. Ms. Cabrera is overseeing the reconciliation of tens of millions of dollars of invoices and the preparation of documentation to be submitted to the State of California.

Debris Program Manager (January 2016–February 2016)

Collier County, Florida | 2016 Straight-Line Winds

In January 2016, Collier County was forced to manage debris after a straight-line windstorm left a swath of damaged and downed trees across the County. After a long history of helping Collier County to plan for such disasters, including annual trainings and a 2015 update of their Disaster Debris Management Plan, Ms. Cabrera assisted with the rapid ramp-up to monitor disposal of debris from the impacted areas. Tetra Tech worked for the County for a three-week period and monitored and documented the contractor's removal of over 44,000 cubic yards of vegetative debris during this brief time-frame.

Public Information Technical Assistance (September 2015–December 2015)

Lake County, California | Valley Wildfire

The Valley Fire began September 12, 2015, in Lake County and burned 76,067 acres in Lake, Napa, and Sonoma Counties prior to being fully contained. 1,958 structures were ultimately destroyed, and the intensity of the Valley Fire destroyed many trees. There were multiple cooperating agencies participating in various aspects of the fire response and recovery efforts, including the California Office of Emergency Services (CalOES), California Department of Transportation (Caltrans), California Department of Resources Recycling and Recovery (CalRecycle), and Pacific Gas and Electric Company (PG&E). Specifically, Lake County's responsibility has been to provide for safe use of County-maintained roads and trails within County parks resulting in a County run program to address dead and dying trees threatening County roadways. Given the weariness of residents with the ongoing fire recovery, the multiple private contractors hired by various agencies involved with recovery efforts, the general concern over responsible tree removal operations, the community benefit to retaining trees

when possible, and the need for entry on to private property for portions of the work, it was important for the County to devise a clear and responsive communications plan to keep residents informed of all aspects of the project. Ms. Cabrera helped write a public information plan to provide timely and accurate information to County residents. This was a multi-faceted approach to communicate information and included a County web page, mailers to County residents, identification badges for contractors, informational flyers, Town Hall style meetings, and a citizen information center.

Debris Subject Matter Expert (July 2015–Ongoing)

Los Angeles County, California | Operational Area MDMP

Ms. Cabrera has been serving as a debris subject matter expert in support of Los Angeles County's establishment of an Operational Area (OA) Mass Debris Management Plan. The Los Angeles County OA involves a diverse stakeholder group of multiple County agencies and 88 municipalities within the County, along with other public entities and private-sector partners. The project has included multiple planning meetings, stakeholder outreach, outreach to private-sector partners, and a tabletop exercise. The resulting plan will provide a framework, including roles and responsibilities for coordination within the OA in a mass debris-generating event as well as a template for municipalities to develop their own individual debris management plans.

Debris Subject Matter Expert (November 2015–December 2016)

Central Contra Costa Solid Waste Authority | Multi-Jurisdictional Disaster Debris Management Plan (DDMP)

The Central Contra Costa Solid Waste Authority (SWA) is a Joint Powers Authority with six-member agencies, including portions of unincorporated central Contra Costa County, the Towns of Danville and Moraga, and the Cities of Lafayette, Orinda, and Walnut Creek. The SWA service area has a population of approximately 215,000 people and is responsible for managing franchised refuse and recycling collection, processing, and disposal services for its member agencies. After the nearby Napa Earthquake in 2014, the agency became concerned about the ability to handle and coordinate disaster debris in addition to regular municipal solid waste collection in the region. Desiring a regional planning approach, the SWA wanted to proceed with a planning process that results in individual disaster debris management plans for the six-member jurisdictions that roll up into an overarching regional framework. Ms. Cabrera has been instrumental in developing and managing this unique planning process, including both regional planning meetings and jurisdictional meetings. Also provided operational expertise to jurisdictions that largely have not had to address debris management in the past.

PA Consulting/Debris Subject Matter Expert (August 2014–October 2014)

City of Napa, California | California Earthquake–PA Consulting Services

Ms. Cabrera provided technical assistance and subject matter expertise to the City of Napa, California, following the August 2014 earthquake. Ms. Cabrera assisted the City by identifying FEMA PA eligible work and the required supporting documentation. She then assisted with the development of Category A PWs for federal reimbursement.

PA Consulting/Debris Subject Matter Expert (November 2013–April 2014)

Boulder County, Colorado | 2013 Flooding–PA Consulting Services

Ms. Cabrera provided technical assistance and subject matter expertise to Boulder County, Colorado, following the devastating floods that occurred in September 2013, causing extensive damage throughout Boulder County and surrounding communities. Ms. Cabrera focused on the debris removal efforts, first assisting with the gathering of the documentation for and development of the Category A PWs and later assisting with management of private property debris removal and public right-of-way debris removal monitoring programs.

Public Assistance Grant Administrator (January 2010–September 2012)

Port of Galveston, Texas | Hurricane Ike Financial Recovery Services

Ms. Cabrera assisted with the PA Grant Administration for the Port of Galveston, Texas following Hurricane Ike. Ms. Cabrera's tasks included reviewing and reconciling PWs for State and FEMA closeout for Hurricane Ike. In the course of the initial review, damages not captured in the initial PWs were identified including storm induced

erosion damages that did not become evident until many months after the initial disaster. Ms. Cabrera was involved in the process of writing new PWs for the previously undocumented damage which included the formulation, review and management of damage descriptions, bid specifications, scope of work, contractors specifications, force account labor and equipment, logistics of project commencement and completion, invoicing, tracking of funds, site visits and photos, State and FEMA communication, and monitoring the obligation and closeout process.

Hurricane Ike, Hurricane Irene, and Winter Storm Alfred Disaster Recovery Assistance

Ms. Cabrera was heavily involved in our team's disaster recovery efforts during the 2008 and 2011 hurricane seasons as well as projects related to the Texas severe drought and wildfires where she primarily provided data management activities associated with the debris collection effort. Listed below are a number of clients Ms. Cabrera supported:

- Alamo, City of, Texas
- Alvin, City of, Texas
- Angleton, City of, Texas
- Bastrop County, Texas
- Beaufort, City of, North Carolina
- Bellaire, City of, Texas
- Bristol, City of, Connecticut
- Cameron County, Texas
- Central, City of, Louisiana
- Connecticut Department of Transportation
- Connecticut, State of
- Dare County, North Carolina
- Duck, Town of, North Carolina
- Fort Bend County, Texas
- Galveston, City of, Texas
- Galveston County, Texas
- Hardin County, Texas
- Harris County, Texas
- Hartford, City of, Connecticut
- Henrico County, Virginia
- Hidalgo County, Texas
- Houston, City of, Texas
- Iberville Parish, Louisiana
- Jamaica Beach, City of, Texas
- Kill Devil Hills, Town of, North Carolina
- Kitty Hawk, Town of, North Carolina
- La Marque, City of, Texas
- Lenoir County, North Carolina
- Manchester, City of, Connecticut
- Manteo, Town of, North Carolina
- Martin County, North Carolina
- Nags Head, Town of, North Carolina
- Onslow County, North Carolina
- Pasadena, City of, Texas
- Richlands, Town of, North Carolina
- Seabrook, City of, Texas
- Southern Shores, Town of, North Carolina
- South Windsor, City of, Connecticut
- Sugarland, City of, Texas
- Virginia Department of Transportation
- Weslaco, City of, Texas
- West University Place, City of, Texas

REFERENCE

Dan Rodriguez, Director of Solid and Hazardous Waste
Collier County | (239) 252-2504 | danrodriguez@colliergov.net

EXPERIENCE SUMMARY

Mr. Oliver Yao serves as a financial analyst for post disaster programs at Tetra Tech, Inc. Mr. Yao has over twelve years of industry experience in the four phases of emergency management: preparedness, response, recovery, and mitigation. In addition, Mr. Yao has supported response efforts to some of the largest disasters to affect the United States, including Hurricanes Katrina and Ike. Due to his experience, Mr. Yao also has unique knowledge and understanding of federal grant programs and the documentation requirements. This knowledge and experience has aided Mr. Yao in developing and implementing standard operating procedures (SOP) for documentation and data management that assist our clients during closeout and audit.

Mr. Yao also understands all aspects of our automated debris management system (ADMS), RecoveryTrac™. Due to his understanding, Mr. Yao is able to support all aspects of the ADMS handhelds, including field deployment, geospatial reporting, and future enhancements.

This knowledge and experience has aided Mr. Yao in providing local governments across the country with debris management consulting services such as the development of disaster debris management plans (DDMPs), the procurement of debris removal contractors, and the evaluation of debris management sites (DMS). Mr. Yao also has extensive experience assisting Florida communities with debris management services. He was part of the project team that helped develop the first Florida FEMA-approved DDMP for Escambia County.

RELEVANT EXPERIENCE

Senior Management and Data Oversight (August 2017–April 2018)

City of Houston, Texas | Hurricane Harvey Program Management

The southwest region of Texas was substantially impacted by Hurricane Harvey and the torrential rainfall amounts the system brought to the region. The City of Houston activated the monitoring and program management services of Tetra Tech. Mr. Yao provided senior management and data oversight to the project. To date, over 1.2 million cubic yards of debris have been collected in the City as a result of Hurricane Harvey.

Senior Management and Data Oversight (September 2016–July 2017)

Volusia County; St. Johns County; Flagler County; Brevard County, Florida | Hurricane Matthew Program Management

The jurisdictions of Volusia County, St. Johns County, Flagler County, and Brevard County were among the many Florida communities impacted by Hurricane Matthew in September of 2016. Tetra Tech was activated by the aforementioned communities to provide program management and disaster debris monitoring services. Mr. Yao served as a senior management and data oversight manager for the Florida projects. He supported the projects by

YEARS OF EXPERIENCE

12 Years

AREA OF EXPERTISE

- FEMA Reimbursement and Audit Support
- Disaster Debris Management
- Data Management
- FEMA-Compliant Disaster Planning
- RecoveryTrac™ ADMS
- Emergency Management Planning

GRANT EXPERIENCE

- FEMA PA

DISASTERS

- 4337 FL Hurricane Irma
- 4332 TX Hurricane Harvey
- 4283 FL Hurricane Matthew
- 4240 CA Valley Fire
- 4223 TX Flooding
- 4166 SC Winter Storm
- 4145 CO Flooding
- 4155 SD Winter Storm
- 4145 CO Flooding
- 4086 Hurricane Sandy
- 4080 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1780 Hurricane Dolly
- 1679 Tornadoes
- 1676 MO Winter Storms
- 1665 NY Snowstorm
- 1603 Hurricane Katrina

EDUCATION

Rollins College, Crummer School of Business
Master of Business Administration, 2006

Rollins College
Bachelor of Arts, Economics, 2003

developing health and safety plans and verifying the projects met the project operations, timeline, deliverable, and budget standards for Tetra Tech.

Senior Management and Data Oversight (May 2015–July 2015)

Hays County; Caldwell County; City of Houston, Texas | Severe Storms, Tornadoes, Straight-Line Winds, and Flooding Program Management

The jurisdictions of Hays County, Caldwell County, and the City of Houston were among the many Texas communities impacted by the torrential rainfall in May of 2015. Tetra Tech was activated by the aforementioned communities to provide program management and disaster debris monitoring services. Mr. Yao served as a senior management and data oversight manager for the Texas projects. He supported the projects by developing health and safety plans and verifying the projects met the project operations, timeline, deliverable, and budget standards for Tetra Tech.

Debris Management Consultant (April 2015–June 2015)

Sarasota County, Florida | Pre-Event Disaster Planning Services

Mr. Yao served as a debris management subject matter expert and assisted Sarasota County, Florida with the development of their scope of services for disaster debris removal services. As part of the County project team, Mr. Yao also assisted in responding to vendor questions and developing an analysis of vendor rates.

Debris Management Consultant (April 2015–September 2015)

City of Winter Springs, Florida | FEMA-Compliant Disaster Debris Management Plan

Mr. Yao assisted the City in developing their first DDMP in 2007. As such, the City requested Mr. Yao's assistance in updating the City plan to meet current FEMA guidelines as well as compliance under the FEMA Public Assistance Alternative Procedures (PAAP) Pilot Program. Mr. Yao collaborated with the City to update their DDMP. Mr. Yao also facilitated a force account workshop to train the City's key staff on updated documentation policies and procedures as they relate to force account labor and equipment.

Debris Management Consultant (March 2015–August 2015)

City of Sarasota, Florida | FEMA-Compliant Disaster Debris Management Plan

The City of Sarasota, Florida requested Tetra Tech's assistance to update their DDMP to meet FEMA requirements under the FEMA PAAP Pilot Program. Mr. Yao assisted the City in updating the City's plan to meet FEMA guidelines as well as industry best practices. As a result, the City's DDMP was approved by FEMA as compliant under the FEMA PAAP Pilot Program.

Senior Management and Data Oversight (May 2014–August 2014)

Blount County; Limestone County, Alabama | Severe Storms and Tornadoes Disaster Debris Program Management

Mr. Yao provided senior management and data oversight to two counties in the State of Alabama following severe storms and tornadoes that affected the area in May 2014. Mr. Yao was responsible for overseeing data management and project deliverables. Mr. Yao also provided the project manager operational and safety guidance.

Senior Management and Data Oversight (March 2014–October 2014)

Boulder County, Colorado | Severe Flooding Disaster Debris Program Management

Mr. Yao provided senior management oversight and operational support to the Boulder County, Colorado debris management program. This program presented the unique challenge of removing debris from streams where there was limited access. Mr. Yao also provided integrity monitoring of data in support of consistent project deliverables.

Debris Subject Matter Expert (March 2014– September 2014)

Montgomery County, Pennsylvania | Multi-Jurisdictional DDMP

Mr. Yao served as a debris subject matter expert and supported Montgomery County in establishing and

implementing a multi-jurisdictional debris management planning program. Mr. Yao and the project team developed a debris management strategy based on the assessment of the County's existing resources, landfill and disposal capacity, and debris management site options. Mr. Yao also assisted in the development of multiple debris forecast models to estimate the resulting debris volumes following a disaster, as well as the County's capacity to address debris using internal equipment and resources.

Data Manager (April 2011–Ongoing)

City of New Orleans, Louisiana | Hurricane Katrina Residential Demolition Program

Mr. Yao served as a data manager and invoice reconciliation analyst for the City of New Orleans. In total, our team has supported the City of New Orleans in monitoring and documenting the demolition of over 1,700 damaged structures following Hurricane Katrina.

Regional Operations Manager (August 2012–December 2012)

City of New Orleans, Jefferson Parish, and St. John the Baptist Parish, Louisiana | Hurricane Isaac Debris Program Management

Following Hurricane Isaac, Mr. Yao served as the regional operations manager, where he oversaw data management and field operations for the 3 projects and 10 sub-programs.

Senior Management and Data Oversight (February 2014–June 2014)

South Carolina | Winter Storm Pax Disaster Debris Program Management

The jurisdictions of Colleton County, SC; City of Sumter, SC; Sumter County, SC; Dorchester County, SC; and Barnwell County, SC were significantly impacted by Winter Storm Pax. Mr. Yao provided senior management and data oversight to the project managers assigned to the South Carolina projects. With Mr. Yao's support the projects met Tetra Tech standards for project operations, timelines, deliverables, and budgets.

Regional Data Manager (February 2013–January 2014)

New Jersey Department of Environmental Protection | Hurricane Sandy Waterways Debris Removal Program Management

Mr. Yao provided data management and oversight of the application of ADMS technology in both the north and south regions of the state as part of long-term recovery efforts to remove disaster debris from waterways throughout the state.

Senior Management Oversight (October 2013–December 2013)

City of Rapid City, South Dakota | Winter Storm Atlas Debris Program Management

Mr. Yao provided senior management oversight for debris monitoring operations in the City of Rapid City, South Dakota. This included the application of our RecoveryTrac™ ADMS handhelds to monitor and document debris removal activities.

Data Manager (April 2013–August 2013)

City of Sioux Falls, South Dakota | Severe Winter Storm Debris Program Management

Mr. Yao was responsible for supporting all data management activities, including the administration of ADMS technology to document debris and hazard removal efforts. During the course of recovery operations, our team documented the removal of approximately 87,000 cubic yards of debris and nearly 27,000 hanging limbs and leaning trees.

Senior Oversight (September 2011–August 2013)

Bastrop County, Texas | Wildfire Disaster Program Management

Following the wildfires in Bastrop County, Mr. Yao was responsible for supporting all data management activities associated with the debris collection effort. The project resulted in 750 private property debris removals, the removal of 49,000 burnt trees, and the removal of 15,000 burnt trees from the right-of-way.

Data Manager (November 2012–January 2013)**Borough of Sayreville, New Jersey | Hurricane Sandy Disaster Debris Program Management**

Mr. Yao served as data manager for the Borough of Sayreville following Hurricane Sandy, where our ADMS technology was utilized and expedited clean-up and recovery efforts for the Borough.

Regional Data Manager (October 2012–December 2012)**State of Connecticut | Hurricane Sandy Disaster Debris Program Management**

Following Hurricane Sandy, Mr. Yao served as the regional operations manager for the State of Connecticut. In this role, he oversaw data management and field operations for the statewide operation that cleared and collected debris from the right-of-way through the impacted region following the storm's path.

Regional Operations Manager (August 2012–December 2012)**City of New Orleans, Jefferson Parish, and St. John the Baptist Parish, Louisiana | Hurricane Isaac Debris Program Management**

Following Hurricane Isaac, Mr. Yao served as the regional operations manager, where he oversaw data management and field operations for the 3 projects and 10 sub-programs.

Data Manager (September 2008–September 2011)**City of Houston, Texas | Hurricane Ike Disaster Debris Program Management**

Mr. Yao was responsible for supporting all data management activities associated with the debris collection effort following Hurricane Ike. He helped install a debris management database to track the huge numbers of trucks and debris loads brought to the City of Houston's temporary debris storage and recovery sites.

Data Manager (September 2008–September 2010)**City of Galveston, Texas | Hurricane Ike Disaster Debris Program Management**

On September 13, 2008, Hurricane Ike made a direct hit on the City of Galveston as a top-end Category 2 hurricane with 110 mile-per-hour winds. As a result of Ike's 12–14 foot storm surge and damaging winds, thousands of homes and businesses were destroyed, producing more than 1.2 million cubic yards of debris. Mr. Yao served as regional data manager and oversaw all supporting documentation management and invoice reconciliation.

Data Manager (September 2008–October 2009)**Harris County, Texas | Hurricane Ike Disaster Debris Program Management**

To assist Harris County with response and recovery efforts following Hurricane Ike, Mr. Yao managed contractor invoice reconciliation and data management activities related to PA-eligible work. He also provided Harris County with audit support during the Texas Division of Emergency Management audit.

REFERENCE

Jeff Waters, Environmental Programs

Seminole County | (407) 665-2261 | jwaters02@seminolecountyfl.gov

EXPERIENCE SUMMARY

Mr. Will Barton is a trained project manager for Tetra Tech who has served on various projects throughout the country in recent years. Through his work at Tetra Tech, Mr. Barton has developed an extensive understanding of federal, state, and local regulations, protocols, processes, and guidance with respect to homeland security response, and recovery.

Mr. Barton is also a trusted Information Security Advisor and Information Technology Executive, with 15+ years' experience in both the enterprise and financial institution space. He has excellent team building skills, and knowledge of FFIEC and HIPPA regulations as they pertain to security compliance.

RELEVANT EXPERIENCE

Field Project Manager (November 2018-December 2018)

Early County, Georgia – United States Army Corps of Engineers (USACE)

Mr. Barton served as a lead field project manager for the Early County, Georgia USACE mission to remove debris that was a result of Hurricane Michael in the State of Georgia. He was responsible for the field supervisor, dispatch, and quality assurance/quality control of field quality control monitors that documented debris removal efforts.

Deputy Operations Section Chief (September 2018-Present)

Carr Fire, CA – CalRecycle

Mr. Barton currently serves as a Deputy Operations Section Chief supporting the oversight of debris removal from nearly 1300 structures following the September 2018 Carr Fire in Shasta County, CA.

Project Manager (May 2018 – September 2018)

Collier County, FL | Hurricane Irma

In May of 2018, Mr. Barton served as the project manager for a Collier County waterways debris removal program to address debris in waterways that was a result of Hurricane Irma.

Lead Field Manager (November 2017 – February 2018)

Sonoma County, CA | NORCAL Fires

In October of 2017, more than 250 wildfires erupted and burned throughout Northern California (NORCAL). Due to the scale and severity of the fires, the United States Army Corps of Engineers (USACE) was tasked with the assignment of the debris removal mission. USACE selected three prime contractors to work in the three fire damaged regions and Tetra Tech provided the documentation services for all three contractors. Mr. Barton served as a Lead Field Manager for the northern region and was responsible for the management and implementation of RecoveryTrac™ Automated Debris Management System (ADMS) to document debris removal efforts. He

YEARS OF EXPERIENCE

4 years in debris monitoring
15 years total

AREA OF EXPERTISE

- Disaster Debris Management
- Right-of-Way Debris Removal
- FEMA Compliance Monitoring
- Supervision of Field Operations
- Risk Management
- Regulatory Compliance

DISASTERS

- Hurricane Irma
- Hurricane Matthew
- Erskine Wildfire
- 2016 Louisiana Flooding

EDUCATION

Louisiana State University
B.S., Business Administration

TRAINING/CERTIFICATIONS

- OSHA 40-Hour HAZWOPER

worked closely with our southern region, Lead Field Manager, Mr. Charles Cabrera to oversee field operations.

Regional Project Manager

Broward County | Hurricane Irma

Eight contracts were activated throughout Broward County following Hurricane Irma. Mr. Barton was assigned to the region to oversee the project managers and their programs. As the senior manager overseeing debris removal operations that spanned a region of over 1 million residents, Mr. Barton's primary responsibilities included overseeing 16 separate debris hauling contracts, proper segregation at disposal sites used by multiple municipalities, data and reporting integrity, staffing and training.

Operations Manager (October 2016 – May 2017)

Hilton Head Island, South Carolina | Hurricane Matthew

In October 2016, the Town took a serious blow as the eye of Hurricane Matthew passed 20 miles to the east. Hurricane Matthew's heavy rains caused power outages, flooding, and extensive damage making parts of the island inaccessible by vehicle. Among many tasks, Mr. Barton is responsible for verifying that monitors retain their training and will respond to issues as they arrive in the field, as well as the management of locally hired additional supervisors and field monitors, project timeline, and current tasking. **Mr. Barton oversaw the removal of over 2.1 million cubic yards of debris.**

Task Force Leader (August 2016 – October 2016)

CalRecycle | Erskine Fire Remediation

In 2015 and 2016, El Niño caused dry conditions resulting in above-normal wildfire danger in California. The Erskine fire was a wildfire that began on June 23, 2016 in the Lake Isabella area of Kern County. The Erskine fire was the second-most destructive fire of the California wildfire season that year, burning nearly 50,000 acres, and destroying over 100 buildings. Mr. Barton was responsible for the quality control of debris site/tower monitors, field coordinators, and project inspectors and ensuring that all documentation captured is compliant for reimbursement during debris removal operations.

Data Manager (August 2016 – Ongoing)

Ascension Parish, Louisiana | Severe Storms and Flooding

In August 2016, prolonged rainfall in southern Louisiana resulted in catastrophic flooding that submerged thousands of houses and businesses. As data manager, Mr. Barton was responsible for reporting and quality assurance/quality control of all automated debris management system (ADMS) documentation in the field along with storing the documentation in preparation for future audits. Mr. Barton was responsible for validating documentation and metrics being reported as accurate and on-schedule.

REFERENCE

Jennifer Lyle, P.E., Assistant Town Engineer

Town of Hilton Head Island | (843) 341-4779 | jenniferl@hiltonheadislandsc.gov



EXPERIENCE SUMMARY

Mr. Gresenz has been involved in all aspects of debris removal monitoring operations, including some of the largest and technically challenging projects in the history of the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program. This includes the Beaufort County and Town of Hilton Head Island waterway and navigable canal debris removal efforts following Hurricane Mathew; multiple simultaneous recovery projects in Texas following Hurricane Harvey; and Florida following Hurricane Irma; and most recently our response to Hurricane Maria in Puerto Rico. He has extensive knowledge of FEMA 325 and 327 guidelines including implementation of right-of-way debris monitoring, debris site and tower monitoring, and hazardous tree removal. Mr. Gresenz is also one of Tetra Tech's designated staff trainers and is an expert in the operations of our automated debris management system (ADMS), where he has trained over 1,000 field staff on the interworking of the system and its reporting capabilities.

RELEVANT EXPERIENCE

Operations Manager (January 2018 -Present)

Department of Transportation of Puerto Rico | Hurricane Maria

Mr. Gresenz is currently an operations manager as part of the management team deployed to the Territory of Puerto Rico following the devastating impact of Hurricane Maria. Mr. Gresenz is responsible for regional staff training, project scheduling, daily coordination with debris haulers and teaming partners and the overall integrity of Tetra Tech's documentation under challenging circumstances.

Project Manager (September 2017 - January 2018)

Pinellas County, Florida | Hurricane Irma

Mr. Gresenz served as project manager in Pinellas County, Florida following Hurricane Irma. Mr. Gresenz was crucial in coordinating debris removal efforts across multiple municipalities and unincorporated Pinellas County. Along with his primary responsibilities of project scheduling, staffing, Quality control, reporting and coordinated with multiple debris haulers, Mr. Gresenz also managed the arduous task of coordinating multiple debris haulers from multiple municipalities sharing the same disposal locations.

Operations Manager (September 2017 – November 2017)

Miami-Dade County, Florida | Hurricane Irma Debris Monitoring

Mr. Gresenz deployed to Miami-Dade County immediately after hurricane Irma struck. Mr. Gresenz trained over 800 employees in debris removal operations. This staff monitored the removal of over 3 million cubic yards of vegetative debris in the first 45 days after hurricane Irma. Mr. Gresenz managed the logistics of monitoring over 1,200 trucks being used throughout the county for debris removal operations, and the supervision of 4 Debris Management Sites used to process the debris.

YEARS OF EXPERIENCE

3 years

AREA OF EXPERTISE

- Disaster Debris Management
- Right-of-Way Debris Removal
- Disposal Operations
- FEMA Compliance Monitoring
- Supervision of Field Operations
- Operational Scheduling and Dispatch
- Private Property Programs
- Hazardous Tree Removal
- FEMA PA Category A documentation and eligibility Project Staffing

DISASTERS

- 5224 CA Thomas Fire
- 4339 PR Hurricane Maria
- 4337 FL Hurricane Irma
- 4283 FL Hurricane Mathew
- 4286 SC Hurricane Matthew (3 Clients)

TRAINING/CERTIFICATIONS

- FEMA ICS 100
- FEMA ICS 200
- FEMA ICS 800
- HAZWOPER

Project Manager (January 2017- August 2017)**Dougherty County, Georgia | Severe Storms and Tornadoes**

Mr. Gresenz served as project manager on Dougherty County's debris monitoring and private property debris removal program following the severe storms and tornadoes that affected the area on January 2017. Within hours, our team was onsite to begin training staff for immediate deployment. Mr. Gresenz oversaw the Dougherty County debris monitors for the removal of hazardous trees and limbs and in gathering the appropriate documentation needed for project worksheets for both Category A debris costs and permanent repairs.

Operations Manager (October 2016-January 2017)**Town of Hilton Head Island, Beaufort County, Hampton County, South Carolina | Hurricane Matthew Disaster Debris Program Management**

Mr. Gresenz has been lead operations manager for some of the largest Hurricane Matthew debris removal projects in South Carolina. As part of our initial strike team, Mr. Gresenz' responsibilities included training over 300 debris monitors, executing Tetra Tech's Health and Safety protocols, overseeing truck certifications, field, and disposal operations, establishing staffing schedules, logistics and asset management and project oversight on multiple projects. To date Mr. Gresenz has overseen the successful removal and documentation of nearly 3.5 million cubic yards of Hurricane Matthew generated debris.

Project Manager (May 2014–July 2014)**Blount County, Alabama | Severe Storms and Tornadoes Disaster Debris Program Management**

Following severe storms and tornadoes that impacted Blount County, Mr. Gresenz was deployed as a project manager to manage and monitor the removal of over 75,000 cubic yards of debris within the County. Mr. Gresenz also worked with the County, Alabama Emergency Management Agency (AEMA), and FEMA to execute additional programs to support recovery in the County including removal of hazardous trees and hangers and a waterways debris removal program.

Operations Manager (February 2014–May 2014)**Hampton County, SC, Barnwell County, SC | Winter Storm Pax Disaster Debris Program Management**

Following Winter Storm Pax, Mr. Gresenz was deployed to manage the monitoring of nearly 40 debris removal trucks collecting over 200,000 cubic yards of vegetative debris in a four week period. As the projects continued, Mr. Gresenz worked with the debris hauler to ensure appropriate crew numbers to meet the aggressive timeline set forth by the clients. Mr. Gresenz worked closely with data managers and ADMS specialists to document and track operations as well as deliver expedient and accurate reporting to key stakeholders.

REFERENCE

Sean Tipton, Public Works Engineering
Pinellas County | (727) 464-8809 | stipton@co.pinellas.fl.us

EXPERIENCE SUMMARY

Mr. Benarroch is a regional data manager and invoice reconciliation manager for Tetra Tech, Inc. As a regional manager Mr. Benarroch is responsible for oversight and management of field data managers and invoice analysts. His areas of expertise include Federal Emergency Management Agency (FEMA) eligibility and documentation requirements, private property debris removal packet management, database management, and project reporting.

Mr. Benarroch also has an in-depth understanding of our Automated Debris Management System (ADMS) RecoveryTrac™. As such he can support the implementation of ADMS in the field as well as establish quality assurance and project reporting.

FEATURED RELEVANT EXPERIENCE

Regional Data Manager (October 2018-Present)

State of Florida | Hurricane Michael

Hurricane Michael made landfill in the Florida panhandle as a strong Category 4 hurricane. It caused unrepresented damage. Tetra Tech was activated by six clients ranging from the City of Lynn Haven to Wakulla County, Florida. Mr. Benarroch served regional data manager providing QA/QC of project deliverables and reporting. He also served as the invoice reconciliation manager where he oversaw invoice analyst reconciling over \$25 million in reimbursable contractor debris removal services.

Regional Data Manager (September 2018- October 2018)

State of North Carolina | Hurricane Florence

Mr. Benarroch was deployed to North Carolina following Hurricane Florence. He served as a regional data manager overseeing multiple data managers assigned to projects in the State. Mr. Benarroch also served as an invoice reconciliation manager where he oversaw invoice analyst reconciling over \$13 million in reimbursable contractor debris removal services.

Regional Data Manager (June 2018-August 2018)

State of Connecticut | Connecticut Sever Storms, Tornadoes, and Straight-line Winds Debris Program Management

Following the aftermath of a series of macrobursts that struck the towns of Brookfield, Danbury, New Fairfield, and Southbury, Mr. Benarroch was tasked as the regional data manager to oversee the daily operations and collection of real-time data. Mr. Benarroch supports the implementations of our ADMS technology from the creation of the project within our database to the day-to-day use by our field monitoring staff. Quality assurance (QA) and quality control (QC) procedures are supported remotely through custom reporting services. Mr. Benarroch further aides in hauler invoice reconciliation and compliance management against contract documentation.

Senior Data Manager (May 2018-Current)

Collier County, FL | Hurricane Irma Waterway Disaster Debris Removal Program

Mr. Benarroch has been tasked as the senior data manager overseeing the Collier County, FL waterway disaster

YEARS OF EXPERIENCE

2 years

AREA OF EXPERTISE

- FEMA Compliance Monitoring
- FEMA Reimbursement
- Reimbursement Policies and Procedures
- Data Management
- Invoice Reconciliation
- Database Systems

GRANT EXPERIENCE

- FEMA PA

DISASTERS

- 4399 Hurricane Michael
- 4393 Hurricane Florence
- 4385 Connecticut Severe Storms
- 4337 Hurricane Irma
- 4332 Hurricane Harvey
- 4283 Hurricane Matthew
- 4297 Georgia Severe Storms, Tornadoes, and Straight-line Winds
- 4240 Valley & Butte Fire
- 4106 Winter Storm Alfred PW Closeout

EDUCATION

University of Central Florida
Bachelor of Science, Applied Mathematics, 2016

debris removal program. Mr. Benarroch is responsible for the supervision and inspection of all collected documentation, such as the eligibility of photos against contract requirements, GIS mapping of waterways, and remote database management. In addition, Mr. Benarroch is responsible for all hauler invoice reconciliation and compliance management to contract documentation.

Regional Data Manager (September 2017-August 2018)

State of Florida | Hurricane Irma | Disaster Debris Program Management

Following the aftermath of Hurricane Irma, Mr. Benarroch was deployed as a regional data manager to oversee the daily data operations of the South Florida projects including the Florida Keys and Miami-Dade County. Mr. Benarroch supported the implementation of our ADMS technology through all phases of operations over multiple projects across the region. Mr. Benarroch aided in FEMA compliance management, including QA/QC of right-of-way load collection, and managing the documentation for all hazardous tree and hanger removal for the various programs. Mr. Benarroch was also heavily involved in the hauler invoice reconciliation and project data close out to validate the clients received the proper data and documentation to satisfy all FEMA requirements.

Regional Data Manager (August 2017-June 2018)

State of Texas | Hurricane Harvey | Disaster Debris Program Management

Mr. Benarroch was deployed as a regional data manager following the aftermath of Hurricane Harvey. Mr. Benarroch supported the implementation of our ADMS technology through all phases of operations over multiple projects across the state. Mr. Benarroch aided in FEMA compliance management, including QA/QC of right-of-way load collection. In addition, Mr. Benarroch took on the responsibility of training and establishing local data managers across the state to oversee individual projects. Mr. Benarroch was also involved in the hauler invoice reconciliation and project data close out to validate the clients received the proper data and documentation to satisfy all FEMA requirements.

Data Manager (April 2017-September 2017)

Calaveras County, California | Butte Fire

Following catastrophic fires that impacted Calaveras County, many dead or dying trees that were a threat to fall and threaten citizens along the County right-of-way (ROW) were in need of mitigation. Tetra Tech was hired to complete a hazardous tree mitigation program, which included both ROW trees and private property. Mr. Benarroch supported documentation management, reporting, and tree surveying efforts.

Financial Recovery Specialist (April 2017–September 2017)

State of Connecticut | Winter Storm Alfred Project Worksheet Management and Closeout

Mr. Benarroch served as the financial recovery specialist during the final FEMA-PA project worksheet (PW) management and closeout resulting from Winter Storm Alfred. He was responsible for the project cost reconciliation of the invoice totals to the totals listed within the PW. The cost analysis involved a detailed review of all force account labor, force account equipment, and contractor backup provided during the FEMA-PA PW write up. Eligibility for both FEMA and the Federal Highway Administration were reviewed for compliance and accuracy. Mr. Benarroch also created and implemented custom reports and.

Data Manager (February 2017 - June 2017)

Dougherty County, Georgia | Georgia Severe Storms Debris Removal Program Management

Mr. Benarroch was essential to the Dougherty County debris removal program as a data manager. Mr. Benarroch offered remote support and was heavily involved in the QA/QC checks to validate the client received the proper data and documentation to satisfy all FEMA requirements. These checks involved in-depth reviews of GIS collected data for both load collection and hazardous tree and hanger removal tickets and the managing of physical and digital documentation.

REFERENCE

Gino Santabarbara, Principal Planner, Stormwater Division
Collier County | (239) 252-2925 | gino.santabarbara@colliercountyfl.gov

EXPERIENCE SUMMARY

Ms. Paris Atkinson is a senior data manager and billing/invoice analyst, where her responsibilities include data management, management of monitoring documentation for the Federal Emergency Management Agency (FEMA), invoice reconciliation, and the use of our automated debris management system (ADMS). She has extensive experience on all aspects of program data management up to and including project closeout and post-closeout audit support. Ms. Atkinson possesses knowledge and understanding of federal grant programs, including the Federal Highway Administration (FHWA) Emergency Relief (ER) Program and FEMA Public Assistance (PA) Program.

FEATURED RELEVANT EXPERIENCE

Regional Project Manager (November 2018-Present)

State of Georgia – United States Army Corps of Engineers (USACE)

Ms. Atkinson is currently serving as the overall regional data manager for the USACE mission to remove debris that was a result of Hurricane Michael in the State of Georgia. She oversees the regional data manager from the northern, central, and southern regions and provide senior leadership and oversight.

Data Assessment Manager (September 2018-December 2018)

Carr Fire – CalRecycle

Ms. Atkinson served as a data manager on the Carr Fire recovery program in Shasta County, CA. Ms. Atkinson was responsible for supporting the electronic management and tracking of site documentation and quality assurance and quality control on the project database used for tracking debris removal costs and daily reconciliation.

Debris Subject Matter Expert

Montgomery County, Pennsylvania | Multi-Jurisdictional DDMP

Ms. Atkinson served as a debris subject matter expert and supported Montgomery County in establishing and implementing a multi-jurisdictional debris management planning program. Ms. Atkinson and the project team developed a debris management strategy based on the assessment of the County's existing resources, landfill and disposal capacity, and debris management site options. Ms. Atkinson also assisted in the development of multiple debris forecast models to estimate the resulting debris volumes following a disaster as well as the County's capacity to address debris using internal equipment and resources.

Regional Data Manager (September 2017-August 2018)

State of Florida | Hurricane Irma | Disaster Debris Program Management

Hurricane Irma impacted almost the entire state of Florida. As such, Tetra Tech managed numerous program management and monitoring projects

YEARS OF EXPERIENCE

13 Years

AREA OF EXPERTISE

- FEMA Reimbursement and Audit Support
- Reimbursement Policies and Procedures
- RecoveryTrac™ ADMS
- Data Management
- Debris Monitoring Compliance
- Invoice Reconciliation
- Geospatial Analysis

GRANT EXPERIENCE

- FEMA PA
- FHWA ER

DISASTERS

- 4337 Hurricane Irma
- 4332 Hurricane Harvey
- 4283 Hurricane Matthew
- Collier County FL Severe Storms
- 4269 TX Flooding
- 4240 CA Valley Fire
- 4223 TX Flooding
- 4166 SC Winter Storm
- 4165 GA Winter Storm
- 4145 CO Flooding
- 4087 Hurricane Sandy
- 4080 Hurricane Isaac
- 4046 CT Winter Storm
- 4029 TX Wildfires
- 3268 NY Snowstorm
- 1609 Hurricane Wilma

EDUCATION

University of Florida
Bachelor of Science,
Psychology, 2005

throughout the state. Ms. Atkinson served as a regional data manager and oversaw daily data and invoice reconciliation operations of projects throughout Florida including Hillsborough County, Polk County, and Orange County. Ms. Atkinson provided senior level leadership and guidance to field data managers including FEMA compliance management, QA/QC of collection data, and the management and documentation of specialized programs such as hazardous tree and hanger removal. Ms. Atkinson also managed a team of invoice reconcilers who reviewed and submitted reconciled hauler invoices to clients.

Regional Data Manager (August 2017-June 2018)

State of Texas | Hurricane Harvey | Disaster Debris Program Management

Mr. Atkinson served as a regional data manager following the aftermath of Hurricane Harvey. She provided senior level leadership and guidance to field project managers. Ms. Atkinson verified field data managers followed standard operating procedures to manage and report debris collection statistics and progress. Ms. Atkinson also managed a team of invoice reconcilers that reviewed and submitted reconciled hauler invoices to Tetra Tech's Texas clients.

Regional Data Manager (September 2016-June 2017)

State of Florida | Hurricane Matthew | Disaster Debris Program Management

Ms. Atkinson served as a regional data manager and provided senior level leadership and guidance to field project managers. Hurricane Matthew primarily impacted Florida's east coast communities such as Volusia, Flagler, and St. John's County. Ms. Atkinson also performed quality assurance checks on field data managers to verify proper project reporting and data management. Ms. Atkinson also led a team of reconcilers to review and process debris hauler invoices for submission to Tetra Tech's Florida clients.

Senior Data Manager (October 2015–August 2016)

Lake County, California | Valley Fire Disaster Debris Program Management

Lake County, California was one of the counties severely impacted by the Valley Fire, which burned over 76,000 acres across Lake, Napa, and Sonoma Counties prior to being fully contained. Tetra Tech was retained by the County to provide program management and debris monitoring services. In addition to a right-of-way debris and hazardous tree removal program, the County also initiated a selective private property debris removal (PPDR) program. One of the unique aspects of the County is the enormous trees along the right-of-ways. Thousands of fire hazard trees were identified throughout the County that, though located on private property, could pose a threat to County maintained roads. As a result, the County initiated a selected PPDR program to address standing dead trees on private property that could impact County roads. Ms. Atkinson served as a senior data manager and was responsible for FEMA compliance management, including QA/QC of data and managing the documentation.

Senior Data Manager (May 2015–August 2016)

Hays County; Caldwell County; City of Houston, Texas | Severe Storms, Tornadoes, Straight-Line Winds, and Flooding Program Management

The jurisdictions of Hays County, Caldwell County, and the City of Houston were among the many Texas communities impacted by the torrential rainfall in May of 2015. Tetra Tech was activated by the aforementioned communities to provide program management and disaster debris monitoring services. Ms. Atkinson served as the senior data manager for the Texas projects. She supported the projects by managing the data team in the field; providing FEMA compliance management, including QA/QC of right-of-way load collection; and managing the documentation for all hazardous tree and hanger removal. Ms. Atkinson also provided ADMS and database support for all staff members. Hays County has an ongoing PPDR program for which Ms. Atkinson continues to provide data management support.

Billing/Invoice Analyst (May 2015 – October 2015)

City of Houston, Texas | Severe Storms and Flooding Disaster Debris Program Management

Ms. Atkinson served as billing/invoice analyst for the City of Houston, Texas following severe storms and flooding that resulted in 300,000 cubic yards of disaster debris in the City. Ms. Atkinson worked alongside the

data manager of the FEMA funded destruction relief program for the City, and also assisted with the daily input of collection logs and data documentation.

Senior Data Manager (January 2016–February 2016)

Collier County, Florida | Severe Storm and Straight-Line Wind Debris Program Management

Collier County, FL was impacted in January by a severe storm with measured winds as high as 83 mph. The storm caused significant arboreal damage to the County, so much so that the County chose to activate their disaster debris removal contractors and Tetra Tech. Ms. Atkinson provided program management and debris monitoring services to the County, which included ADMS technology implementation, quality assurance (QA)/quality control (QC) of data, multiple reporting functions, management of debris pile reported data and citizen concerns, contractor reconciliation and invoicing, and final project closeout.

Project Manager (December 2015–July 2018)

State of Connecticut | Financial Recovery Services, FEMA Public Assistance

The State of Connecticut retained Tetra Tech to perform a secondary review of FEMA PA and FHWA-ER related funding that was obligated as a result of Winter Storm Alfred (FEMA-DR-4046). Due to a recent decision on the FEMA eligibility of reduction, final hauling, and final disposal costs, each town/city that applied for and received FEMA PA funding as well as FHWA ER funding must be reviewed to determine if appropriate funding has been obligated. Ms. Atkinson is responsible for reviewing the FEMA PA and FHWA grant documentation; ensuring reduction, final hauling, and final disposal costs have been reimbursed; and identifying any additional charges not captured by FEMA.

Debris Subject Matter Expert (March 2014– September 2014)

Montgomery County, Pennsylvania | Multi-Jurisdictional DDMP

Ms. Atkinson served as a debris subject matter expert and supported Montgomery County in establishing and implementing a multi-jurisdictional debris management planning program. Ms. Atkinson and the project team developed a debris management strategy based on the assessment of the County's existing resources, landfill and disposal capacity, and debris management site options. Ms. Atkinson also assisted in the development of multiple debris forecast models to estimate the resulting debris volumes following a disaster as well as the County's capacity to address debris using internal equipment and resources.

Data Manager and Debris Management Consultant (March 2014–Ongoing)

Boulder County, Colorado | Severe Flooding Disaster Debris Program Management

Ms. Atkinson is currently serving as data manager for Boulder County, Colorado following the severe flooding that affected the state in September 2013. Ms. Atkinson is responsible for managing invoice reconciliation with the debris contractor; creating custom reports for Boulder County; managing the data team in the field; providing FEMA compliance management, including QA/QC of right-of-way load collection; and managing the documentation for all hazardous tree and hanger removal. Ms. Atkinson also provides ADMS and database support for all staff members. Additionally, Ms. Atkinson assists with management of the FHWA-ER program for the County.

Data Manager (May 2014–August 2014)

Blount County; Limestone County, Alabama | Severe Storms and Tornadoes Disaster Debris Program Management

Ms. Atkinson served as data manager for two counties in Alabama following severe storms and tornadoes that affected the area in May. Ms. Atkinson was responsible for managing invoice reconciliation with the debris contractor; managing the data team in the field; providing FEMA compliance management, including QA/QC of right-of-way load collection; and managing the documentation for all hazardous tree and hanger removal.

Data Manager (February 2014–July 2014)**Barnwell County; Colleton County; Dorchester County; Sumter County, South Carolina; City of Sumter, South Carolina; City of Augusta, Georgia | Winter Storm Pax Disaster Debris Program Management**

Ms. Atkinson served as data manager for six municipalities in the states of South Carolina and Georgia following Winter Storm Pax. Ms. Atkinson was responsible for managing invoice reconciliation with the debris contractor; managing the data team in the field; providing FEMA compliance management, including QA/ QC of right-of-way load collection; and managing the documentation for all hazardous tree and hanger removal. Ms. Atkinson also provided ADMS and database support for all staff members.

Data Manager (February 2013–April 2014)**New Jersey Department of Environmental Protection | Hurricane Sandy Waterways Debris Removal Program Management**

Ms. Atkinson served as data manager following Hurricane Sandy, where she was responsible for the management and data creation of vessel removal tracking in New Jersey waterways, photo management of vessel removals, data management and tabulation, monitoring document compliance, monitoring the removal of vessels in accordance with legal requirements established, and database support for staff.

Data Manager (August 2012–February 2014)**St. John the Baptist Parish, Louisiana | Hurricane Isaac Disaster Debris Management Program**

Ms. Atkinson served as data manager, where she provided invoice reconciliation, data export creation, data center management, document compliance monitoring, management of hazardous tree and hanger photo documentation, and database support for staff. Ms. Atkinson also monitored data to ensure FEMA compliance in the field and the managed us of our ADMS.

Data Manager (September 2010–November 2012)**Jefferson Parish and the City of New Orleans, Louisiana | Hurricane Isaac Disaster Debris Management Program**

Ms. Atkinson served as data manager following Hurricane Isaac, where she was responsible for call center management, data center management, document compliance monitoring, management of hazardous tree and hanger photo documentation, database support for staff, and data monitoring to ensure FEMA compliance in field.

Project Manager (July 2012–September 2012)**Lake County, Florida | FEMA-Compliant Disaster Debris Management Plan**

In August 2012, she assisted Lake County, Florida, with the development of a FEMA-compliant disaster debris management plan. In addition, she assisted the County in developing a scope of services for their request for proposal for debris contracting, where a large focus was on helping complete the debris hauling request for proposal and guiding the County through the bid process.

Operations Manager and Data Manager (February 2006–August 2006)**Collier County, Florida | Hurricane Wilma Disaster Waterways Debris Removal Program Management**

Ms. Atkinson served as operations manager and data manager for Collier County, Florida, following Hurricane Wilma, where she was responsible for the supervision, support, and evaluation of field staff; documentation compliance; and ensuring waterway debris removal was compliant with Natural Resources Conservation Service contract specifications. Ms. Atkinson also developed standard operating procedures specific to the waterway debris removal project.

REFERENCE

Dan Rodriguez, Director of Solid and Hazardous Waste
Collier County | (239) 252-2504 | danrodriguez@colliergov.net

EXPERIENCE SUMMARY

Mr. Burns has over 16 years of experience in the environmental field. While working for the Pennsylvania Department of Environmental Protection (PADEP), Mr. Burns served on the Palmerton Zinc Superfund Site Trustee Group (Natural Resource Damage Assessment Case) and the Aquatic Subcommittee Group. Mr. Burns was responsible for acting as the designated trustee from the PA DEP. While serving in this role, Mr. Burns was responsible for assisting with numerous assessments and document review. Mr. Burns assisted with the creation of the Pennsylvania Index of Biological Integrity to be used throughout the state of Pa. While with Tetra Tech, assisted with the Enbridge Line 6B release NRDA work. During this role, Mr. Burns assisted with the creation of numerous assessments, reviewed data from these assessments, participated in NRDA meetings, and developed the SCAT reconciliation process for the Enbridge release. Mr. Burns has also overseen and participated in numerous tank removals and cleanups.

Mr. Burns has responded to over 400 oil spills, conducting responses to oil spills, complaints, fish kills, and a multitude of site assessments. His experience includes responses to small releases from above ground home heating oil tanks to larger releases from underground storage tanks and pipelines that have affected surface water, groundwater, and soil. Mr. Burns' responsibilities during these activities have included management of personnel and equipment as well as support during a wide variety of emergency responses such as the Kalamazoo Enbridge Line 6B Pipeline Release, Allied Terminal Ammonium Nitrate Release, Buckeye Pipeline Release, Ivy Industrial Park Case, Church Road TCE Case, and Ashland Uni-Mart Vapor release.

Mr. Burns is also experienced in the collection of asbestos samples and is versed in the 2009 asbestos framework for collection asbestos samples, he currently manages 5 asbestos sites for Tetra Tech.

RELEVANT EXPERIENCE

California Wildfire Environmental Program Manager (October 2016 – present). Mr. Burns has served in management roles overseeing in the field environmental services conducted on 11 of the 12 past California Wildfires. During these responses Mr. Burns has lead the setup, coordination, and overall management of assessing damage, hazardous materials surveys, air monitoring, asbestos assessments, sample collection, and report preparation. Mr. Burns also manages all environmental logistics and staff coordination on these projects.

Carr and Mendocino Complex Fire Incident (August 2018 – present). Incident Commander, responsible for overall completion of all debris and environmental work related to the hazardous material removal of over 1,300

YEARS OF EXPERIENCE

16 years

AREA OF EXPERTISE

- Fire Assessment
- Emergency Response
- Asbestos
- Wildfire Fire Assessment
- CDBG-DR
- Technical Report Preparation and Review
- Project Management
- Scientific Research
- Fisheries/Ichthyology
- Oil Spill Response
- Lead and Asbestos
- Radiation

TRAINING/CERTIFICATIONS

- ICS Level 100, 200, 300, 400, 301 and NIMS 700 and 800
- 40-Hour OSHA 29 CFR 1910.120 HAZWOPER
- OSHA 8-Hour Refresher Training
- EPA Chemistry for Environmental Professionals
- EPA Air Monitoring for Hazardous Materials 165.4, 2007 and 2005 EPA RCRA Compliance and Enforcement Workshop
- IATA Dangerous Goods Shipping Certified
- EPA Sampling for Hazardous Materials 165.9
- EPA Introduction to Groundwater Investigations 165.7

EDUCATION

Penn State University, Bachelor of Science in Fisheries and Wildlife Science

parcels in total located in Shasta and Lake Counties. His task under this contract includes debris removal monitoring, air sampling and monitoring (community and personal), soil sampling and evaluation, site assessment and documentation, financial tracking and invoice reconciliation, data management, erosion plan review and oversight of implementation, and health and safety.

Thomas Fire Incident (January 2018-Decemebrr 2018). Incident Commander, responsible for overall completion of all debris and environmental work related to the hazardous material removal of over 700 parcels in Ventura County. His task under this contract includes debris removal monitoring, air sampling and monitoring (community and personal), soil sampling and evaluation, site assessment and documentation, financial tracking and invoice reconciliation, data management, erosion plan review and oversight of implementation, and health and safety.

Greenfield Trust Program Manager (March 2018-present). Mr. Burns is responsible for overall work performance for all Tetra Tech Greenfield Trust projects. Tetra Tech is responsible for large complex remedial design, modeling, implementation, and assessment. Mr. Burns is responsible for overall management of several project managers completing this work across the country.

Florida, Texas, South Carolina, North Carolina CDBG Programs (March 2018- present)- Mr. Burns serves as an Environmental Inspection Program Manager for the Lead Based Paint Risk Assessors, Asbestos Inspections, and all other environmental inspections covered under these three CDBG Programs. Mr. Burns is responsible for overall management of over 20 lead-based paint risk assessors completing risk assessment throughout all three states in relation to Hurricane Irma and Matthew.

Restore Louisiana Program (RELA)-CDBG-DR, 2017 to July 2018. Mr. Burns served as an Environmental Inspection Program Manager for the Lead Based Paint Risk Assessors following HUD Guidelines. He is responsible for overall management of 20 lead-based paint risk assessors completing risk assessment throughout Louisiana in relation to the floods of 2016. During this program Tetra Tech completed over 6,000 lead-based paint risk assessments in under 1 year.

Northern California (NONRCAL) Wildfire Response (November 2017- September 2018). Environmental lead responsible for environmental portion of work associated with the cleanup of over 3000 homes. Responsible for hazard assessments on each parcel, background soil sampling and confirmation soil sampling, air sampling and monitoring, and OSHA personal air sampling. Mr. Burns is also responsible for overall coordination, staffing, and logistics for this four county response, overseeing over 75 staff in the field collecting data.

Detwiler Fire (August 2017-Present) and Helena Fire (September 2017-Present) California Fire Response. Environmental Lead responsible for designing approach, coordinating staff, directing health and safety operations, and responsible for overall completion of environmental portion of the project. During these responses Tetra Tech was responsible for assessing (hazard assessment) over 200 parcels of burned area in Northern California. Tetra Tech also conducted OSHA personal sampling and air monitoring and sampling during all operations to ensure protectiveness to public health during cleanup operations. Tetra Tech assessed each parcel for radiation, VOCs, lead, asbestos, and debris estimates.

Clayton Valley Fire California Fire Response (October 2016-January 2017). Environmental Lead responsible for designing approach, coordinating staff, directing health and safety operations, and responsible for overall completion of environmental portion of the project. During this response Tetra Tech was responsible for assessing (hazard assessment) over 200 parcels of burned area in Northern California. Tetra Tech also conducted OSHA personal sampling and air monitoring and sampling during all operations to ensure protectiveness to public health during cleanup operations. Tetra Tech assessed each parcel for radiation, VOCs, lead, asbestos, and debris estimates. All documentation was collected with collector and I-form technology and uploaded to a central data base to generate deliverable as work was completed daily.

Lake Isabella California Fire Response (August 2016-November 2016). Environmental Lead responsible for designing approach, coordinating staff, directing health and safety operations, and responsible for overall

completion of environmental portion of the project. During this response Tetra Tech was responsible for assessing (hazard assessment) over 300 parcels of burned area in Southern California. Tetra Tech assessed each parcel for radiation, VOCs, lead, asbestos, and debris estimates. All documentation was collected with collector and I-form technology and uploaded to a central data base to generate deliverable as work was completed daily.

Harbin California Fire Response (October 2015). Environmental Lead responsible for designing approach, coordinating staff, directing health and safety operations, and responsible for overall completion of environmental portion of the project. During this response Tetra Tech was responsible for assessing over 250 parcels of burned area in Northern California. Tetra Tech assessed each parcel for radiation, VOCs, lead, asbestos, and debris estimates. All documentation was collected with collector and I-form technology and uploaded to a central data base to generate deliverable as work was completed daily.

NPL-4 Radiation Site (Ottawa IL) (November 2014-present). Field Team Lead responsible for overall work completed on site. Task included subcontractor oversight, project staff supervision, and overall completeness of a 35,000 tons of contaminated soil. Soil was contaminated with Radium-226 from fill operations. Task included segregation and excavation of contaminated material above the remedial action goal that was site specific. Mr. Burns was responsible for initial assessment of the site where trenches were employed to delineate the extent of contamination. Remediation of the site consisted of removal of impacted soil, segregation, water treatment, air sampling and monitoring, soil sampling and monitoring, and restoration operations.

U.S. EPA START Readiness Coordinator, 2014-present. Mr. Burns serves as the US EPA Region 5 readiness Coordinator and Deputy Program Manager. Mr. Burns manages all aspects of deployment readiness and tracks deployment readiness for a 40-person core team of responders and 300 additional reach-back staff. He coordinates on-call schedules and deployments for more than 150 short- and long-term emergency response actions across the six-state region, with as many as 150+ simultaneous projects with durations ranging from 1 day to 2 years. Manages a preparedness training program, involving approximately 10 training courses and exercises annually for contractor staff.

Green Ribbon Trails (2010)

Project Manager, responsible for the work plan, multiple sampling and analysis plans, trip reports, and case study reports for the site. The site is a former asbestos facility. Sampling included activity-based sampling, bulk, soil, and ambient air sampling.

Former Keasby and Mattison Asbestos Facility (2010)

Project Manager, responsible for the work plan, multiple sampling and analysis plans and trip reports for the site. The site is a former asbestos facility. Sampling included activity-based sampling, bulk, soil, and ambient air sampling.

EXPERIENCE SUMMARY

Mr. Kunish is a Certified Emergency Manager with 19 years of experience and has worked on 47 disasters throughout his career. Currently he provides multiple communities with support to utilize U.S. Government grants to respond, recover and mitigate to natural and manmade disasters across the country. These programs include the management of applications and awarded funding to elevate and buy out residences, build back damaged infrastructure to be more disaster resilient, and work for reimbursement of local governments for response and recovery efforts. In addition to his disaster grant management and response work, Mr. Kunish has been a project manager on numerous disaster debris removal and debris removal monitoring projects and supports communities as they evaluate flooded properties to make substantial damage estimations under the National Flood Insurance Program. He began his career with the State of Florida Division of Emergency Management and worked there for thirteen years serving as the State's Planning Section Chief, Incident Management Team Commander, and Hazardous Material Auditor. Over the past nineteen years, Mr. Kunish has responded to disasters from the private and public sector emergency management perspective including hurricanes, floods, ice storms, fires, emergency repatriations, tornadoes, public health epidemics, hazardous material releases and earthquakes.

RELEVANT EXPERIENCE

Technical Expert (March 2018–Ongoing)

Commonwealth of Puerto Rico | Public Assistance Program Implementation

With the devastating damage following Hurricane Maria's impact to Puerto Rico, Mr. Kunish has been supporting Puerto Rico's Governor's Authorized Representative to implement FEMA's as the grantee for the Public Assistance program. His support included advising and implantation of a Section 428 Alternate Procedure that is required for all permanent work in Puerto Rico, setup of an island wide private property debris removal program, focused support for grant work for the Island of Vieques, and project formulation strategy for replacement of flood public housing projects. Mr. Kunish also administers over a hundred field inspectors and grant managers.

Project Manager (October 2015–Ongoing)

Richland County, South Carolina | Post Flood Disaster Flood Assistance

Following the flood disaster that impacted Richland County in October 2015, Mr. Kunish supported the management of the county's claims development and administration. Mr. Kunish is currently providing programmatic and implementation support for the FEMA Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and the Community Development Block Grant Program.

Project Manager (June 2016–December 2016) and Principal-In-Charge (August 2017 – Ongoing)

Fort Bend County, Texas | Substantial Damage Estimation and HMGP Application

In 2016, Fort Bend County experienced flooding of over 1,500 homes as a result of an historic rain event. Mr. Kunish supported the County's efforts to identify, inspect and issue notices for Substantial Damage Estimation

EDUCATION

University of Florida
Bachelor of Arts, Sociology,
Minor in Education

AREA OF EXPERTISE

- Project Management
- Disaster Response
- Disaster Recovery
- Hazard Mitigation
- Emergency Operations
- Hazardous Material Planning
- Duplication of Benefits Recovery

TRAINING/CERTIFICATIONS

- Certified Emergency Manager
- FEMA Professional Development Series
- OSHA 40 Hour Construction Safety
- O-400 Incident Commander
- ICS-100 through ICS-400 Incident Command System
- G-202 Debris Management
- G-137 Exercise Program Manager
- Homeland Security Exercise and Evaluation Program (HSEEP) Exercise Evaluation
- Construction Quality Management (CQM)

YEARS OF EXPERIENCE

19 years

(SDE) determination as required to maintain compliance with the National Flood Insurance Program. He also assisted with the County's application process to elevate or buyout 76 properties that were damaged during the flooding event. In 2017, Hurricane Harvey causes another historic flood where many homes that flooded in 2016 were also damaged where Mr. Kunish once again provided support to the County's SDE efforts.

Project Manager (April 2016–June 2016) and (August 2017–Ongoing)

Harris County, Texas | Disaster Debris Removal

Following a record breaking rain event in 2016, Harris County experienced significant residential flooding in which over a 1,000 flooded homes generated over 40,000 cubic yards of debris. The following year the County experience a historical flood caused by Hurricane Harvey where over 30,000 homes were flooded and over 1,500,000 cubic yards of debris removed by the County's contractors, mutual aid and force account forces. In both events Mr. Kunish and his team (50 personnel in 2016 and over 300 personnel in 2017) assisted Harris County to monitor and manage the removal of disaster debris. The County's efforts included the removal of construction and demolition debris, vegetative debris, e-waste, household hazardous waste and white goods. Mr. Kunish also ensured that all activities were done in compliance with Federal and State regulations and documented removal from debris from cradle to grave for invoicing and auditing efforts.

Project/Readiness Manager (October 2016 – January 2017)

Flagler County, Florida | Hurricane Mathew Debris Removal

Mr. Kunish rapidly deployed over 50 personnel to consisting of fulltime Tetra Tech staff, subcontractors and local hires to monitor the County's debris removal operations. Mr. Kunish provided extensive debris planning and programmatic support as the County initiated their operations. Coordination with FEMA and the State environmental agency on debris disposal sites became a significant part of the operational planning Mr. Kunish provided.

Project Manager (December 2013–Ongoing)

Galveston County, Texas | HMGP and SRL Assistance

Mr. Kunish assisted Galveston County with its HMGP and Severe Repetitive Loss (SRL) programs following Hurricanes Ike and Gustav, which devastated the county with storm surge. Mr. Kunish served as the project manager in the implementation of the SRL Program, where 121 houses were elevated to mitigate their risk to future flooding. Mr. Kunish also managed the closeout of 150 properties that were bought with funding under the HMGP.

Project Control Specialist (October 2013–August 2016)

Boulder County, CO | Public Assistance Consulting

Following the flood disaster that impacted Boulder County in September 2013, our team was selected to manage the county's claims development and administration of \$100 Million. Mr. Kunish is currently providing programmatic and application support for the FEMA Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and the Community Development Block Grant Program.

Senior PA Specialist (September 2014 – September 2015)

Napa County, California | South Napa Earthquake (FEMA-4193-DR-CA)

As the deputy director of post disaster programs, Mr. Kunish directly supports project operations on the Napa County public assistance (PA) project. Of particular importance is his implementation of Tetra Tech's RecoveryTrac™ system, which provides real-time information regarding project worksheet (PW) formulation, development, and obligation, and serves as the data backbone of Tetra Tech's PA projects.

Project Manager (December 2013–September 2014)

Terrebonne Parrish, LA | Hurricane Katrina CDBG Buyout and Demolition

The Parrish utilized CDBG-DR funding to buyout and demolish 30 homes in order to redeveloped neighborhoods and eliminate blight that they were experiencing, Mr. Kunish was involved in ensuring compliance CDGB regulations, supporting participant outreach and monitored reporting requirements.

Project Manager (August–September 2012)**Livingston Parish, Louisiana | Hurricane Isaac Debris Removal**

Mr. Kunish served as project manager, where he oversaw and managed the debris collection, segregation, and final disposal to include management of burn pits and coordination with recycling and landfill disposal options.

Project Manager (August–September 2011)**City of Minot, North Dakota | Souris River Flooding - Emergency Levee Removal**

The Souris River flooding displaced over 2,100 households in the City of Minot, North Dakota. To combat the flood waters, emergency levees were placed in strategic locations throughout Ward County. Mr. Kunish oversaw this project, which consisted of removing the emergency levees and returning the material used to borrow locations for future use. This was completed with over 150 trucks and multiple loading and cleanup crews.

Project Manager (April–July 2011)**Lamar and Limestone Counties, Alabama | Tornadoes Private Property Debris Removal Program Management**

The devastation of the 2011 Alabama tornadoes required the activation of the private property debris removal program in Lamar and Limestone Counties. Mr. Kunish served as project manager, where he managed and oversaw the verification of the amount and type of debris to be removed from private property, assigned and managed debris removal crews, and managed final disposal of debris.

Deputy Bureau Chief and various other positions (February 1998 – February 2011)**State of Florida – Division of Emergency Management | Day to Day Emergency Management Operations**

Over the span of 13 year, Mr. Kunish's career with the Division covered many emergency management practice areas. Prominent experience during his State of Florida tenure included; administration of the Florida Hazardous Materials Program, administration of the State's Mitigation Bureau that encompassed the hazard mitigation planning program, the State's Hazard Mitigation Plan, the Hazard Mitigation Grant Program and the Hazard Mitigation Assistance (formerly RL, SRL and PDM) Program. Mr. Kunish also worked with the State's growth management programs (including CDBG) to represent the emergency management perspective. This interaction helped support Mr. Kunish's involvement in the production of Florida's Regional Evacuation Studies.

Plans Section Chief (April–August 2010)**State of Florida – State Emergency Response Team | Deepwater Horizon Oil Spill**

The State Emergency Response Team was activated for a record of 120 days in response to the Deepwater Horizon Oil Spill. Mr. Kunish was instrumental in ensuring Florida maintained a current common operating picture, planned for future operations, and instituted the battle rhythm of the State Emergency Operations Center. At the height of the response, Florida's reconnaissance mission utilized 2 fixed wing aircraft, 5 helicopters, 35 ground teams, and 30 water teams to identify the impacts of the spill.

Incident Management Team Commander (April–August 2008)**State of Florida – State Emergency Response Team | Tropical Storm Fay**

The Incident Management Team was responsible for all emergency management-specific field operations for Tropical Storm Fay that resulted in over \$100,000,000 in PA funding. This included organizing, scheduling, conducting, and reporting results to the SERT from all preliminary damage assessments; managing and coordinating all State Emergency Response County Liaisons; managing all Florida Division of Emergency Management Regional Coordinators; and providing public information services

REFERENCES

Jose Valenzuela, Chief Grants Management Officer

Puerto Rico COR3 | (787) 709-2871 | jvalenzuela@cor3@pr.gov

James Gentile, Director of Contract Services

Galveston County | (409) 682-3444 | james.gentile@co.galveston.tx.us

EXPERIENCE SUMMARY

Ms. Kalindi Fitch assists clients in the administration of federal grant programs for disaster recovery and mitigation. Her extensive understanding of the grant administration process, eligibility requirements, regulations, and policies across many federal programs allows clients to maximize reimbursement. She provides oversight throughout the grant administration period and has lead damage assessment, application development, environmental review, project and process monitoring, and closeout and audit activities.

Ms. Fitch has assisted clients in applying for funding from multiple federal grant programs such as the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and the Community Development Block Grant Disaster Recovery (CDBG-DR) Programs.

RELEVANT EXPERIENCE

Program Manager, Mobilization (April 2018-Present)

San Juan, Puerto Rico | FEMA - PA Consulting

Following 2017 Hurricane Maria, the island of Puerto Rico received a presidential disaster declaration authorizing recovery funds and resources. Tetra Tech was procured to provide post-disaster Public Assistance and long term recovery services including damage assessments, site inspections, grant management and monitoring, and program management. As a senior program manager, Ms. Fitch is supporting project planning, ramp up, and mobilization for this historic recovery effort.

Public Assistance Program Manager (October 2016-Present)

Volusia County, Florida | FEMA - Public Assistance Consulting

Following 2016 Hurricane Matthew, Volusia County was one of the communities to receive a disaster declaration in the State of Florida. The County activated Tetra Tech to provide post-disaster Public Assistance services following the declaration. As the program manager, Ms. Fitch is providing Public Assistance grant application and administration services including damage assessments, site visits, project formulation, and overall technical assistance to the County.

Public Assistance Project Manager (October 2016-Present)

City of South Daytona, Florida | FEMA - Public Assistance Consulting

Following 2016 Hurricane Matthew and 2017 Hurricane Irma, the City of South Daytona was one of the communities to receive a disaster declaration in the State of Florida. The City activated Tetra Tech to provide post-disaster Public Assistance services. As the program manager, Ms. Fitch is providing Public Assistance grant application and administration services including damage assessments, site visits, project formulation, and overall technical assistance to the City. Tetra Tech has prepared, reconciled, and packaged

EDUCATION

Rollins College, Crummer
Graduate School of Business
Master of Business
Administration,
Concentrations in
Management and
Marketing, 2009

Rollins College
Bachelor of Arts, Spanish,
2006

AREA OF EXPERTISE

- EOC Augmentation
- Damage Assessments
- Grant Application Development & Management
- Program Administration
- Data Collection
- Data Reconciliation
- Audits
- Policy Research

GRANT EXPERIENCE

- FEMA PA
- FEMA HMGP, FMA
- CDBG-DR
- FHWA-ER

TRAINING/CERTIFICATIONS

- FEMA IS 100.b
- FEMA IS 102.b
- FEMA IS 212
- FEMA IS 230.b
- FEMA IS 630
- FEMA IS 393.a
- Project Management Professional (PMP), 2017

YEARS OF EXPERIENCE

8 years

the City's emergency and permanent work claims for submission to FEMA for reimbursement, and is actively engaged in completing permanent repair claims.

Public Assistance Project Manager (October 2016-Present)

Horry County, South Carolina | FEMA - Public Assistance Consulting

Following 2016 Hurricane Matthew, Horry County was one of the communities to receive a disaster declaration in the State of South Carolina. The County activated Tetra Tech to provide post-disaster Public Assistance services following the declaration. Specifically, Tetra Tech has collected and reconciled the County's Category A, force account records and has prepared them for submission to FEMA for reimbursement.

Public Assistance Project Manager (October 2016-March 2017)

Beaufort County, South Carolina | FEMA - Public Assistance Consulting

Following 2016 Hurricane Matthew, Beaufort County was one of the communities to receive a disaster declaration in the State of South Carolina. The County activated Tetra Tech to provide post-disaster Public Assistance services following the declaration. Specifically, Tetra Tech has collected and reconciled the County's Category A, force account records and has prepared them for submission to FEMA for reimbursement.

Public Assistance Program Manager (April 2016-Present)

Fayette County, Georgia | FEMA - Public Assistance Consulting

Following severe storms, and flooding, during December 2015, Fayette County was one of the communities to receive a disaster declaration in February 2016. The County activated Tetra Tech to provide post-disaster Public Assistance services following the declaration. As the project manager, Ms. Fitch is providing Public Assistance grant application and administration services, site visit and project formulation services, and technical assistance to the County.

Engagement Manager (October 2015-December 2015)

City of Norman, Oklahoma | FEMA - Public Assistance Consulting

Following tornadoes, severe storms, and flooding, the City of Norman activated Tetra Tech to provide post-disaster services. As engagement manager, Ms. Fitch deployed to the City, to provide PDA support and Post-Disaster Grant advisory services to the community. Ms. Fitch was responsible for the overall management, delivery and implementation of PA consulting services to the City.

Engagement Manager (August 2014-August 2015)

Napa County, California | Emergency Operations Center (EOC) Staff Augmentation, FEMA – Public Assistance Consulting

Within 48 hours of the 6.0 magnitude South Napa Earthquake, Ms. Fitch was activated by Napa County, California to provide EOC staff augmentation, preliminary damage assessment (PDA) support, and post-disaster grant advisory services to the community. During the recovery phase, Ms. Fitch was responsible for the overall management, delivery and implementation of PA consulting services including the completion of site visits and project formulation on behalf of Napa County. She served as a team lead along with the project manager and technical staff and had the overall responsibility to drive the completion of the project for the customer in all disaster recovery grant programs executed by Tetra Tech on behalf of Napa County.

Engagement Manager (October 2013-December 2014)

Boulder County, Colorado | FEMA - Public Assistance Consulting, FEMA - Hazard Mitigation Grant Program, FEMA – Private Property Debris Removal Program Management, U.S. Department of Housing and Urban Development - Community Development Block Grant Disaster Recovery Program

Ms. Fitch is responsible for the overall management, delivery, and implementation of the post-disaster grant management projects in Boulder County. She works as a team lead along with the program manager and technical staff and has the overall responsibility to drive the completion of customer projects in all disaster recovery grant programs executed by Tetra Tech on behalf of Boulder County. Ms. Fitch is overseeing all phases or recovery including reporting, damage assessment, site visits, project formulation, mitigation, special considerations, and overall grant tracking.

Supervisory Consultant (June 2014–October 2015)**New Jersey Office of Emergency Management | FEMA - Public Assistance Small Project Compliance Review**

As a supervisory consultant on this project, Ms. Fitch is providing the client with PA consulting services to support the compliance review of FEMA's small project processes, the development of workflow documents, and Standard Operating Procedures for the use of the New Jersey Office of Emergency Management (NJOEM). Ms. Fitch is also supporting the establishment of a project worksheet QA/QC review, and providing sub-grantee support through work with the NJOEM Public Assistance Unit.

IT/Document Control/Manager (January 2012–May 2013)**State of Vermont Emergency Management | Hazard Mitigation Grant Program, Technical Assistance**

Our team was activated by Vermont Emergency Management (VEM) is to assist HMGP-eligible sub-applicants in identifying eligible HMGP projects and completing the application process by state- and FEMA-established deadlines. As IT/Document Control Manager, Ms. Fitch managed application intake and quality assurance/quality control and was responsible for accuracy and maintenance of the grant management software tool specifically created for the state.

Grant Management Specialist (January 2013–December 2013)**Terrebonne Parish, Louisiana | Community Development Block Grant Disaster Recovery, Buyout Program Management**

Our team provided Terrebonne Parish with professional services, including project management, environmental review, and environmental testing required to implement their CDBG-Disaster Recovery (DR) Buyout Program. On this project, Ms. Fitch served as a grant management specialist assisting with overall program management and HUD compliance.

Assistant Analyst (September 2011–January 2012)**City of Virginia Beach, Virginia | Financial Recovery Services, FEMA Public Assistance**

Our team provided the City of Virginia Beach with financial recovery services to help maximize funding from the FEMA PA Grant Program. As an assistant analyst, Ms. Fitch was responsible for data collection, project worksheet writing, site visits, and grant management software update for the FEMA-PA project worksheets completed by our team.

Project Coordinator (September 2011–January 2012)**Virginia Department of Transportation | Financial Recovery Services, FEMA Public Assistance**

Our team provided the Virginia Department of Transportation with financial recovery services to help maximize funding from FEMA PA Grant Program and Federal Highway Administration (FHWA) Emergency relief (ER) Program. As project coordinator, Ms. Fitch assisted in overseeing project operations, including identifying project roadblocks and need assessment, project set-up, and final closeout.

REFERENCES

Ryan Ossowski, CPA, Accounting Director

County of Volusia | (386) 736-5933 x. 12725 | rossowski@volusia.org

Joe Giammanco, Disaster Recovery Grant Director

St. Johns County | (904) 209-0152 | jgiammanco@sjcfl.us

Technical Approach

Project Understanding

Tetra Tech implements a best practices approach to disaster debris monitoring when planning for and responding to debris-generating events. Our team has gained unparalleled experience working on many of the largest Federal Emergency Management Agency (FEMA) Public Assistance (PA) eligible projects, including responses to Hurricanes Irma, Harvey, Sandy, Ike, Wilma, and Katrina. Our team has assisted more local governments with debris monitoring efforts following natural disasters than any other firm in the nation.

Collectively, we have overseen and managed the recovery of over 120 million cubic yards (CYs) of debris on behalf of over 300 public sector clients, resulting in excess of \$6 billion in reimbursable costs to our clients.

In addition, our understanding of the Florida Department of Transportation, FEMA, Federal Highway Administration (FHWA), U.S. Department of Housing and Urban Development (HUD), Natural Resources Conservation Service (NRCS), and other reimbursement agencies' requirements for eligibility, documentation, and reimbursement will help the City of North Port (City) to receive the maximum reimbursement allowed following a disaster.

Tetra Tech has carefully reviewed the scope of work requested in the request for proposal (RFP) and can assure the City that we have the extensive experience, understanding, and knowledge of the City to successfully perform all aspects of the scope of work. We are aware of the magnitude and importance of organizing and directing the necessary resources to define and carry out the tasks associated with the scope of work, and we are committed to continuing to provide a consistent and coordinated team to perform these services upon activation. Our project team will dedicate themselves to the City's needs throughout the year, not just during times of activation.

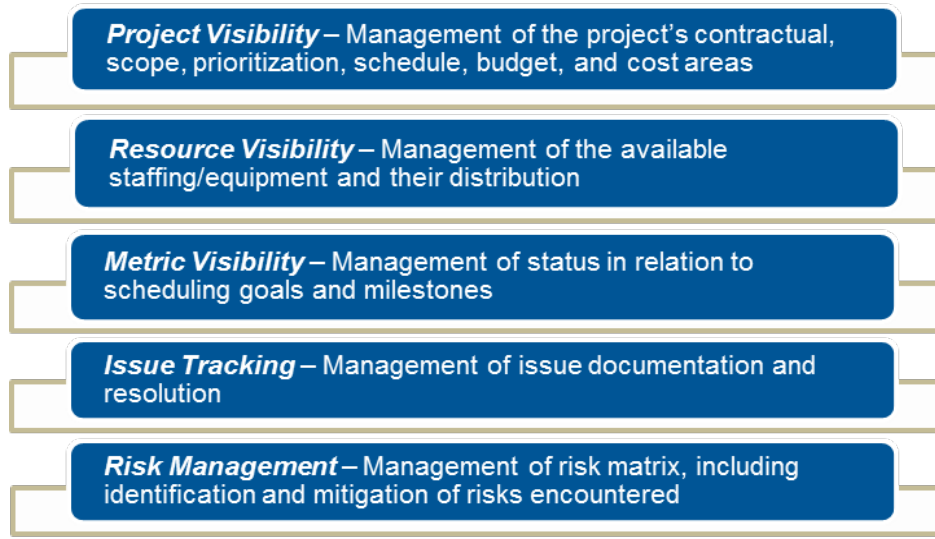
Our technical approach captures our unique capabilities, including the following:

- Our team's ability to provide end-to-end services in disaster preparedness, emergency management, and post-event response and recovery to help state and local governments plan for and recover from natural and human-caused disasters
- A project management team that is recognized for its ability to respond quickly to a broad range of emergencies, allowing our clients to return to the business of running their day-to-day operations
- A focus on local hires and the ability to hire, train, and support a local team to oversee the work being completed in their own communities, with local hires being fully supported with technology and a team of dedicated managers
- Detailed reporting systems and mapping capabilities that are driven by our RecoveryTrac™ automated debris management system (ADMS) technology, which will be tailored to the City's data needs

Project Management Methodology

Our methodology of project management governs both the planning and execution of all project work. The strategy, structure, and staffing requirements for the project organization are based on client expectations and the desired outcome. Tetra Tech's project management methodology enables our team to achieve success despite the unpredictable nature of disasters. Our methodology addresses the project management areas shown in the exhibit below.

Exhibit 5-1: Project Management Areas



These management areas are administered using the established project management procedures and protocols we have developed and refined over the years and numerous disaster activations. Our interactions with our clients are based on best practices that balance the need for direction of operational priority, issue resolution, and relevant information with considerations for the time availability of the client.

Procedures and Protocols

Each phase of Tetra Tech project management has documented procedures that govern the execution to provide *scalable, consistent, high-quality results*. We use a systematic approach with frequent in-process quality checks to execute our project processes. Our general project approach includes tasks in each of the following phases:

- **Initiation (Pre-Event)**
 - **Annual coordination** – Conduct annual trainings and meetings to plan and test execution protocols and identify potential risks/mitigation opportunities.
 - **Contract review** – Review contracts for understanding of contractual requirements and possible cost savings.
 - **Communication systems checks** – Verify that communication systems function as designed and reporting needs are understood.
- **Mobilization (Immediately Prior to and Following Event)**
 - **Scope, tasking, and budget** – Determine services required, performance metrics, schedule, and budget constraints.
 - **Deployment and resource requirements** – Develop work plan and safety plans. Update risk matrix for work plan specifics.
 - **Staging of equipment and resources** – Coordinate movement of required support equipment/supplies and setup of communication and information systems.
- **Execution (Post-Event)**
 - **On-boarding and training staff** – Conduct suitability for work checks and provide targeted training program based on work and safety plans.
 - **Monitoring** – Supervise field operations, quality assurance/quality control (QA/QC) in-process checks, prioritization of resource management, and project reporting.

- **Communication** – Conduct status meetings and communicate project metrics and other pertinent information.
- **Issue tracking/resolution** – Conduct issue identification, staff communication, and resolution tracking.
- **Closeout (Post-Event)**
 - **Documentation deliverable** – Produce and deliver required documentation to support auditing.
 - **Demobilization** – Manage reduction in staff, post-use maintenance, and movement of equipment and supplies.
 - **Audit support** – Provide continued availability of information systems to support closeout information requests.

Tetra Tech’s project managers use methods specifically aimed at increasing the success of the team by engaging in *collaborative problem solving and issue resolution*. By approaching others with professional mutual respect, our project managers form relationships that allow close coordination between the client and other contractors, ultimately improving communication, coordination, and efficiency of the project.

Operational Schedule

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

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

Exhibit 5-2: Disaster Debris-Generating Event Operational Plan

Time	Task	Deliverables/Milestones
Preparedness		
Pre-event (normal conditions)	Meet with the City to review plans and documents	• Conduct annual pre-event meeting with the City and debris contractor • Review the City’s disaster recovery contracts for FEMA compliance • Update critical documents and files, including any GIS files
H-96	Review capabilities and resources	• Contact the City and initiate daily conference call • Determine resource requirements from debris model • Review the City’s emergency policies and contracts • Establish contact with the City’s debris hauler and ensure Tetra Tech has the most up to date copy of the debris hauler contract
H-72	Execute responsibilities and activate contracts	• Review possible critical areas of concern, hospitals, major transit systems, historic districts, environmental issues, and critical infrastructure • Review protocols for private property, gated communities, and public drop-off sites • Review debris management site (DMS) locations and follow up with the Florida Department of Environmental Protection (FDEP) on permitting procedures • Estimate equipment requirements and DMS capacity to haul and stage debris

Time	Task	Deliverables/Milestones
		• Prepare ADMS technology for mobilization
H-48	Monitor storm track and continue preparations	• Conduct regular meetings with City staff as requested • Confirm staging location and begin mobilization of resources • Mobilize project assets and begin base camp coordination and logistics (food, water, housing, etc.) with the City and Tetra Tech headquarters (if necessary) • Review list of priority roads and the operational plan • Obtain GIS files for municipalities that the City will assist with debris removal • Continue to update and gather updates from the City’s debris hauler
H-24	Prepare final reports	• Save all critical documents and files to the network drive, USB drive, and laptop hard drive • Certify emergency road clearance equipment (in coordination with the City’s debris hauler) • Determine emergency road clearance priorities
H-0	ARRIVAL OF NOTICE EVENT/INITIATE RESPONSE TO NO-NOTICE EVENT	
Response		
H +24	Emergency push	• Receive notice to proceed with not to exceed • Begin emergency push • Maintain time and materials (T&M) logs for push equipment • Coordinate with the City to conduct preliminary damage assessments and road closures (if requested) • Supervisors report to pre-designated locations and prep staff on project • Begin establishing ADMS infrastructure • Begin recruiting and training monitors, project coordinators, and data staff • Initiate opening of DMS locations • Follow up with FDEP on debris permits (if required) • Work with the City to establish public information protocols to respond to concerns and comments
H +48	Emergency push/ damage assessment	• Continue emergency push • Continue preliminary damage assessment • Develop debris cost estimate required for presidential disaster declaration • Develop operational plan for disaster-specific issues • Refine health and safety plan for disaster-specific issues
H +72	Disaster debris vehicle certification/ site preparation	• Begin hauling truck certification • Install ADMS tower monitor infrastructure • Train monitors on policies, ADMS, and safety • Open public drop-off sites as requested
H +96	Begin debris collection monitoring	• Assign monitors to trucks • Assign supervisors to monitors • Hold morning and afternoon meeting with City staff and debris hauler • Implement QA/QC procedures

Time	Task	Deliverables/Milestones
Recovery		
Week 1+	Right-of-way (ROW) debris collection monitoring	• Continue ROW collection • Address household hazardous waste (HHW) issues (if critical) • Issue daily reports/GIS maps • Hold daily meetings with the City, hauler, and/or State/FEMA as required • Staff citizens debris management hotline (if requested) • Define supplemental programs required (private roads, HHW) and prepare eligibility request
Week 1+	Data management and invoice reconciliation	• Provide ADMS reports and real-time monitoring access • Establish client GeoPortal to provide insight into project progress • Review truck metrics provided by RecoveryTrac™ • Initiate weekly reconciliation • Initial payment recommendations with retainage
Week 1+	Reimbursement support/grant administration (FEMA, NRCS)	• Prepare damage/cost estimates • Compile supporting documentation (debris permits, debris contracts, etc.) • Liaise with FEMA Region 4, Florida Division of Emergency Management (FDEM), U.S. Army Corps of Engineers (USACE), etc.
Week 2+	Special projects (if required)	• Waterway debris removal • Private property debris removal (PPDR) • Public drop-off sites • HHW • Mud/silt/sand removal (from storm drains, ditches, etc.) • Identify areas of operational concern and make disaster-specific recommendations to FEMA to improve efficiency
Week 3+	Financial recovery assistance staff engaged (if requested)	• Facilitate kickoff meetings with primary stakeholders • Draft a PA work plan • Conclude/review preliminary damage assessments • Gather documentation for project worksheet (PW) development • Identify opportunities for mitigation • Conduct site visits
Project completion	Document turnover/closeout	• Final reconciliation • Retainage release • Release hard copy files • Provide electronic database • Assist with PW development • Assist the City with long-term reimbursement • Audit assistance • Appeal support if necessary

RecoveryTrac™ Automated Debris Management System – Tetra Tech's Alternative to Paper Ticketing

In today's technology-driven society, paper-based systems are quickly becoming obsolete. Recognizing the migration to electronic-based systems, our team has spent years on research and development in an effort to streamline the debris collection documentation process, with a focus on minimizing the cost to our clients while improving the visibility of debris project operations. RecoveryTrac™ is the result of these efforts. RecoveryTrac™ is a scalable and fully featured disaster management application designed specifically to address the operational challenges faced during a disaster recovery project.

Our proprietary ADMS technology, RecoveryTrac™, is one of only three systems validated by the U.S. Army Corps of Engineers (USACE). The system provides real-time collection of data and offers multiple solutions to data management, reporting, invoice reconciliation, and project controls that cannot be achieved with a paper-based program.

Tetra Tech has implemented RecoveryTrac™ ADMS technology on our last 150 FEMA PA-eligible projects. On these projects, our clients and FEMA found this state-of-the-art technology to increase efficiency and improve the management of debris removal efforts.

- Owned and operated by Tetra Tech
- Over 6,000 mobile units on-hand and ready for state-wide multi-district mobilizations
- Meets USACE specifications for electronic debris monitoring handhelds
- Real-time situation awareness of field resources and efficient direction to support City priorities
- Real-time GIS web services for EOC information and visualization systems
- Capable of collecting data regardless of cellular service
- Automated photograph and GPS capture
- Provides reports and pass map tracking in real-time
- Minimizes chance of fraud through real-time monitoring
- Minimizes data entry and human error
- Expedites invoice reconciliation
- Intuitive and user-friendly

Key Benefits of RecoveryTrac™

Ability to Respond. Combined with the on-hand inventory of over 6,000 handheld devices and the ability to rapidly procure additional equipment through preferred vendor relationships, the City can rely on our mobilization strategy for zero-day activations in disasters covering large areas with little or no-notice. ***The on-hand inventory can be on-site and ready to use within 24 hours of a notice to proceed,*** and additional needs can be met quickly (in most cases, 72 hours or less).

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

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

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

Recently, our team simultaneously deployed approximately 6,000 ADMS units in the field following Hurricanes Harvey, Irma, Maria, and the California Wildfires. The use of RecoveryTrac™ reduces data entry costs and provides real-time project tracking reports to our clients.

Technical Support. RecoveryTrac™ is designed to be self-repairing when possible; most support needs are resolved by field supervisors who are able to reach field monitors within 15–30 minutes in most cases. In addition, we have dedicated technicians at disposal sites and provide a field service center to maintain and repair equipment.

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

Even under the harshest conditions where cellular service is not available, RecoveryTrac™ was built to comply with U.S. Army Corps of Engineers (USACE) specs using Near Field Communication (NFC) and internal memory to protect and transfer data.

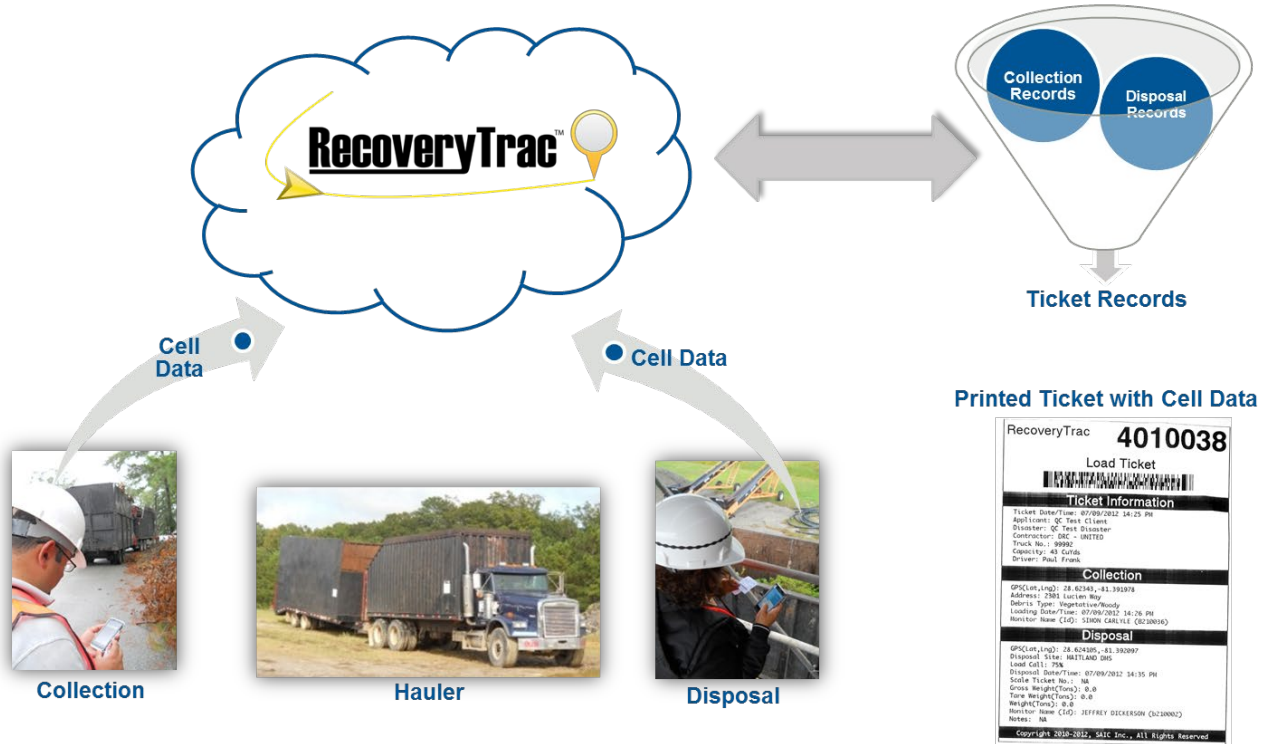
The RecoveryTrac™ Process

The steps of the RecoveryTrac™ process are as follows:

1. The process begins with debris hauler truck certification using the handheld devices. Handheld devices are provisioned and assigned to both field and debris site/tower monitors.
2. A truck certification form is printed with a unique electronic bar code and provided to the driver as well as our debris site/tower monitor(s).
3. Field monitors begin a ticket by scanning the truck certification bar code to open a control ticket and then begin to record waypoints (debris pile pick-up locations) on the handheld device as the truck is loaded.
4. When the truck is full, the field monitor selects the debris type and scans the control ticket to assign the load a unique number.
5. The truck then proceeds to the disposal site. The collection data is uploaded to a server via cellular connection, and using a process called *Look Ahead*, the collection ticket information is made available to the disposal monitor's handheld device before the truck arrives.
6. The control ticket is provided to the driver and taken to the DMS, where it is scanned by a debris site/tower monitor.
7. The debris site/tower monitor confirms the truck and debris type and enters the load call.
8. Finally, the disposal load ticket is printed and data is uploaded to the system, where it can be utilized in real-time reporting systems.

Even when there is no cellular connection, the handheld devices continue to operate in connected mode; however, the data is stored on the device until a data connection is restored. The device periodically searches for this connection, and when services are restored, the handheld device automatically uploads the stored ticket data. Exhibit 5-3 shows the RecoveryTrac™ process under normal operating conditions.

Exhibit 5-3: RecoveryTrac™ Process



Project Approach

Emergency Push Period

The emergency push period begins immediately following an event. Debris removal contractors coordinate with City crews to clear blocked roadways for emergency vehicle passage. Tetra Tech is prepared to assist during the push period by providing the following services:

- Documenting blocked roads that require immediate clearance
- Administering the sign-in and sign-out of labor and equipment to track time and materials (T&M) charges
- Helping staff maintain maps or databases to track road clearance progress and other essential tasks, as requested
- Maintaining documentation for reimbursement of emergency push work

Vehicle Certification

Tetra Tech has a proven vehicle certification procedure that complies with FEMA guidelines and results in maximum reimbursement for our clients. Tetra Tech's ADMS technology, RecoveryTrac™, will be used to electronically certify all trucks used in an activation. Benefits of using the mobile truck certification application include **electronic volume calculations**, instantaneous upload to the RecoveryTrac™ database to allow immediate QA/QC checks to verify the truck certification calculations, and automated photo-matching of truck and driver photographs to the truck. The truck certification application allows us to complete truck certifications in **30% less time than with a paper-based system**.

Exhibit 5-4: Truck Audit Report

RecoveryTrac Truck Certification Audit Report							Trucks Certified On: *All
AUGUSTA - WINTER STORM PAX - ROW COLLECTION - Truck Certification Summary							
		<u>Total Trucks Certified</u>	<u>Total Certified Capacity</u>	<u>Avg Certified Capacity</u>			
Contractor: ASHERITT		167	6961	41.68			
Contractor: ASHBRIIT							
NA	700373	61	02/27/2014 11:02 AM	ACTIVE	2602WR (MO)	SELF-LOADING TRUCK	
Primary Box (L x W x H): 216x102x102 = 2247264.0 Cu Inches (+)							
Type: Box (L x W x H): 70x102x64 = 456960.0 Cu Inches (+)							
Type: Box (L x W x H): 48x102x28 = 137088.0 Cu Inches (+)							
Total Volume: 2841312.0 Cu Inches (46,656) = 60.90 CuYds							
Driver-Placard View		Side View		Back-Interior View		Front View	
							

Our disaster debris vehicle certification procedure includes the following:

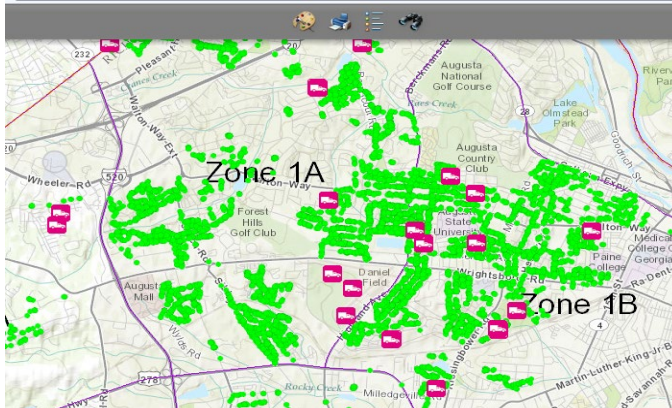
- Generation of unique truck numbers for contractor crews and equipment
- Automated truck certification form, which includes the latest FEMA guidelines on truck certification documentation and volume calculations and a bar code for automated ticket scanning
- Special vehicle notations on the truck certification form and vehicle placard, which inform tower monitors of sideboards, tailgates, or other modifications, thus discouraging debris removal contractors from fraudulently altering vehicles after certification
- Photographs of vehicles, vehicle cavities, and drivers
- Periodic spot checks and recertification of trucks to identify trucks altered after initial certification

Right-of-Way Collection Reporting

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

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

Exhibit 5-5: Waypoint Collection/Hazardous Tree Maps

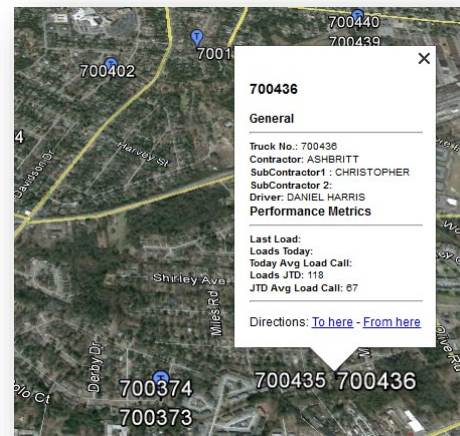


An additional feature of our ADMS technology is that each handheld device reports back the location of the device regularly. By leveraging this location information, Tetra Tech can view monitor locations and truck locations in real time, as demonstrated in Exhibits 6-5 and 5-7.

Exhibit 5-6: Monitoring Locations



Exhibit 5-7: Truck Locations



Field Operations

The Tetra Tech debris monitoring program includes the following:

- Operations.** Field collection monitors report to a staging location prior to the commencement of daily operations for a briefing to be given by the project manager or field supervisors and the distribution of safety gear (for example, caution lights or safety vests), map books, and ADMS handheld devices and debris tickets.
- Deployment.** A field monitor is assigned to one loading unit or to a leaner and hanger removal crew. In instances where leaner and hanger crews have multiple saw operators, the cut crew can request the addition of a monitor (this typically happens when a cut crew can complete over 60 hazard removals per day).
- Field Supervision.** Responsibilities of the field supervisor monitor include training, QA/QC of work being performed, verifying load ticket accuracy, and responding to field monitor and debris contractor issues in the field.

- **Responsibilities.** Field monitors will verify the proper loading of debris into the debris removal contractor's certified loading container. Monitors will document that contractors and their subcontractors adhere to local, state, and federal regulations and that they are working safely and efficiently. Field monitors often notice inconsistencies with debris removal procedures and submit them to their supervisors. If a field monitor feels there is justifiable need to stop operations, the monitor is instructed to refrain from issuing a ticket until the debris hauler supervisor and a Tetra Tech supervisor can be called in to determine the appropriate action.
- **Work Scheduling.** Tetra Tech will coordinate with the debris removal contractor's project manager to estimate the number of field monitors that will be required for the following day. To be responsive and mitigate overstaffing, Tetra Tech requests that the debris hauler release the next day's schedule by 5 p.m. This will verify the appropriate number of field monitors is dispatched.
- **Daily Closeout.** At the close of operations each day, all collection and disposal monitors will report to the staging area to clock out and turn in their ADMS handheld devices.
- **Contractor Completion.** Tetra Tech will assist the City in completing the project efficiently and within the timelines set forth in the RFP. There are many aspects of debris removal that are outside of the monitoring firm's control but will still need to be managed. Tetra Tech will assist the City with managing these goals, including the following:
 - The ability of a debris contractor to respond with sufficient equipment will affect the proposed schedule. Tetra Tech will provide burn rate analysis to verify the proper equipment is being provided. This will be adjusted as more accurate debris estimates are available.
 - Leapfrogging by the contractor (cherry picking work being performed) is detrimental to the efficiency of operations and will be reported.
 - Invoices by the contractor need to be produced in a timely manner so that Tetra Tech can reconcile in a timely manner. Tetra Tech will work to make the contractors aware of an appropriate time frame for invoicing and will communicate with the City if deadlines are not being met.
 - Deadlines for collecting debris are set to correspond with the work schedule that is based on estimated work to be completed. As damage estimates become more accurate (as is typical throughout the process), Tetra Tech will work with City officials to adjust the timeline to appropriately reflect the changing estimates.

In addition, there are events out of the control of all parties that could negatively impact a debris removal operation (for example, inclement weather). In the event any of these circumstances occur, Tetra Tech will work closely with the City to refine timelines and support an expeditious recovery for the City.

Debris Management Site Monitoring

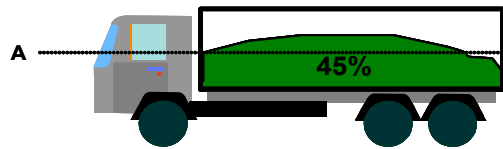
Response to debris-generating events requires locating DMS, emergency permitting of DMS (including debris burning and State regulatory permits), baseline soil testing before the DMS are opened and as part of remediation process, and recycling and diversion initiatives once the reduced vegetative debris is collected and processed. Tetra Tech has had significant experience assisting local governments in Florida with pre-permitting DMS before a disaster event as well as post-disaster permitting.

As DMS are activated, Tetra Tech will provide a minimum of two disposal monitors per site. Staffing numbers may also increase or decrease, depending on site layout. Tetra Tech verifies hauler passes through the DMS and documentation remains accurate and complete with several daily audits by project operations managers and supervisors to verify load call accuracy and consistency. Specific documentation kept by Tetra Tech DMS disposal monitors includes the following:

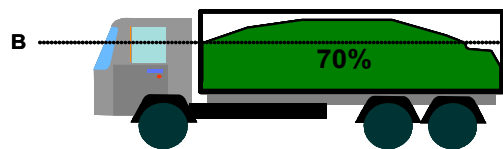
- **Load Ticket.** The load ticket is used to document that debris removal complies with all FEMA requirements.
- **Disposal Monitor Log.** The disposal monitor log is used as backup documentation as required by FEMA.

- **Scale Manifest Tickets.** If the debris hauling contract is weight-based, Tetra Tech will digitize and catalog tickets generated by the existing scales at the City's DMS.
- **Incident Report.** Tetra Tech will document property damage, arguments, unsafe practices, and injuries.
- **Photographic Documentation.** Tetra Tech disposal supervisors will photograph a DMS frequently to create a visual timeline of the site.
- **QA/QC of Field Tickets.** Disposal monitors review and verify collection monitors' work in the field.

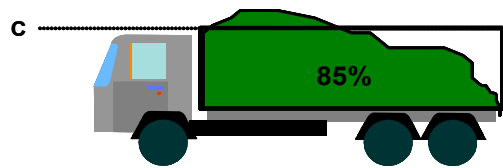
Exhibit 5-8: Load Call Estimate Examples



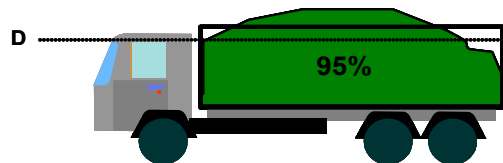
Example A. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 45 percent.



Example B. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 70 percent.



Example C. The mounded portion at the front of the load offsets the area in the back where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 85 percent.



Example D. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 95 percent.

Residential Drop-Off Sites

To provide documentation to FEMA that supports reimbursement of debris brought by the City's residents to residential drop-off sites and proves the debris is not commercial, the City must monitor each site and screen citizens who enter. Tetra Tech is prepared to support the City by assisting with this task if needed.

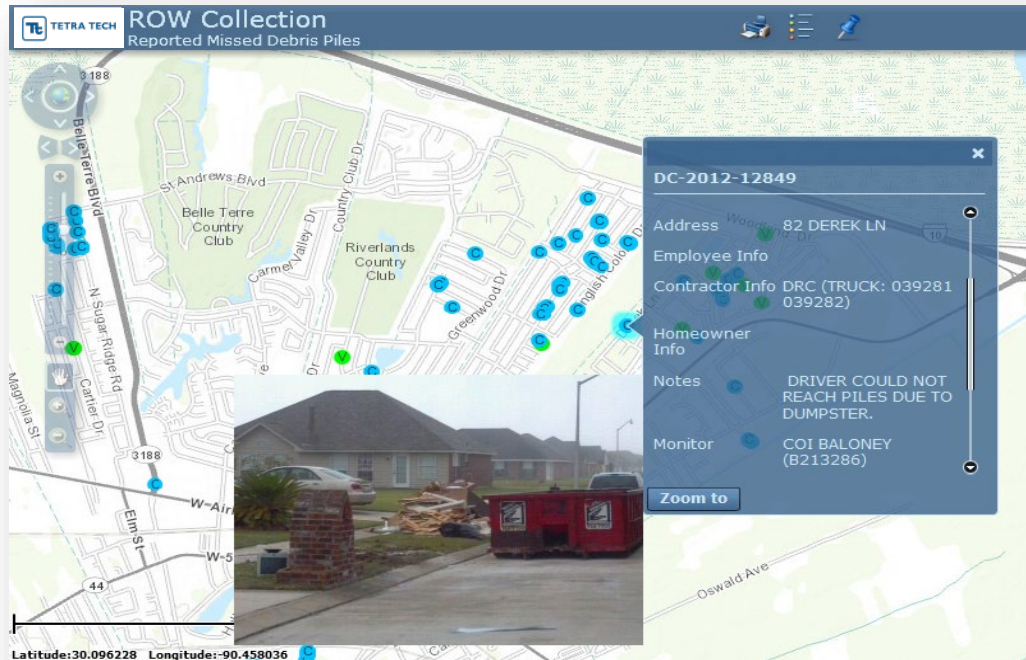
Quality Assurance/Quality Control Program

Implementing comprehensive QA/QC protocols and technologies is critical to a debris monitoring effort. Proper QA/QC protocols reduce the amount of work associated with back-end data management, reduce invoice reconciliation timeframes, prevent fraud, and establish a sound dataset for future audits. Throughout years of experience assisting local governments with recovering from disasters and the subsequent audits, Tetra Tech has developed industry-leading QA/QC standards and protocols. The use of our ADMS technology expedites the QA/QC process and drastically reduces ticket errors that can result from traditional manual (paper and pen) debris monitoring operations. For example, monitors no longer have to carry a GPS device and manually write in GPS coordinates because this is logged automatically.

Our ADMS technology expedites the QA/QC process and drastically reduces ticket errors that can result from traditional manual (paper and pen) debris monitoring operations.

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

Exhibit 5-9: Missed Piles Tracking



Fraud Prevention

Several practices are used to prevent debris haulers from committing fraud both in the field and remotely by real-time data monitoring. At DMS locations, Tetra Tech disposal monitors or supervisors will randomly recertify a previously certified truck. Recalculating the truck hauling capacity helps verify that the original work was accurate and that nothing has been altered since certification. Additionally, ADMS technology displays a photo of the truck as a ticket is scanned by the disposal monitor. This makes it nearly impossible for a debris hauler to switch truck certifications between trucks or alter their truck configuration (i.e., remove sideboards).

Fraud prevention reports are run daily to identify data anomalies that may be a result of fraud. The load call report shows all load calls for a given day/monitor to confirm no trucks are receiving extraordinarily high load calls. The load ticket report and unit rate daily ticket report determine if monitors are issuing an excessive number of tickets in relation to the average number of tickets per day. The RecoveryTrac™ system includes built-in project controls that alert the data manager to anomalies that may be indicative of fraud. For example, the following data features are flagged:

- **Truck Turn-Around-Time.** The time between last pick-up location and arrival of a truck at the DMS is tracked. A time that is too short may indicate that the debris hauler is not filling the vehicle to capacity.
- **Out-of-Bounds.** The municipality boundaries are programmed geospatially to confirm that debris pick-up remains within the eligible bounds of the City.

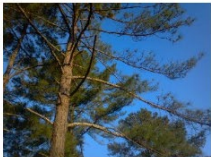
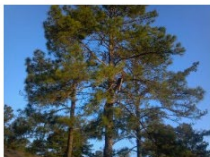
- **Debris Type.** Discrepancies between the debris type noted by the collection monitor and the debris type noted by the disposal monitor are flagged for review.

Hazardous Tree Removal

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

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

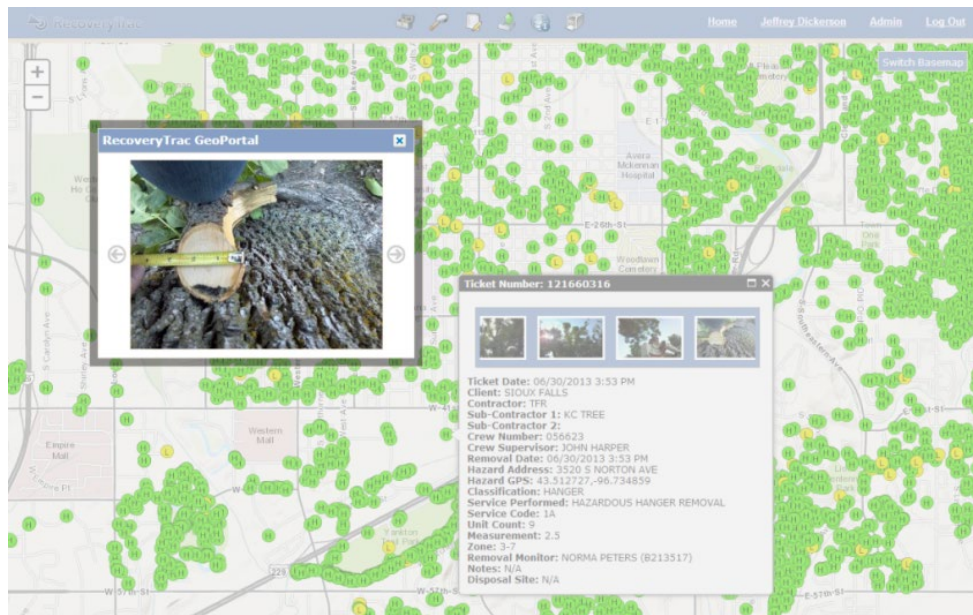
Exhibit 5-10: Real-Time Ticket Report

RecoveryTrac Unit Rate AuditReport (Crew: 700430)										Date: 03/11/2014
Client: AUGUSTA					Project: AUGUSTA - WINTER STORM PAX - ROW COLLECTION					
Total Ticket Count: 12										
Ticket No.	Monitor	Date	GPS-Lat	GPS-Lng	Address	Service Code	Unit Count	Meas	Zone	Photo Count
120590044	DAWN WALKER (B214108)	03/11/2014 8:17 AM	33.434518	-82.023773	2405 ACAPULCO DR	1A	1.00	2.50	2d(GIS: 2D)	4
Crew Photo		Pre-Work Photo		Measurement Photo		Post-Work Photo				
										
120590045	DAWN WALKER (B214108)	03/11/2014 8:27 AM	33.434532	-82.023628	2405 ACAPULCO DR	1A	1.00	3.38	2d(GIS: 2D)	4
Crew Photo		Pre-Work Photo		Measurement Photo		Post-Work Photo				
										

Unit Rate Ticket Geoportal Report

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

Exhibit 5-11: Unit Rate Ticket Map



Incident Reporting

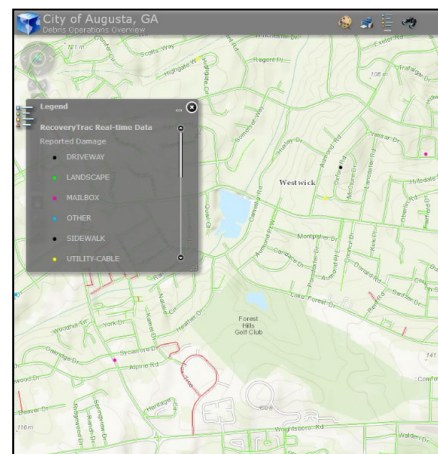
Another key feature of our ADMS technology is that it allows field monitors to report incidents and provide supporting photographs in real time to the City, Tetra Tech, and the debris contractor. Examples of incidents include reporting pre-existing damage, damage caused by the contractor, debris piles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

Exhibit 5-12: Incident Report

Incident Database

RecoveryTrac Incident Summary Report									
Project Incident Summary: AUGUSTA - WINTER STORM PAX									
Incident Type	Total	Active	Closed	Pct Compl	Avg Day Out	Ht Pti	Em		
DAMAGE TO PROPERTY	80	80	0	0	166	1			
Totals	80	80	0	0.0	166.0	1			
Map Incident Reports									
Project Incident Details: AUGUSTA - WINTER STORM PAX									
DAMAGE TO PROPERTY (Count: 80)									
PRIVATE PROPERTY-MAILBOX (Count: 9)									
Incident No.	Status	Priority	Date	Emp Invl	Cont Invl	Own Invl	Location		
DR-2014-0435	Active	Normal	03/25/2014 8:57 AM	NO	NO	YES	2820 WAL		
Contractor Info: BYNNOON (TRUCK: 700166), Homeowner Info: JASON PILGRIM (706648372), DRIVER KNOCKED OVER MAIL									
									
DR-2014-0415	Active	Normal	03/21/2014 5:23 PM	NO	NO	NO	3311 WOOD		
HT MAILBOX WHEN BACKING									
									

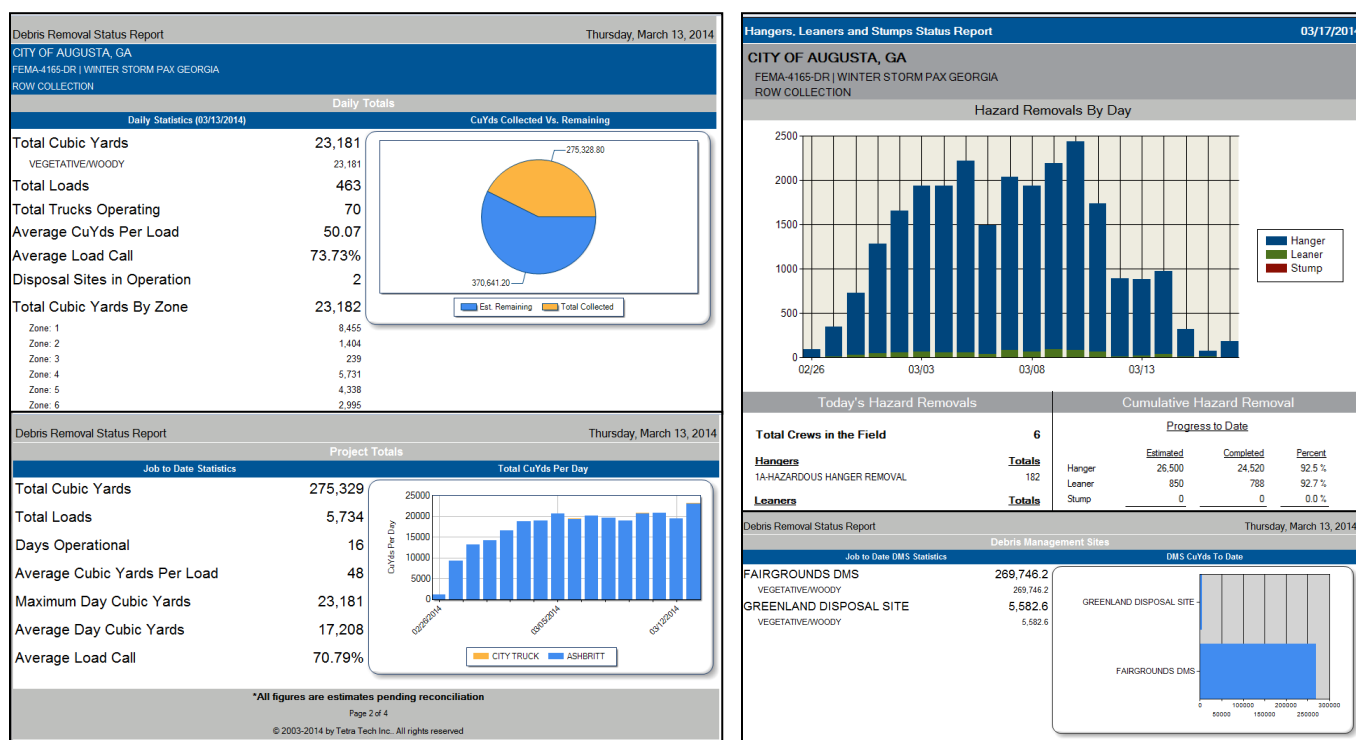
Incident Map



Daily Reporting Metrics

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

Exhibit 5-13: Sample Custom Reports Developed



Contractor Reconciliation

RecoveryTrac™ significantly reduces the amount of time needed for a contractor to generate an invoice and for the subsequent invoice reconciliation with Tetra Tech.

To expedite contractor invoice reconciliation efforts, Tetra Tech requires copies of contracts for all primary debris contractors. After reviewing the necessary contract(s), Tetra Tech sets up the RecoveryTrac™ database to generate transactions applicable to contract terms for tickets issued to each debris contractor.

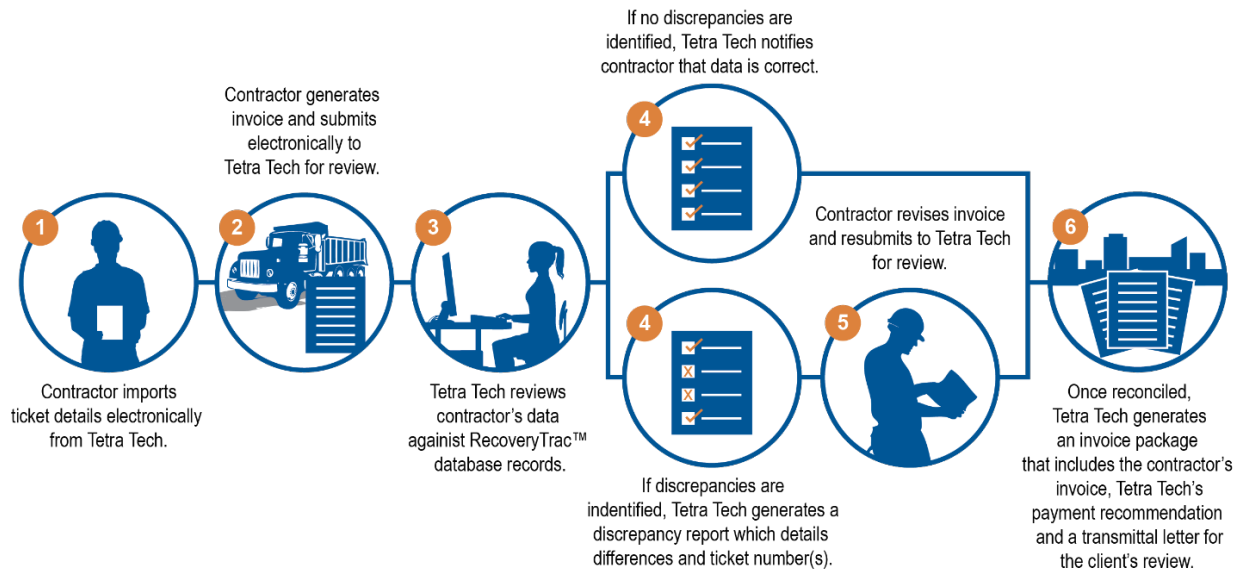
Next, Tetra Tech meets with each primary debris contractor to review the debris contractor project reports that will be generated automatically via RecoveryTrac™. The debris contractor project reports will provide the debris contractors with sufficient data to reconcile with their subcontractors as well as generate invoices for payment by the client. The debris contractor is given a report login, which enables them to access the data remotely. They may run the report for a specific date or a range of dates.

Tetra Tech conducts several real-time QA/QC checks throughout the day, and a final daily comprehensive data analysis is performed at the close of operations. A final QA/QC check is completed when the debris contractor

sends the invoice dataset to Tetra Tech for reconciliation. Incongruencies in the debris contractor's data are flagged for review and must be resolved prior to the issuance of a final invoice.

The step-by-step process for contractor invoice reconciliation in a RecoveryTrac™ project is outlined below:

Exhibit 5-14: Contractor Invoice Reconciliation Process



Monitor Training Program

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

Health and Safety

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

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

Industry metrics for our health and safety performance are provided below:

- US Experience Modification Rate (EMR) of 0.71
- 2017 Enterprise-Wide Total Recordable Injury Rate (TRIR) 0.56
- 2017 Enterprise-Wide Lost Workday Incident Rate (LWDIR) 0.10

Tetra Tech is committed to workplace safety. As such, a project-specific health and safety plan will be developed for the scope of work. Field staff assigned to the project will be trained on the health and safety plan. Additionally, Tetra Tech project managers have completed the Occupational Safety and Health Administration (OSHA) Disaster Site Worker course and have their 10-hour Construction Safety Certification. During a debris recovery operation, Tetra Tech project managers and supervisors routinely examine the safety of field and debris staging site operations and have the authority to shut down unsafe operations. Debris staging site monitors are equipped with the appropriate personal protective equipment, which may include hard hats, appropriate footwear, reflective vests, hearing protection, and eye protection. Additionally, Tetra Tech project managers conduct regular tailgate safety sessions with their field employees to alert them of potential work hazards and review safe work practices.

Financial Recovery/Grant Management Consulting Services

As one of the nation's premier providers of hazard mitigation, emergency preparedness, and response and recovery services, Tetra Tech is dedicated to helping our clients plan for, respond to, and recover from natural and human-caused disasters. Tetra Tech maintains a multidisciplinary staff with experience in disaster response and recovery, grant administration, and emergency management. Many are first responders, former state and local emergency management directors, and consultants who have been at the forefront nationally in developing strategies and plans in support of the U.S. Department of Homeland Security's (DHS) National Recovery Goals. ***Tetra Tech offers a complete, end-to-end solution that empowers our clients to protect their most precious assets in times of chaos.***

Over the past 20 years, our grant management experts have assisted clients with applying for and retaining grant funds, even after closeout and audit processes. Our team has extensive experience assisting local and state governments with managing and documenting projects that are eligible for federal funding through the FEMA PA Program, including multiple, large PA programs for the States of Vermont, South Dakota, and Connecticut. Our team also has significant experience with FHWA Emergency Relief (FHWA-ER) federal reimbursement, having assisted over 60 clients with FHWA application, project management, and reimbursement. ***Our team's record of success spans over 300 state and local government clients in response to over 50 declared presidential disasters, representing the recovery of more than \$4 billion in disaster grant funds. These activations have yielded grant program management engagements resulting in clients not only garnering grant funds but in retaining 99.8 percent of the funds received.***

Having a national firm with broad capabilities allows the City to bring in the right skills and background for the required scope of work and funding source. From engineers with technical capabilities (i.e., transit, road/bridge, water/wastewater, cost estimating) to former federal and state emergency management officials included on our project team, our team has direct experience with the following grant programs:

- FEMA Hazard Mitigation Grant Program (HMGP)
- FEMA Flood Mitigation Assistance Program¹ (FMA)
- FEMA Public Assistance (PA) Program
- Pre-Disaster Mitigation (PDM)
- Federal Highway Administration-Emergency Relief (FHWA-ER) Program

¹Formerly three separate grant programs: FEMA Severe Repetitive Loss Program, FEMA Repetitive Flood Claims Program, and the FEMA Pre-Disaster Mitigation Program.

- FHWA Transportation Investment Generating Economic Recovery Grant
- Natural Resources Conservation Service (NRCS) Emergency Watershed Protection
- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program

Tetra Tech has comprehensive experience working with the CDBG and CDBG-DR programs and has a successful record of helping communities across the region bolster recovery efforts and long-term resilience. Tetra Tech has applied our expertise in the CDBG-DR program to help numerous communities navigate complex program requirements, including the development of action plans, consolidated plans, grant management, application procedures, and compliance review among other services.

Anticipated Problems and Solutions

Tetra Tech plans with our standby clients to prepare for the challenges and potential pitfalls associated with disaster debris removal. ***Due to North Port's rapid growth and development, the complexity associated with removing disaster debris from private roads is a matter of particular relevance and concern.*** In response to Hurricanes Matthew and Irma, many cities and counties were challenged regarding the best way to handle removing disaster debris from private roads. FEMA does not typically approve collection from private roads, even if these roads receive other city services like municipal solid waste collection. It is important for the City to have a plan for removing disaster debris from private roads that are not publicly maintained (in both gated and non-gated communities). If the City intends to assist its citizens with removing disaster debris from private roads, the first step is to establish legal authority. This authority may already be addressed in current codes or ordinances, but it is important to review the codes and ordinances before a disaster occurs to confirm that legal authority has been established. Typically, solid waste disposal ordinances are part of an Applicant's uniform level of services and not a justification for entering private property to remove disaster-related debris. Having the ordinances in place prior to a disaster to establish legal authority is important, but after a disaster occurs, a written request for approval must be submitted to FEMA. The written request must establish that removing debris from the private roads requested is in the public interest and must describe the basis for making that determination. Finally, having approval from FEMA does not eliminate the requirement for a right-of-entry. The City must still have a right-of-entry form from each homeowner's association or private road owner that indemnifies both the City and the federal government from any claim arising from the debris removal. ***Tetra Tech experts can help the City prepare for this and other potential hurdles before a disaster strikes.***

Response Time Requirements

Emergency Event Operations Response Time

As requested in the City of North Port's request for proposal (RFP), the following is our proposed mobilization and response time in the event of a disaster affecting the City.

- **24 Hours After Event:** Contractor staff would report to the City's emergency operations center (EOC).
- **48 Hours After Event:** Contractor ready to assist the City with truck certification.
- **72 Hours After Event:** Contractor to have monitors ready to begin debris removal operations.

In 2017, Tetra Tech successfully deployed more than 6,000 field staff throughout the country to respond to clients affected by Hurricane Irma in Florida; Hurricane Harvey in Texas; Hurricane Maria in Puerto Rico; and multiple wildfires in California.

Ability to Respond

As a United States Army Corps of Engineers (USACE) contractor for large-scale debris removal missions and a firm with multiple statewide contracts, Tetra Tech prepares and responds to multiple contractual obligations routinely by planning, implementing, and updating a concept of operations (CONOPS) plan. The Tetra Tech CONOPS provides the project team with established common processes for managing resources, timelines, schedules, problem resolution, and tasks.

Our internal structure mirrors the Incident Command System (ICS) structure, which allows the project team to scale as needed, coordinate responses, and adapt to match the needs and complexities of our response. Some positions within the Tetra Tech organization structure are responsible for field level responsibilities and some are an overarching support function for the projects' needs. The Tetra Tech organizational structure also includes subcommittees or task forces who are assigned specific tasks or support the resolution of problems identified.

We prepare our team and assess our resource reserves regularly by conducting firm-wide exercises. The firm-wide exercises test our readiness while also identifying areas for improvement. Topics that are continually addressed and refined are managing logistical deployment resources, recruiting, automated debris management system (ADMS) implementation, and changes necessary to comply with current Federal guidance.

Tetra Tech understands it is critical that the City partners with a trusted contractor who will respond immediately and provide high-quality services throughout the engagement. ***Tetra Tech has never failed to respond to our clients' deployment and mobilization needs, regardless of location or the type of disaster.*** To successfully manage multiple contracts, Tetra Tech reviews its projected workload and assesses the firm's staffing requirements on a continuous basis to make sure we can provide responsive services to all our clients. We are careful not to over commit our staff. Each project is assigned a project manager who is responsible for the effective and efficient performance of the engagement. Tetra Tech's project managers are senior-level professionals with extensive disaster management and recovery experience. Once a project has been initiated, Tetra Tech maintains communication with the client throughout the engagement, allowing potential project pitfalls to be identified and dealt with proactively.

DISASTERS AND SIMULTANEOUS CONTRACTS

- Hurricane Irma: 58
- Hurricane Harvey: 31
- Hurricane Matthew: 35
- Winter Storm Pax: 7
- Superstorm Sandy: 13
- Hurricane Isaac: 5
- Winter Storm Alfred: 19
- Hurricane Irene: 22
- Hurricane Ike: 80

Essential Tetra Tech staff with experience in large-scale rapid deployments have personally hired and deployed approximately 10,000 emergency response personnel collectively for more than 50 disasters. In all cases, Tetra Tech helped maximize the available reimbursement for eligible work performed. Tetra Tech's commitment to our client's needs begins before or immediately following the impact of a disaster debris-generating event and continues through the state and federal closeout processes.

Resource Availability Ensures Immediate Response

In the aftermath of a disaster, time is of the essence. Each minute that slips by could result in higher costs and longer downtimes. Minimizing the effects of a disaster calls for an emergency management partner with the resources to mobilize a swift, efficient response in hours, not days. ***Our Central Florida base of operations and warehouse is capable of supporting over 100 simultaneous recovery operations for over 90 days.***

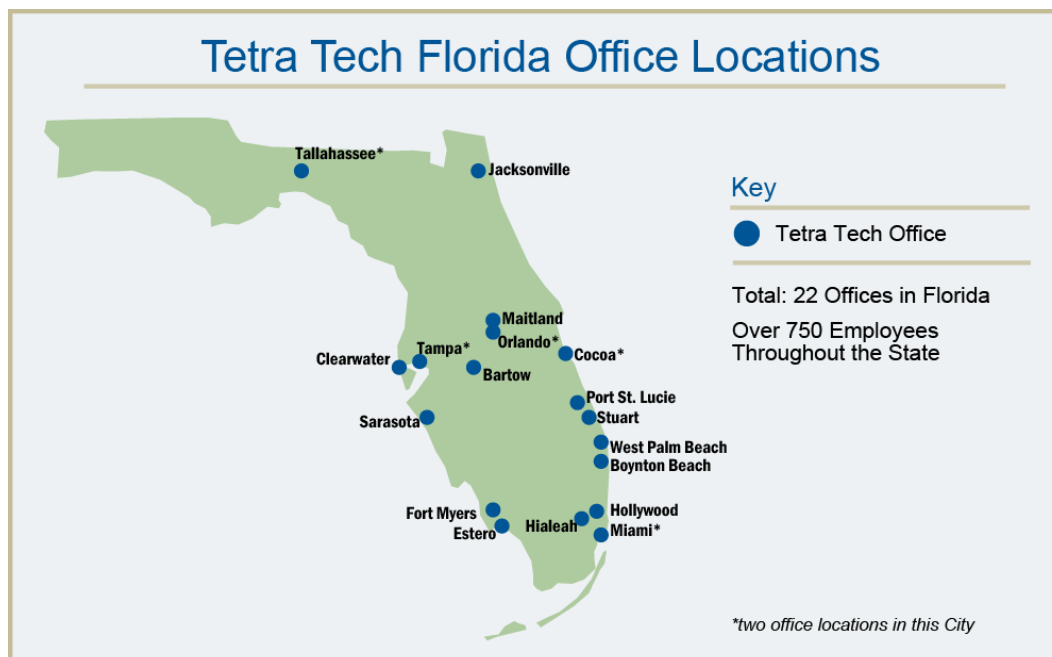
Tetra Tech understands the critical nature of asset management and logistics following a disaster. Many of the critical resource items we use during a recovery effort are housed at our Central Florida warehouse location. This warehouse boasts over 120 bays stocked with critical resource items needed to expedite a quick response to an event.

Office Locations

Minimizing the impact of a disaster calls for an emergency management partner with the resources to mobilize a swift, efficient response in hours, not days. ***The primary office responsible for managing the City's project is our Maitland (Orlando) location, which is our hub of disaster operations.*** Located only a couple of hours from the City, this location provides us the ability to quickly staff a large activation. ***Additionally, following a major disaster event, Tetra Tech can also secure an office within the City limits.***

As depicted in Exhibit 6-1, Tetra Tech's national network of resources includes ***22 offices throughout Florida.*** The Tetra Tech team can utilize these office locations as necessary to immediately respond to the City's need for personnel and resources. These local offices may be used for office space, on-site IT personnel, communication resources, or staging of mobile trailers and equipment if necessary.

Exhibit 6-1: Florida Office Locations



**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

3. DELIVERY/RESPONSE TIME: Proposers shall provide a GUARANTEED response time, for each service proposed to mobilize and an estimated time of arrival to the City in the event of a disaster. In the event deliveries or services are not made as specified to a City delivery point or project site, the Procurement Manager shall reserve the right to purchase any solicitation item from the next lowest Proposer.

EMERGENCY EVENT OPERATIONS:

24 Hours after Event: Contractor Staff would report to the City's EOC

48 Hours after Event: Contractor ready to assist the City with truck certification.

72 Hours after Event: Contractor to have monitors ready to begin debris removal operations

4. PRICE SCHEDULE FORM:

- a. The hourly labor rates shall include all applicable overhead and profit. All non-labor related projects costs (including travel, lodging, per diem, communications, supply rental equipment and other direct project expenses) shall be billed to the City at cost without mark-up.
- b. Proposer may include other positions, with hourly rates, as needed.

POSITIONS	HOURLY LABOR RATES	EST. HOURS*	EXTENDED TOTAL
Project/Operations Manager	\$70.00	180	\$ 12,600.00
Field Supervisor	\$42.00	210	\$ 8,820.00
Debris Site/Tower Monitors	\$33.00	1740	\$ 57,420.00
Field Debris Collection/Code Monitors	\$33.00	7830	\$ 258,390.00
Load Ticket Data Entry Clerks	N/A	2180	\$ 0.00
Billing/Invoice Analysts	\$42.00	60	\$ 2,520.00
Project Assistants	\$32.00	150	\$ 4,800.00
FEMA, FHWA Coordinator	\$85.00	20	\$ 1,700.00
Environmental Specialist	\$58.00	30	\$ 1,740.00
GIS Analyst	\$55.00	20	\$ 1,100.00
Scheduler/Expeditor	N/A	100	\$ 0.00
Traditional Ticketing ****			
Electronic Ticketing ****			
Data Manager**	\$60.00	25	\$ 1,500.00
Other Positions:***			
**** if not included in pricing above			
Total of Extended Prices			\$ 350,590.00

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

Disaster Debris Monitoring Services and Financial Recovery Management

* These hours are not intended to represent the actual contract amount, but are an estimated representation of a typical event in the region. This is a “requirements” based “stand by” agreement and no minimum amount of hours/work is guaranteed or implied.

**Data Manager: oversees the entering, tabulating, and organization of collection and disposal data and recovery data into required formats in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies. The Data Manager provides the City, debris contractors, and applicable public agencies with regular updates on the quantities and types of debris collected. The Data Manager also designs and implements quality assurance and control processes for the review and verification of field and debris contractor-provided data in support of invoices. The Data Manager serves as the City’s representative in meetings with representatives of the Debris Contractor(s), State of Florida, FEMA, or other federal, state, or local agency speaking to data-related issues.

***Please include any other required positions with hourly rates (attach job description for each position.

Note: Provide both unit price and extended total. Price **must** be stated in the units shown in the proposal form, and extended based on the quantities specified in the proposal requirements herein. In case of a discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly.

No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable

N/C = No Charge

N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

Additional Positions, Descriptions and Hourly Rates for Financial Recovery Consulting Services

Exhibit 7-1 provides a listing of additional positions that may be required for financial recovery/grant management consulting tasks. The fees for these services can be provided to the City on a fixed fee or time and materials basis. Non-labor related expenses will be invoiced at cost, without markup.

Exhibit 7-1: Hourly Rates for Financial Recovery/Grant Management Consulting Services

Position/Description & Responsibilities	Hourly Rate
Subject Matter Expert - Provides subject area expertise, guidance and expert technical analyses and advice in specific technical areas to support management, organizational and business decisions for clients (including emergency management, Public Assistance Grant Program, homeland security, and terrorism). - Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. - Prepares reports, presentations and papers to document findings, opinions and recommendations. - Supervises teams in accomplishing tasks and trains subordinate technical staff in the technical aspects of assigned work.	\$200.00
Project Manager/ Senior PA Consultant - Responsible for day-to-day operations of the engagement, including contractual/business aspects - Assists in the administration of Tetra Tech's contract with the client and enforces contract provisions - Serves as the primary point of contact for client staff - Maintains appropriate project staffing levels - Implements quality assurance and control measures - Reviews daily activity - Overall management and oversight of the client project and Tetra Tech's involvement in the action planning and process improvements	\$145.00
Planner/Analyst/ Consultant II - Evaluates, selects, and applies standard planning, analytical, or scientific techniques and procedures - Uses judgment to make minor adaptations and modifications to solutions - Performs work involving conventional plans, investigations, site visits, surveys, structures, or equipment with relatively few complex features for which there are few precedents - May be individually responsible for a single phase of a client project, thus having oversight and responsibility for its successful management	\$125.00
Planner/Analyst/ Consultant I - Performs standard analytical work requiring the application of standard techniques and procedures - May perform higher-level work for training/development purposes - Supervises screens for unusual complexities and selects the non-routine procedures to be applied - Receives close supervision on new aspects of assignments	\$110.00
Administrative Responsible for a wide array of administrative duties, including maintaining work product records, project filing, word processing, document proofing, project communications and correspondence, and assisting the project manager with miscellaneous administrative and clerical tasks	\$48.00

Litigation

Tetra Tech is a leading provider of consulting, engineering, and technical services worldwide with annual revenues of \$2.9 billion and approximately 17,000 employees. Tetra Tech is engaged in claims, disputes and litigation of the type and in an amount consistent with the nature of a company this size. However, none of these claims, disputes or litigation, even if adverse in outcome to Tetra Tech, would have any material effect upon Tetra Tech's ability to perform this or any other contract.

Insurance

Tetra Tech has an excellent insurance program for its professional services. A sample certificate of insurance is provided at the end of this section, which demonstrates our ability to meet the City of North Port's insurance requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/27/2018

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

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

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED Tetra Tech, Inc. 1 S Wacker Drive 37th Floor Chicago IL 60606 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Lexington Insurance Company	
	INSURER B: Zurich American Ins Co	
	INSURER C: AIG Europe Limited	
INSURER D:		
INSURER E:		
INSURER F:		

Holder Identifier :

COVERAGES**CERTIFICATE NUMBER:** 570073286894**REVISION NUMBER:**

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			GL0181740600	10/01/2018	10/01/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			BAP 1857085-00	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$100,000			62785232	10/01/2018	10/01/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC254061600 WC185708700	10/01/2018 10/01/2018	10/01/2019 10/01/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
A	Env Contr Prof			028182375 Prof/Poll Liab SIR applies per policy terms & conditions	10/01/2017	10/01/2019	Each Claim \$5,000,000 Aggregate \$5,000,000

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

RE: Evidence of Insurance. Stop Gap Coverage for the following states: OH, ND, WA, WY.

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West, Inc.</i>

Certificate No : 570073286894

RecoveryTrac™ Automated Debris Management System (ADMS): Refined, Proven, Rock Solid Dependable

In today's technology-driven society, paper-based systems are quickly becoming obsolete. Recognizing the migration to electronic-based systems, **Tetra Tech has invested heavily in research and development** in efforts to streamline the debris collection documentation process with a focus on minimizing the cost to our clients and improving the visibility and transparency of debris project operations, RecoveryTrac™ is the result of these efforts. RecoveryTrac™ is a scalable and fully featured disaster management application designed specifically to address the operational challenges faced during a disaster recovery project.

Managing the enormous volume of documentation generated during a debris monitoring operation was paramount to the design of our ADMS. Tetra Tech has developed resilient software and hardened IT infrastructure to efficiently capture and manage the project documentation efforts in the largest of responses to disasters. This state-of-the-art technology is **proven to increase the efficiency and improve the management of debris removal efforts**.

KEY FEATURES

- Over 6,000 units immediately available (owned, not rented or leased)
- 16 Debris projects over 1M CYs, 35 over 500K CYs
- USACE ADMS compliant
- Connected or disconnected operation independent of cellular network issues
- Expedites invoice reconciliation
- Provides real-time GIS reports and pass map tracking in a web-based portal
- Intuitive and user-friendly and highly scalable

Proven Solution in Disaster Activations

RecoveryTrac™ ADMS has been used exclusively in field operations since 2011 and has successfully documented the removal of over **69 million cubic yards of debris removal and over 350,000 hazardous tree removals**. RecoveryTrac™ has been used in over 291 projects with over 3,200 monitors in operational areas spanning several states. Its ability to be rapidly deployed in harsh conditions has made it invaluable in delivering successful projects. Individuals who are familiar with RecoveryTrac™, from clients to debris haulers, ask for the system by name because of its features and rock-solid reliability in the field.

Exhibit 9-1: Disaster Activations Where RecoveryTrac™ Was Used

Disaster	Year	# of Projects	Total CYs
Hurricanes Florence, Michael (NC, FL, GA)	2018	49	10,009,400
Severe Storms and Flooding (TX)	2018	1	17,780
Wildfires (CA)	2018	4	944,093*
Severe Tornadoes (CT)	2018	4	278,100
Hurricane Harvey, Irma, Maria (TX, FL, USVI)	2017	111	33,830,160
Severe Tornadoes (GA, TX)	2017	4	1,544,300
Wildfires (CA)	2017	17	1,712,885*
Hurricane Matthew, Hermine (FL, GA, SC, NC)	2016	44	9,761,350
Severe Storms and Flooding (FL, LA, TX)	2016	16	779,830
Wildfires (CA)	2016	2	167,390

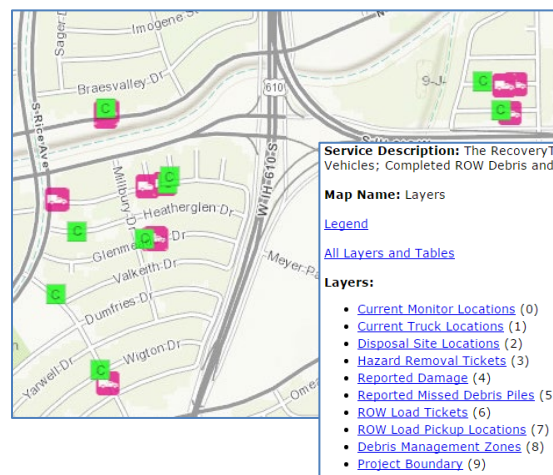
Disaster	Year	# of Projects	Total CYs
Flooding and Severe Storm (TX)	2015	16	342,980
Wildfires (CA)	2015	5	367,910
Tornadoes (TX)	2015	1	8,780
Severe Storms and Flooding (AL, FL)	2014	6	217,640
Ice Storm (GA, SC)	2014	7	1,222,100
Severe Storms and Flooding (CO)	2013	4	40,560
Ice Storm (SD)	2013	1	160,370
Hurricane Sandy (NJ)	2012	14	197,850
Hurricane Isaac (LA)	2012	1	255,000
Drought & Wildfires (TX)	2011	3	1,300,000

* quantity listed is tonnage

RecoveryTrac™ Features

Leveraging this experience, Tetra Tech has designed and developed several industry management tools in addition to the standard ADMS features. These tools enable users to more efficiently manage the project and ensure that required performance metrics are tracked and reported accurately.

- **GIS-based data management** to provide highly accurate data to support rapid invoicing and submission of reimbursement project worksheets.
- **Real-time tracking of project assets**, including contractor personnel, equipment, and other project locations to improve efficiency and response to project priorities.
- **Crew and equipment work records** (i.e., debris separation, search and rescue, and emergency clearance crew work). Time, location, and photographic records for tracking of hourly rate tasks.
- **Automated “pass” maps** to document the completion of debris removal and show progress using real-time GIS mapping.
- **Document damage, inspections, and testing**, including soil, air quality, safety evaluations, weather observations, or working delays. Damage reporting, call center reporting, and property damage correction workflow processing.



RecoveryTrac's features and ability to respond are unmatched. It is the new standard by which the modern disaster data collection, management, and reporting systems are measured.

Real-Time Information and Visualization Increases Efficiency

Over the last several years, the cellular industry has invested heavily in the hardening of infrastructure in areas most susceptible to environmental disasters. We have taken advantage of these improvements by partnering with the Tier 1 providers to get the information from the field quickly as possible, ideally in real-time. Field devices are constantly looking for connectivity to immediately upload collected information. Once the field data

is uploaded, RecoveryTrac™ geospatial services provide rich information and visualization of the field data. Using the emergency operations center (EOC) operation board concept, users can visualize everything from damage concentrations to field debris equipment locations and more. The result is better information, resulting in better decisions and less waste.

Exhibit 9-2: Previous Collection and Current Truck Location

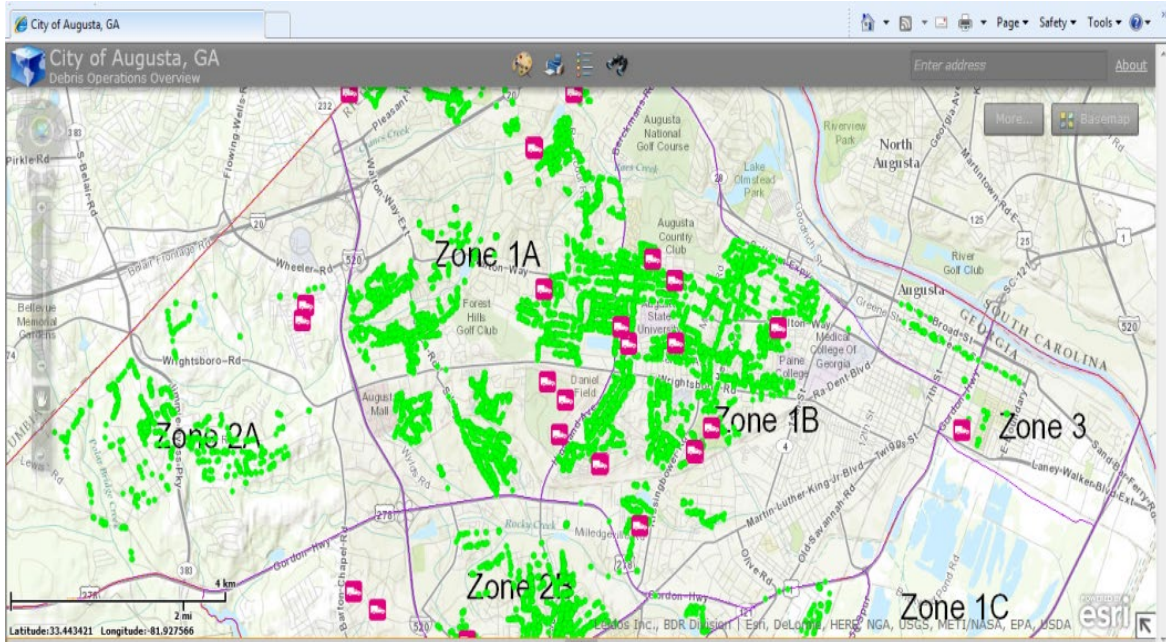
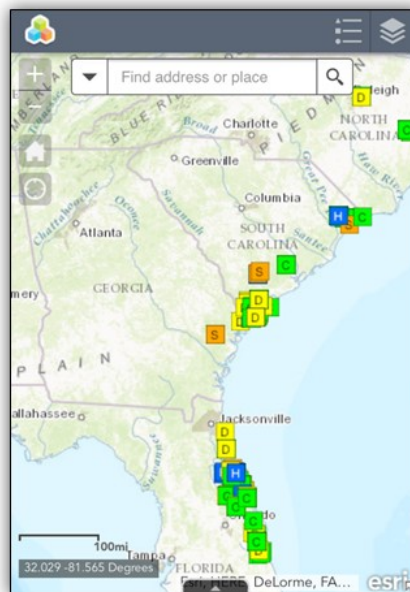


Exhibit 9-3: Tetra Tech Hurricane Matthew GIS Systems



Hurricane Matthew Statistics

- 75 GIS Portals and Applications
- 900 Online GIS Layers
- ½ Terabyte of Data Collected

Financial Stability

Tetra Tech is a financially sound and successful firm with fiscal year 2018 annual revenues of more than \$2.9 billion and approximately 17,000 employees. A copy of our financial reports can be provided upon request.

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

CITY REQUIRED FORMS:

- ☒ Proposal Submittal Signature Form
- ☒ Statement of Organization
- ☒ References
- ☒ Minimum Qualifications Requirements
- ☒ Conflict of Interest
- ☒ Drug-Free Workplace (If Applicable)
- ☒ Public Entity Crime Information
- ☒ Non-Collusive Affidavit
- ☒ Disclosure Form for Consultant/Engineer/Architect
- ☒ Lobbying Certification
- ☒ Scrutinized Company Certification
- ☒ Price Schedule Form
- ☒ State of Florida Registration Requirements (<http://www.sunbiz.org/search.html>) Proposer shall be registered with the State of Florida to perform the professional services required for this proposal. A copy of Registration must be included with submission.

D. FEDERAL REQUIRED FORMS:

- ☒ Certification by Bidder – Executive Order 11246
- ☒ Federal Non-Collusion/Lobbying
- ☒ Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- ☒ Acknowledgement of Terms, Conditions, and Grant Clauses
- ☒ Certifications and Representations -Grant Funds

E. SAMPLE INSURANCE CERTIFICATE: Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

☒ YES ☐ NO Sample Insurance Certificate is included with the submittal

F. MBE/WBE/VBE: If claiming Minority Business Enterprise/Women Business Enterprise/Veterans Business Enterprise, the Prime Firm (not sub-Contractor) **shall be** certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes.

- ☐ YES, CLAIMING MBE/WBE/VBE STATUS AS PRIME ONLY
- ☐ YES, I'VE ATTACHED THE CERTIFICATE OF MBE/WBE/VBE STATUS FROM THE STATE OF FLORIDA, AS OUTLINED SECTION 12.
- ☒ NOT CLAIMING MBE/WBE/VBE

G. CREDIT CARDS Does your company accept Credit Card Payments? ☒ YES ☐ NO

Disaster Debris Monitoring Services and Financial Recovery Management

Credit card payments will be processed upon the City's inspection and acceptance of goods/services and receipt of invoice for payment. The City will not pay fees for credit card transactions.

THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY

COMPANY: Tetra Tech, Inc.

SIGNATURE: 

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

PROPOSAL SUBMITTAL SIGNATURE FORM

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. <u>1</u>	Dated <u>3/4/19</u>	Addendum No. _____	Dated _____
Addendum No. <u>2</u>	Dated <u>3/8/19</u>	Addendum No. _____	Dated _____
Addendum No. _____	Dated _____	Addendum No. _____	Dated _____

Company Name Tetra Tech, Inc.

Contact Name Jonathan Burgiel, Business Unit President

<u>321-441-8518</u>	<u>Betty.Kamara@tetrattech.com</u>	<u>321-441-8501</u>
---------------------	------------------------------------	---------------------

Telephone #	E-Mail	Fax #
<u>2301 Lucien Way, Suite 120</u>		

Main Office Address		
<u>Maitland</u>	<u>FL</u>	<u>32751</u>
City	State	Zip Code

Address of Office Servicing City of North Port, if different than above: ☒ SAME AS ABOVE

Office Address

City	State	Zip Code
-------------	--------------	-----------------

Telephone #	E-mail	Fax #
--------------------	---------------	--------------

JONATHAN BURGIEL, Business Unit President

Name & Title of Firm Representative

Jonathan Burgiel
Signature

3/14/19
Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

STATEMENT OF ORGANIZATION

(Information Sheet for Transactions and Conveyances Corporation Identification)

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

Name of Respondent:

Tetra Tech, Inc.

DBA (if any):

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc):

Corporation

Business Address:

2301 Lucien Way, Suite 120, Maitland, FL, 32751

Phone: 321-441-8518

Fax: 321-441-8501

E-Mail

Betty.Kamara@tetrattech.com

Print Name and Title of person authorized to bind:

Jonathan Burgiel, Business Unit President

Federal Identification Number:

95-4148514

Signature:

Jonathan Burgiel

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

(Please Check One)

Is this a Florida Corporation:

☐ Yes

or

☒ No

If not a Florida Corporation,

In what state was it created:

Delaware

Name as spelled in that State:

Tetra Tech, Inc.

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

What kind of corporation is it: ☒ "For Profit" or ☐ "Not for Profit"

Is it in good standing: ☒ Yes or ☐ No

Authorized to transact business
in Florida: ☒ Yes or ☐ No

State of Florida Department of State Certificate of Authority Document No.: P19034

Does it use a registered fictitious name: ☐ Yes or ☒ No

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

Names of Officers:

President: See Attached List

Secretary: _____

Vice President: _____

Treasurer: _____

Director: _____

Director: _____

Other: _____

Other: _____

Name of Corporation (As used in Florida):

Tetra Tech, Inc.

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box: _____

City, State Zip: _____

Street Address: _____

3475 E. Foothill Blvd.

City, State, Zip: _____

Pasadena, CA, 91107

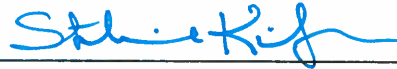
STATE OF Florida

COUNTY OF Orange

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

Sworn to and subscribed before me this 14 day of March, 2019, by Jonathan Burgiel who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.



Notary Public - State of Florida

Print Name: Stephanie Kilgore

Commission No: GG 216785

NOTARY SEAL:



THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

Corporate Officers

A list of names of all corporate officers is listed below.

Title	Name	
Chairman, Chief Executive Officer, and President	Dan L. Batrack	
Executive Vice President, Chief Financial Officer	Steven M. Burdick	
Executive Vice President, Operations and President, Commercial/International Services Group	Leslie L. Shoemaker	
Senior Vice President, Chief Engineer	William R. Brownlie	
Senior Vice President, Corporate Controller and Chief Accounting Officer	Brian N. Carter	
Senior Vice President, Chief Information Officer	Craig L. Christensen	
Senior Vice President, General Counsel, and Secretary	Preston Hopson	
Senior Vice President, Corporate Administration	Richard A. Lemmon	
Senior Vice President, Enterprise Risk Management	Brendan O'Rourke	
Senior Vice President, Human Resources and Leadership Development	Kevin P. McDonald	
Presidents	Derek G. Amidon Roger R. Argus Jan K. Auman Urs B. Meyerhans Mark A. Rynning Vernard Teufele	
Directors	Dan L. Batrack Gary R. Birkenbeuel Hugh M. Grant Patrick C. Haden J. Christopher Lewis Joanne M. Maguire Kimberly E. Ritrievi Albert E. Smith J. Kenneth Thompson Kristen M. Volpi Li-San Hwang	

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49
Disaster Debris Monitoring Services and Financial Recovery Management
Scrutinized Company Certification Form

Company Name: Tetra Tech, Inc.
Authorized Representative Name and Title Jonathan Burgiel, Business Unit President
Address: 2301 Lucien Way, Suite 120 City: Maitland State: FL ZIP: 32751
Phone Number: 321-441-8518 Email Address: Betty.Kamara@tetrattech.com

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

☒ This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

☐ This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: Jonathan Burgiel
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Jonathan Burgiel, Business Unit President Date Certified: 03/14/2019

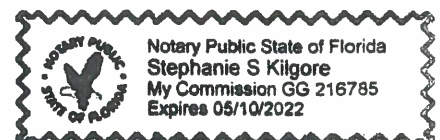
State of FL County of Orange

The foregoing instrument was acknowledged before me this 14 day of March, 2019 by Jonathan Burgiel who is personally known to me or who has produced as identification.

Stephanie S Kilgore

Notary Public

Solicitation/Contract/PO Number (Completed by Purchasing): _____
(THIS PAGE MUST BE COMPLETED AND SUBMITTED)



CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

MINIMUM QUALIFICATION REQUIREMENTS

If the Proposer does not meet ANY ONE of the Minimum Qualification Requirement they will be deemed non-responsive and/or non-responsible and thereby rejected.

1. PROPOSER'S CERTIFICATION OF MEETING ALL THE SOLICITATION'S MINIMUM QUALIFICATION REQUIREMENTS:

- a. The Proposer (Company) has experience in the past seven (7) years in providing debris monitoring services to government entities. YES ☒ NO ☐
- b. Proposer's staff is familiar with FEMA debris removal eligibility criteria, adequately trained and possesses the skills to fulfill the duties of the job. YES ☒ NO ☐
- c. Proposer will provide a safe working environment, including properly constructed monitoring towers. YES ☒ NO ☐
- d. Proposer (Debris monitor) is not employed or affiliated with the debris removal contractor. YES ☒ NO ☐

2. PERFORMANCE QUESTIONNAIRE – Proposers shall complete the questionnaire in its entirety:

- a) Has the Proposer ever failed to complete a contract/project awarded to them?

☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for failure to complete: _____

- b) Has the Proposer ever defaulted on any awarded contract/project?

☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for default: _____

- c) Does the Proposer have current: 1) Outstanding contract claims against them by any Owner; or 2) contract litigation or dispute with any Owner; 3) Performance/Payment Bonds claims?

☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Provide a detailed description of current claims or litigation with contract/project Owner:

N/A

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

d) Does the Proposer have pervious: 1) Contract claims against them by any Owner; or 2) Contract litigation or disputes with any Owner; 3) Performance/Payment Bonds claimed within the past THREE (3) YEARS?

☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Provide a detailed description of claims or ligation with any contract/project Owner:

e) Is the Proposer currently debarred or suspended from bidding on any governmental agencies solicitations?

☒ No or ☐ Yes – If YES, complete the following:

Project Description: _____ Owner: _____

Reason for debarment or suspension: _____

3. SUBCONTRACTOR AFFIDAVIT

MANDATORY: THIS SECTION MUST BE COMPLETED IN ORDER FOR YOUR RESPONSE TO BE CONSIDERED RESPONSIVE. The following work will be accomplished by the Subcontractors listed below:

- A. ☐ Percentage of Work/Services to be performed by Subcontractors: _____; or
B. ☒ ALL Work/Services to be performed by the Proposer.

SUBMISSION OF SUBCONTRACTOR LIST – Upon request by the City, the apparent low Proposer, and any other Proposer so requested, shall submit a list of all Subcontractors to the City within forty-eight (48) hours.

After due investigation, if the City has reasonable objection to any proposed Subcontractor, the City may request the apparent low Proposer to submit an acceptable substitute Subcontractor without an increase in the price(s) proposed. If the apparent low Proposer declines to make any such substitution, the City has the right to reject the Proposer's submittal package and consider the next lowest Proposer. If bond was required, collection on the Proposer's Bid Bond/Surety will be pursued by the City. Any Subcontractor so listed and to whom the City does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to the City.

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

3. DELIVERY/RESPONSE TIME: Proposers shall provide a GUARANTEED response time, for each service proposed to mobilize and an estimated time of arrival to the City in the event of a disaster. In the event deliveries or services are not made as specified to a City delivery point or project site, the Procurement Manager shall reserve the right to purchase any solicitation item from the next lowest Proposer.

EMERGENCY EVENT OPERATIONS:

24 Hours after Event: Contractor Staff would report to the City's EOC

48 Hours after Event: Contractor ready to assist the City with truck certification.

72 Hours after Event: Contractor to have monitors ready to begin debris removal operations

4. PRICE SCHEDULE FORM:

- a. The hourly labor rates shall include all applicable overhead and profit. All non-labor related projects costs (including travel, lodging, per diem, communications, supply rental equipment and other direct project expenses) shall be billed to the City at cost without mark-up.
- b. Proposer may include other positions, with hourly rates, as needed.

POSITIONS	HOURLY LABOR RATES	EST. HOURS*	EXTENDED TOTAL
Project/Operations Manager	\$ 70.00	180	\$ 12,600.00
Field Supervisor	\$ 42.00	210	\$ 8,820.00
Debris Site/Tower Monitors	\$ 33.00	1740	\$ 57,420.00
Field Debris Collection/Code Monitors	\$ 33.00	7830	\$ 258,390.00
Load Ticket Data Entry Clerks	N/A	2180	\$ 0.00
Billing/Invoice Analysts	\$ 42.00	60	\$ 2,520.00
Project Assistants	\$ 32.00	150	\$ 4,800.00
FEMA, FHWA Coordinator	\$ 85.00	20	\$ 1,700.00
Environmental Specialist	\$ 58.00	30	\$ 1,740.00
GIS Analyst	\$ 55.00	20	\$ 1,100.00
Scheduler/Expeditor	N/A	100	\$ 0.00
Traditional Ticketing ****			
Electronic Ticketing ****			
Data Manager**	\$ 60.00	25	\$ 1,500.00
Other Positions:***			
**** if not included in pricing above			
Total of Extended Prices			\$ 350,590.00

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Disaster Debris Monitoring Services and Financial Recovery Management

* These hours are not intended to represent the actual contract amount, but are an estimated representation of a typical event in the region. This is a "requirements" based "stand by" agreement and no minimum amount of hours/work is guaranteed or implied.

**Data Manager: oversees the entering, tabulating, and organization of collection and disposal data and recovery data into required formats in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies. The Data Manager provides the City, debris contractors, and applicable public agencies with regular updates on the quantities and types of debris collected. The Data Manager also designs and implements quality assurance and control processes for the review and verification of field and debris contractor-provided data in support of invoices. The Data Manager serves as the City's representative in meetings with representatives of the Debris Contractor(s), State of Florida, FEMA, or other federal, state, or local agency speaking to data-related issues.

***Please include any other required positions with hourly rates (attach job description for each position.

Note: Provide both unit price and extended total. Price must be stated in the units shown in the proposal form, and extended based on the quantities specified in the proposal requirements herein. In case of a discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly.

No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable

N/C = No Charge

N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

REFERENCES/CLIENT LISTING

The Proposer (Firm/Company) shall demonstrate experience in the last seven (7) years providing DEBRIS MANAGEMENT/DISASTER RECOVERY services as the **prime contractor** and, at least, in one (1) event, it is preferred that the prime contractor has provided services in a jurisdiction of at least 50,000 people. Proposers shall provide ALL requested information in this form to demonstrate meeting this requirement. Proposer's not demonstrating minimum similar and acceptable experience may be deemed non-responsible. In the event the Proposer has performed work for the City of North Port, the City's experience shall be considered when evaluating references for determining a responsible Proposer.

1. Business/Customer Name:

City of Cape Coral, Florida

Name of Contact Person/Title:

Mark Ridenour, Facilities/Project Manager

Telephone# 239-574-0724 **Fax** N/A **E-mail** mridenour@capecoral.net

Address

Public Works Department, 1015 Cultural Park Blvd, Cape Coral, FL 33990

Duration of Contract or business relationship

September 2017 - February 2018

Type of Services Provided

Disaster Debris Program Management for approximately 364,000 cubic yards of debris and 164,000 of waterway debris

2. Business/Customer Name:

Charlotte County, Florida

Name of Contact Person/Title:

John Elias, Maintenance & Operations Manager

Telephone# 941-575-3646 **Fax** 941-575-3653 **E-mail** john.elias@charlottecountyfl.gov

Address

County Government Public Works, Maintenance and Operations Division, 7000 Florida Street, Punta Gorda, FL 33950

Duration of Contract or business relationship

September 2017 - February 2018

Type of Services Provided

Disaster Debris Program Management for the removal of 6,208 tons of debris.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

3. Business/Customer Name:

City of Cocoa Beach, Florida

Name of Contact Person/Title:

Rob Strong, Public Works Project Manager

Telephone# 321-868-3316 **Fax** 321-868-3213 **E-mail** rstrong@cityofcocoabeach.com

Address

City of Cocoa Beach, 1600 Minutemen Causeway, Cocoa Beach, FL 32931

Duration of Contract or business relationship

October 2016 - December 2016

Type of Services Provided

Disaster Debris Program Management for the removal of over 27,000 cubic yards of debris

4. Business/Customer Name:

City of Wilton Manors, Florida

Name of Contact Person/Title:

Bob Mays, Finance Director

Telephone# 954-390-2143 **Fax** 954-390-2199 **E-mail** bmays@wiltonmanors.com

Address

City of Wilton Manors, 2020 Wilton Drive, Wilton Manors, FL 33305

Duration of Contract or business relationship

September 2017 - January 2018

Type of Services Provided

Disaster Debris Program Management for the removal of almost 26,000 cubic yards of disaster debris

5. Business/Customer Name:

City of New Smyrna Beach, Florida

Name of Contact Person/Title:

Faith G. Miller, Maintenance Operations Director

Telephone# 386-424-2202 **Fax** 386-424-2198 **E-mail** fmiller@cityofnsb.com

Address

City of New Smyrna Beach, 124 Industrial Park Avenue, New Smyrna Beach, FL 32168

Duration of Contract or business relationship

October 2016 - March 2018

**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

Type of Services Provided

Disaster Debris Program Management for the disposal of over 200,000 cubic yards of debris following Hurricane Matthew.

COMPANY NAME: Tetra Tech, Inc.

SIGNATURE: 

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

DRUG FREE WORKPLACE FORM

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that
Tetra Tech, Inc. does:

(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Check one:

- ☒ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- ☐ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.


Offeror's Signature

03/14/2019

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
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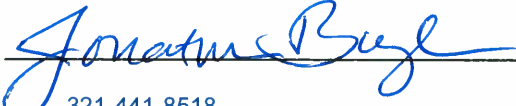
Disaster Debris Monitoring Services and Financial Recovery Management

PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Jonathan Burgiel, being an authorized representative of the
Respondent, Tetra Tech, Inc., located at
2301 Lucien Way, Suite 120

City: Maitland State: FL Zip Code: 32751, have read
and understand the contents above. I further certify that Respondent is not disqualified from replying to
this solicitation because of F.S. §287.133.

Signature:  Date: 03/14/2019
Telephone #: 321-441-8518 Fax #: 321-441-8501
Federal ID #: 95-4148514

STATE OF Florida
COUNTY OF Orange

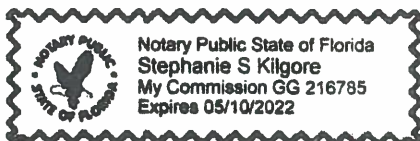
Sworn to and subscribed before me this 14 day of March, 20 19, by Jonathan Burgiel
who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.


Notary Public - State of Florida

Print Name: Stephanie Kilgore

Commission No: GG 216785

NOTARY SEAL:



THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

NON-COLLUSIVE AFFIDAVIT

State of Florida }
County of Orange } SS.

Before me, the undersigned authority, personally appeared:

Jonathan Burgiel who, being first duly sworn, deposes and says that:

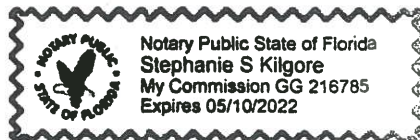
1. He/She is the Business Unit President (Owner, Partner, Officer, Representative or Agent) of Tetra Tech, Inc., the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this 14 day of March, 2019.

STATE OF Florida
COUNTY OF Orange

By: Jonathan Burgiel
Jonathan Burgiel
(Printed Name)
Business Unit President
(Title)

Sworn to and subscribed before me this 14 day of March, 2019, by Jonathan Burgiel who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.



NOTARY SEAL:

Stephanie Kilgore
Notary Public - State of Florida
Print Name: Stephanie Kilgore
Commission No: GG 216785

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CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- ☐ I am an employee, public officer or advisory board member of the City
_____ (List Position Or Board)
- ☐ I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- ☐ An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- ☐ Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- ☒ None Of The Above

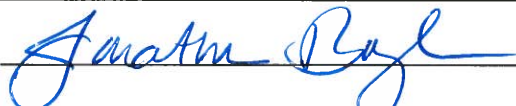
PART II:

Are you going to request an advisory board member waiver?

- ☐ I will request an advisory board member waiver under §112.313(12)
- ☐ I will NOT request an advisory board member waiver under §112.313(12)
- ☒ N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: Tetra Tech, Inc.

SIGNATURE: 

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF FLORIDA
COUNTY OF SARASOTA

This 14 day March of 20 19

Jonathan Burgiel, Business Unit President, being first duly sworn, deposes and says that he or she is the authorized representative of Tetra Tech, Inc. (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

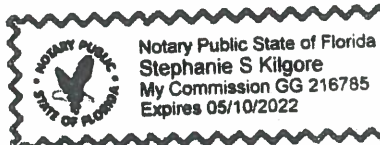
(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signed, sealed and delivered this 14 day of March, 20 19.

By: Jonathan Burgiel
Jonathan Burgiel
(Printed Name)
Business Unit President
(Title)

STATE OF Florida
COUNTY OF Orange

Sworn to and subscribed before me this 14 day of March, 2019, by Jonathan Burgiel who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.



Stephanie Kilgore
Notary Public - State of Florida
Print Name: Stephanie Kilgore
Commission No: GG 216785

NOTARY SEAL:

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CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management
CERTIFICATION BY BIDDER

Executive Order 11246 (contracts/subcontracts above \$10,000)

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after the ITB opening. No contract shall be awarded unless such report is submitted.

NAME AND ADDRESS OF BIDDER (include ZIP Code): _____

Tetra Tech, Inc.

2301 Lucien Way, Suite 120, Maitland, FL 32751

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. Yes ☒ No ☐
2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes ☒ No ☐
3. bidder has filed all compliance reports due under applicable instructions. Yes ☒ No ☐
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 112246, as amended? Yes ☐ No ☒

Signed, sealed and delivered this 14th day of March, 2019.

By: _____

Jonathan Burgiel

Jonathan Burgiel

(Printed Name)

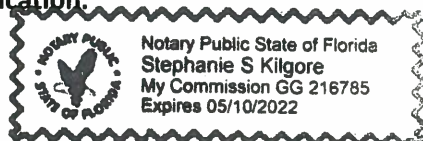
Business Unit President

(Title)

STATE OF Florida

COUNTY OF Orange

Sworn to and subscribed before me this 14th day of March, 2019, by Jonathan Burgiel who ☒ is personally known to me or ☐ has produced his/her driver's license as identification.



Stephanie Kilgore

Notary Public - State of Florida

Print Name: Stephanie Kilgore

Commission No: GG 216785

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**CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49**

Disaster Debris Monitoring Services and Financial Recovery Management

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000.

The Bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of North Port.

The Bidder must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the City of North Port. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City of North Port, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

<u>Tetra Tech</u>	<u>95-4148514</u>	<u>080106449</u>
Company (Bidder) Name	Tax ID Number	DUNS Number
<u>Jonathan Burgiel</u>		
Authorized Representative Name	Authorized Representative Signature	
<u>95-4148514</u>	<u>080106449</u>	<u>0YEM5</u>
Federal Issued Tax	DUNS Number	CAGE Code issued through www.sam.gov
Identification Number		
(If Social Security number DO NOT enter)	DATE: <u>March 14, 2019</u>	

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Disaster Debris Monitoring Services and Financial Recovery Management

CERTIFICATIONS AND REPRESENTATIONS
(GRANTFUNDS)

1. BYRD ANTI-LOBBYING AMENDMENT COMPLIANCE AND CERTIFICATION

For all orders above the limit prescribed in 2 CFR 215, Appendix A, Section 7 (currently \$100,000), the Offeror must complete and sign the following:

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in OMB Circular A-110 and 31 U.S.C. 1352, the "Byrd Anti-Lobbying Amendment."

The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

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

If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

SIGNATURE: _____

COMPANY NAME: _____

Tetra Tech, Inc.

DATE: March 14, 2019

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Disaster Debris Monitoring Services and Financial Recovery Management

ACKNOWLEDGEMENT OF TERMS, CONDITIONS, AND GRANT CLAUSES

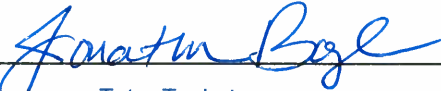
Flow down of Terms and Conditions from the Federal Regulations and/or Grant Agreement

Subcontracts: If the Bidder subcontracts any portion of the work under this Agreement, a copy of the signed subcontract must be available to the City of North Port for review and approval. The bidder agrees to include in the subcontract that:

- (1) the subcontractor is bound by the terms of this Agreement;
- (2) the subcontractor is bound by all applicable state and federal laws and regulations; and
- (3) the subcontractor shall hold the City of North Port, grant recipient and granting agency harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

Grant Conditions and Federal Provisions

On behalf of the Bidder, I acknowledge, and agree to perform all of the specifications and grant requirements identified in this solicitation document(s).

SIGNATURE: 

COMPANY NAME: Tetra Tech, Inc.

DATE: March 14, 2019

THIS PAGE MUST BE SUBMITTED WITH PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2019-49

Disaster Debris Monitoring Services and Financial Recovery Management

FEDERAL NON-COLLUSION /LOBBYING CERTIFICATION

Jonathan Burgiel, being the authorized Agent, certifies that: He/she is the Business Unit President, (Owner, Partner, Officer, Representative or Agent) of Tetra Tech, Inc., the Bidder that has submitted the attached Proposal.

NON-COLLUSION PROVISION CERTIFICATION

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

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

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

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any persons who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure."



Witness

By: 

(Printed Name)

Jonathan Burgiel
Business Unit President

(Title)

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Disaster Debris Monitoring Services and Financial Recovery Management

DISCLOSURE FORM
FOR
CONSULTANT/ENGINEER/ARCHITECT

Please select (only) one of the following three options:

☒ Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

☐ Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here: _____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan: _____.

☐ Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here: _____.

***What does "financial interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

****What does "other interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

BUSINESS NAME: Tetra Tech, Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Jonathan Burgiel

SIGNATURE:  DATE: 03/14/2019

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[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Profit Corporation

TETRA TECH, INC.

Filing Information

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

Principal Address

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Changed: 07/14/2003

Mailing Address

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Changed: 07/14/2003

Registered Agent Name & Address

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

Name Changed: 03/18/1992

Address Changed: 03/18/1992

Officer/Director Detail

Name & Address

Title Senior Vice President, Chief Engineer

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

Title Senior Vice President, Corporate Administration

LEMMON, RICHARD A
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Executive Vice President, CFO and Assistant Secretary

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

Title Chairman of the Board, Chief Executive Officer and President

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

Title Senior Vice President, Chief Information Officer

Christensen, Craig L
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Executive Vice President, Operations and President of the Commercial/International Services Group

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

Title Senior Vice President, Corporate Controller

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

Title Director

Smith, Albert E
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Lewis, J. Christopher
10900 Wilshire Blvd.
Suite 850
Los Angeles, CA 90024

Title Director

Haden, Patrick C

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Grant, Hugh M
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Thompson, J. Kenneth
1120 Huffman Rd.
Suite 24 PMB203
Anchorage, AK 99515

Title Director

Ritrievi, Kimberly E
1850 Brightwaters Blvd. NE
St. Petersburg, FL 33704

Title Director

Volpi, Kirsten M
c/o Colorado School of Mines, 1500 Illinois St.
Golden, CO 80401

Title SVP

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

Title Director

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

Title Senior Vice President and President of the Commercial Account Management Division

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

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

Argus, Roger R.

1230 Columbia Street
Suite 1000
San Diego, CA 92101

Title Senior Vice President and President of the Global Development Services Division

Auman, Jan K
159 Bank Street
Suite 300
Burlington, VT 05401

Title Senior Vice President and President of the United States Infrastructure Division

Rynning, Mark A
201 East Pine Street
Suite 1000
Orlando, FL 32801

Title Senior Vice President and President of the Canada and South America Division

Teufele, Bernard
14940 123 Avenue
Edmonton, AB T5V 1B4 CA

Title Secretary

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

Title VPFS

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

Title Director

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

Title SVP, Enterprise Risk Management

O'Rourke, Brendan
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title SVP and President of the United States Infrastructure Division

Rynning, Mark A.

201 E. Pine Street
Suite 1000
Orlando, FL 32801

Title Treasurer

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

Annual Reports

Report Year	Filed Date
2018	01/03/2018
2018	05/18/2018
2019	01/02/2019

Document Images

01/02/2019 -- ANNUAL REPORT	View image in PDF format
05/18/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
01/03/2018 -- ANNUAL REPORT	View image in PDF format
11/21/2017 -- AMENDED ANNUAL REPORT	View image in PDF format
01/05/2017 -- ANNUAL REPORT	View image in PDF format
01/12/2016 -- ANNUAL REPORT	View image in PDF format
01/07/2015 -- ANNUAL REPORT	View image in PDF format
04/24/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/10/2014 -- ANNUAL REPORT	View image in PDF format
01/03/2013 -- ANNUAL REPORT	View image in PDF format
02/09/2012 -- ANNUAL REPORT	View image in PDF format
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02/15/2011 -- ANNUAL REPORT	View image in PDF format
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03/12/2007 -- ANNUAL REPORT	View image in PDF format
02/08/2006 -- ANNUAL REPORT	View image in PDF format
02/23/2005 -- ANNUAL REPORT	View image in PDF format
01/31/2005 -- ANNUAL REPORT	View image in PDF format
05/13/2004 -- ANNUAL REPORT	View image in PDF format
05/05/2004 -- ANNUAL REPORT	View image in PDF format
03/01/2004 -- ANNUAL REPORT	View image in PDF format
12/30/2003 -- Merger	View image in PDF format
07/14/2003 -- ANNUAL REPORT	View image in PDF format
03/03/2002 -- ANNUAL REPORT	View image in PDF format
05/15/2001 -- ANNUAL REPORT	View image in PDF format
05/04/2000 -- ANNUAL REPORT	View image in PDF format
04/07/1999 -- ANNUAL REPORT	View image in PDF format
07/29/1998 -- ANNUAL REPORT	View image in PDF format

[04/09/1997 -- ANNUAL REPORT](#)[View image in PDF format](#)[02/09/1996 -- ANNUAL REPORT](#)[View image in PDF format](#)[04/14/1995 -- ANNUAL REPORT](#)[View image in PDF format](#)

Florida Department of State, Division of Corporations

State of Florida

Department of State

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

The document number of this corporation is P19034.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on January 2, 2019, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Second day of January, 2019*



Ken DeFoner
Secretary of State

Tracking Number: CC7814178871

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

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

Company ID Number: 1296212

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the Tetra Tech (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

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Approved by:

Employer Tetra Tech	
Name (Please Type or Print) Michelle L Renta	Title
Signature Electronically Signed	Date 05/03/2018
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/03/2018

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Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Tetra Tech
Company Facility Address	2301 Lucien Way Ste 120 Maitland, FL 32751
Company Alternate Address	
County or Parish	ORANGE
Employer Identification Number	954148514
North American Industry Classification Systems Code	561
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	3

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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA	1 site(s)
PUERTO RICO	1 site(s)
TEXAS	1 site(s)

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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Shannon Stuver
Phone Number (541) 482 - 8939
Fax Number
Email Address Shannon.Stuver@tetrattech.com

Name Diane Stopa
Phone Number (703) 885 - 5518
Fax Number
Email Address Diane.Stopa@tetrattech.com

Name Karen Bollinger
Phone Number (816) 412 - 1743
Fax Number
Email Address Karen.Bollinger@tetrattech.com

Name Danielle De Herrera
Phone Number (626) 470 - 2419
Fax Number
Email Address Danielle.DeHerrera@tetrattech.com

Name Michelle L Renta
Phone Number (321) 441 - 8507
Fax Number
Email Address Michelle.Renta@tetrattech.com

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CERTIFICATE
TETRA TECH, INC.

To: City of North Port, Florida

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

Jonathan Burgiel, Business Unit President within the Company's United States Government Division of the Government Services Group, is authorized and empowered, in accordance with the Company's Signature Approval Authority Matrix, as approved by the Company's Board of Directors, for and on behalf of the Company, to sign a proposal in response to the City of North Port's RFP for Disaster Debris Monitoring Services and Financial Recovery Management (2019-49). Further, Mr. Burgiel is authorized and empowered to sign any resulting contract and is authorized to bind the Company.

IN WITNESS WHEREOF, I have hereunto set my hand as of this 14th day of March 2019.



Preston Hopson
Senior Vice President, General Counsel and
Secretary

(Seal)

