



# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



## SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
Tel: 813.333.7042  
Fax: 813.333.7330  
[www.rostan.com](http://www.rostan.com)

DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL



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COPY

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April 12, 2018

Village of Wellington  
Wellington City Hall Clerk's Office  
12300 Forest Hill Boulevard  
Wellington, FL 33414

Re: RFP No. 012-18/ED — Disaster Debris Management and Support Services

Dear Selection Committee Members,

Rostan Solutions LLC (Rostan) has provided disaster recovery consulting services since 1999. We are focused on one-thing — assisting clients in recovering from disasters. This past hurricane season, one of the most challenging on record, Rostan was activated by 21 municipalities and governmental entities throughout Florida; some that had been long standing clients and others that engaged us in the immediate aftermath of the storm. We are proud to say that we met every existing contractual commitment and also responded to every call we received. As a result, we were able to provide debris monitoring services to a number of new clients, at a time when our competitors were failing to meet their existing contractual obligations.

***Our mission is to promote and implement responsible solutions to ensure communities are better prepared to respond to, and expeditiously recover from, disaster events.*** We pride ourselves on being a specialized firm that is selective in its pursuits and has stayed client-focused while avoiding the bureaucracy of much larger companies that prioritize profit margins and shareholder interests. As a result, we are able to provide clients with personalized service and a vast array of knowledge specific to disaster recovery and federal funding programs.

Rostan's primary areas of expertise are:

Disaster Debris Monitoring
Public Assistance and Long-term Recovery
Resiliency and Mitigation

Working alongside the Village, our team will augment your staff to provide enhanced solutions to many aspects of disaster response and recovery including planning and preparedness, post-disaster debris monitoring, and FEMA public assistance and mitigation funding support where appropriate.



In addition to our core services, Rostan is the sole purveyor of HaulPass®, the original and most trusted name in automated debris management. HaulPass® has been deployed on more than 100 debris monitoring projects, including more than 30 in the 2017 Hurricane season alone. Since HaulPass® was developed,

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we have never delayed a recovery effort, stopped work, or been forced to use another data collection method due to data integrity or hardware issues. In fact, HaulPass® was awarded the 2013 Grand Prize for Operations Management by the American Academy of Environmental Engineers & Scientists primarily due to its reliability and ability to streamline complex data collection requirements.

Jeff Cousins, a long-time Palm Beach County resident and our debris monitoring program manager for the State of Florida, will serve as the principal contact person for Rostan on this project. He can be reached utilizing the contact information below:

Name: Jeff Cousins  
Title: Program Manager, Debris Monitoring  
Phone: 954-707-8637  
Fax: 813-333-7330  
E-mail: [jcousins@rostan.com](mailto:jcousins@rostan.com)

If you should have any questions or require any additional information, please do not hesitate to contact us. We appreciate your fair consideration and welcome the opportunity to demonstrate to the Village why Rostan is the optimal choice to provide debris monitoring and recovery services.

Very truly yours,



Sam Rosania  
Executive Vice President  
Rostan Solutions, LLC



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# TABLE OF CONTENTS

<b>TAB 1</b>	<b>PROPOSAL CHECKLIST AND SUBMITTAL FORM</b>	<b>9</b>
<b>TAB 2</b>	<b>EVIDENCE OF INSURANCE CERTIFICATION</b>	<b>17</b>
<b>TAB 3</b>	<b>LICENSES, CERTIFICATES, REGISTRATIONS</b>	<b>21</b>
<b>TAB 4</b>	<b>QUALIFICATIONS AND EXPERIENCE</b>	<b>29</b>
	4.1 Company Profile	31
	4.2 Summary of Capabilities	31
	4.3 Debris Monitoring Clients in the State of Florida	32
	4.4 Litigation / Judgement Summary	32
	4.5 Key Personnel	33
	4.6 Experience Overview	41
	4.7 Past Project Experience	42
	4.8 References	50
<b>TAB 5</b>	<b>TECHNICAL APPROACH AND METHODOLOGY</b>	<b>51</b>
	5.1 Understanding the Village of Wellington	53
	5.2 Rostan Strategy, Approach, and Schedule	55
	5.3 Debris Collection, Management, and Disposal Plan	56
	5.4 Automated Debris Management System [ADMS]	64
	5.5 Additional Related Services	68
	5.6 Public Assistance Consulting	70
<b>TAB 6</b>	<b>PRICE PROPOSAL</b>	<b>73</b>
<b>TAB 7</b>	<b>PROPOSER'S CERTIFICATION FORM</b>	<b>79</b>
<b>TAB 8</b>	<b>CONFLICT OF INTEREST STATEMENT</b>	<b>83</b>
<b>TAB 9</b>	<b>QUESTIONNAIRE</b>	<b>87</b>
<b>TAB 10</b>	<b>DRUG FREE WORKPLACE FORM</b>	<b>95</b>
<b>TAB 11</b>	<b>ACKNOWLEDGEMENT OF ADDENDA</b>	<b>99</b>



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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 1 — PROPOSAL CHECKLIST AND SUBMITTAL FORM

### SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
Tel: 813.333.7042  
Fax: 813.333.7330  
[www.rostan.com](http://www.rostan.com)

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### PROPOSAL CHECK LIST (TAB# 1)

Please check each item and make sure that all required information is included in your Proposal submission. Failure to submit this information may result in your submission being rejected as being a non-responsive and responsible Proposer.

- YES X NO \_\_\_ 1. Original and five copies and (1) PDF Electronic copy (CD)
- YES X NO \_\_\_ 2. Cover Letter and Table of Contents
- YES X NO \_\_\_ 3. Proposal Checklist and Submittal Form
- YES X NO \_\_\_ 4. Evidence of Insurance Certification
- YES X NO \_\_\_ 5. Current Licenses/Certificates of Authorization
- YES X NO \_\_\_ 6. Qualifications and Experience including references (form attached)
- YES X NO \_\_\_ 7. Technical Approach and Methodology
- YES X NO \_\_\_ 8. Price Proposal
- YES X NO \_\_\_ 9. Proposer's Certification
- YES X NO \_\_\_ 10. Conflict of Interest Form
- YES X NO \_\_\_ 11. Questionnaire
- YES X NO \_\_\_ 12. Drug Free Workplace
- YES X NO \_\_\_ 13. Acknowledgment of Addendums

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**PROPOSAL SUBMITTAL FORM (TAB #1)**

To:  
Wellington  
12300 Forest Hill Boulevard  
Wellington, Florida 33414

Rostan Solutions, LLC - agrees to provide  
(Vendor)

Disaster Debris Management and Support Services to Wellington as defined in this RFP in accordance with the requirements of the Specifications and RFP Documents.

**The undersigned Proposer has carefully examined the Specifications and Proposal/Contract Documents and is familiar with the nature and extent of the Work and any local conditions that may in any manner affect the Work to be done.**

The undersigned agrees to provide the service called for by the Specifications and RFP Documents, in the manner prescribed therein and to the standards of quality and performance established by the RFP.

The undersigned agrees to the right of Wellington to hold all Proposals for a period not to exceed (180) days after the date of Proposal opening stated in the RFP.

The undersigned accepts the payment policies specified in the RFP documents.

The undersigned agrees that within fifteen (15) days from the date of acceptance of this Proposal, to execute the agreement and provide the required certificates of insurance.

Dated this 6th day of April, 2018  
(Month) (Year)

**INDIVIDUAL, FIRM OR PARTNERSHIP**

By:  / Sam Rosania  
(Signature) (Print name)

Address: 3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596

Telephone: ( 813 ) 505.1313 Fax: ( 813 ) 333.7330

Social Security Number or Taxpayer Identification Number: 20-5425053

**CORPORATION**

By: \_\_\_\_\_ / \_\_\_\_\_  
(Signature) (Print name)

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**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**Taxpayer (EIN) Identification Number:** \_\_\_\_\_

**State Under Which Corporation Was Chartered:** \_\_\_\_\_

**Corporate President:** \_\_\_\_\_  
(Print Name)

**Corporate Secretary:** \_\_\_\_\_  
(Print Name)

**Corporate Treasurer:** \_\_\_\_\_  
(Print Name)

**CORPORATE SEAL**

**Attest By:** \_\_\_\_\_  
Secretary

**ADDENDA RECEIPT VERIFICATION**

**Proposer acknowledges the receipt of Addenda Nos.**   1

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DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 2— EVIDENCE OF INSURANCE CERTIFICATION

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/25/2017

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

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


<b>PRODUCER</b> Lassiter-Ware Insurance of Tampa Bay 1300 N. Westshore Blvd. Suite 110 Tampa, FL 33607	<b>CONTACT NAME:</b> Shelia Robertson	
	<b>PHONE (A/C, No, Ext):</b> (800)845-8437	<b>FAX (A/C, No):</b> (888)883-8680
<b>INSURED</b> Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico, FL 33596	<b>E-MAIL ADDRESS:</b> SheliaR@lassiter-ware.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Nautilus Insurance Company	
	<b>INSURER B:</b> The Travelers Indemnity Company	
	<b>INSURER C:</b> Travelers Casualty & Surety Co	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			ECP2024046-10	9/29/2017	9/29/2018	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> Contractors Pollution						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<b>AUTOMOBILE LIABILITY</b>			BA6D62686217GRP	9/29/2017	9/29/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							<b>PIP-Basic</b>	\$ 10,000
A	<b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/> OCCUR		FFX2024047-10	9/29/2017	9/29/2018	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000
	DED		RETENTION \$					\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			XAUB4149T66A17	9/29/2017	9/29/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	<b>Professional Liab Limits Included with General Liab</b>			ECP2024046-10 Claims-Made	9/29/2017	9/29/2018	Each Claim	\$1,000,000
							Aggregate	\$2,000,000

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
-Evidence of Insurance c/o Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico, FL 33596	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 P Schmaltz/WENDTY 

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DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 3— LICENSES, CERTIFICATES, REGISTRATIONS

**ROSTAN**  
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# *State of Florida*

## *Department of State*

I certify from the records of this office that ROSTAN SOLUTIONS, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 30, 2014, effective November 1, 2014.

The document number of this limited liability company is L14000169270.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018 and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the First day of February, 2018*



*Ken Detjen*  
**Secretary of State**

Tracking Number: CC4381447559

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

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

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Florida Board of Professional Engineers  
2639 North Monroe Street, Suite B-112  
Tallahassee, FL 32303-5268

Rostan Solutions, LLC  
3433 LITHIA PINECREST ROAD  
SUITE 287  
VALRICO, FL 33596

Each licensee is solely responsible for notifying the Florida Board of Professional Engineers in writing the licensee's current address.

Name changes require legal documentation showing name change. An original, a certified copy, or a duplicate of an original or certified copy of a document which shows the legal name change will be accepted unless there is a question about the authenticity of the document raised on its face, or because the genuineness of the document is uncertain, or because of another matter related to the application.

At least 90 days prior to the expiration date shown on this license, a notice of renewal will be sent to your last known address. If you have not yet received your notice 60 days prior to the expiration date, please call (850) 521-0500, or write, Florida Board of Professional Engineers, 2639 North Monroe Street, Suite B-112, Tallahassee, FL 32303-5268 or e-mail: [board@fbpe.org](mailto:board@fbpe.org). Our website address is <http://www.fbpe.org>.

# State of Florida

## Board of Professional Engineers

Attests that  
**Rostan Solutions, LLC**



Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201904834 R

CA Lic. No:

**30927**

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## Minority and Small Business Development

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

**Rostan Solutions, LLC**

is hereby certified as a

**Small Local Business Enterprise (SLBE)**

In the following specialty(ies)

**Environmental Consulting, Environmental Engineering, Disaster Planning,  
Disaster Long-term Recovery, Disaster Debris Monitoring and Management,  
Resiliency**

**This certification is valid from October 18, 2016 to October 18, 2018**

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in your firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

**Gregory K. Hart, Manager  
Minority and Small Business Development**

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[www.rostan.com](http://www.rostan.com)

## DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES FOR THE VILLAGE OF WELLINGTON, FL

### TAB 4 – QUALIFICATIONS AND EXPERIENCE

- 4.1 Company Profile
- 4.2 Summary of Capabilities
- 4.3 Key Personnel
- 4.4 Experience Overview
- 4.5 Past Project Experience
- 4.6 References

**ROSTAN**  
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## 4.1 COMPANY PROFILE

### ROSTAN SOLUTIONS, LLC



Rostan Solutions, LLC (Rostan) is a Florida-certified engineering firm (Lic.# 30927) tracing its origins to Malcolm Pirnie, Inc. (Malcolm Pirnie). In response to increasing client interest, in 1999 Malcolm Pirnie developed an emergency planning and disaster recovery management practice to assist clients in addressing their disaster management needs. In 2006, Malcolm Pirnie gave a name to that practice, creating Rostan as a wholly-owned subsidiary. In 2013, Malcolm Pirnie divested Rostan, and Rostan became an independent, privately-owned small business whose principal partners led the original development of the emergency management and disaster recovery practice while with Malcolm Pirnie in 1999. Today Rostan can proudly say that it has served more than 100 clients throughout the United States with a history of successful federally funded projects and exemplary client satisfaction.

Rostan is a client-focused firm that focuses solely on disaster response and recovery services. We currently employ more than 30 professional services personnel, all of whom maintain firsthand knowledge of federal and state-level policy, compliance, and disaster recovery programs. Our employees have extensive experience interacting with and working in coordination with Federal Emergency Management Agency (FEMA) and National Resources Conservation Service (NRCS), the two most relevant federal agencies responsible for disaster-generated debris collection efforts.

Rostan has proven success in managing recovery programs and meeting complex documentation and records requirements for FEMA reimbursement for all relevant public assistance categories. Rostan employs disaster debris management personnel who have remained consistent throughout the years and together harness more than 150 years of experience in disaster recovery operations.

## 4.2 SUMMARY OF CAPABILITIES

Rostan offers our clients complete disaster preparedness, response and recovery capabilities incorporating client advocacy, timely responsiveness, operational flexibility, creativity, innovation and efficient solutions. Disaster Management Services relevant to this project are outlined below.

PRE-EVENT SERVICES	
DISASTER PREPAREDNESS PLANS	Debris Management Plans (e.g., for hurricanes, floods, earthquakes, weapons of mass destruction [WMD], etc.) • Mobilization Plan • Needs Assessment • Comprehensive Emergency Management Plans • Continuity of Operations Plans • Mitigation Planning and Engineering Response and Recovery Plans • Geographic Information Systems (GIS) Capabilities Analysis
DEBRIS MANAGEMENT SERVICES	Available Sites Inventory Research / Permitting • DMS Baseline Investigations and Regulatory Support • DMS Environmental Monitoring and Closure Reports
CONTRACTS ADMINISTRATION SUPPORT	Debris Contractor Procurement Assistance • Contracts Management • Storm Debris Collections Contracts Review
ADDITIONAL SERVICES	Community Relations for Debris Removal Programs • Training Workshops and Table-Top Exercises
POST-EVENT SERVICES	
DEBRIS CONTRACTOR MANAGEMENT AND MONITORING	Contract Administration • Operations Routing and Mapping • Debris Contractor Vehicle Certification • DMS Operations Monitoring • Quality Assurance (QA) Monitoring (load site and tower QA monitors) • Waterway Debris and Sediment Removal Monitoring • Private Property Debris Removal (PPDR) Management • Demolition Debris Removal Management • PPDR and Demolition Documentation Management • DMS Permitting and Close-out • Data Management and Information Systems Support
PROGRAM MANAGEMENT	Project Management and Scheduling • GIS/GPS Interface Support • Asset Management • Database Management • Contractor Invoice Reconciliation
REGULATORY AND REIMBURSEMENT SUPPORT	Federal Reimbursement Programs • FEMA Coordination • Grant Applications — 404, 406, CDBG • Reporting and Permitting
ADDITIONAL SERVICES	Damage Assessments of Public Infrastructure

### 4.3 DEBRIS MONITORING CLIENTS IN THE STATE OF FLORIDA

In accordance with Florida Statute 119, Rostan Solutions, LLC considers this financial information to be sensitive in nature, proprietary, and confidential; a redacted digital version of our proposal has been included.

CONFIDENTIAL

### 4.4 LITIGATION/JUDGEMENT SUMMARY

Neither Rostan Solutions, LLC nor any of its principals are, or have been, involved in any lawsuits or judgements.



## 4.5 KEY PERSONNEL

The primary goal of any disaster recovery effort is to safely and expeditiously return a community to normalcy by prioritizing restoration of key services such as utilities, and removing immediate threats to public health and safety like fallen trees and debris from roadways. While pre-disaster planning is a very important component, there is no replacement for experience during a time of need. Our highly experienced and cohesive team will help the Village quickly, efficiently, and cost-effectively execute the tasks needed to recover from an event. Individuals integral to providing the services requested are highlighted below.

### **SAM ROSANIA: PRINCIPAL | EXECUTIVE VICE PRESIDENT**

Mr. Rosania, Rostan's co-founder, will serve the Village as Rostan's Project Principal. He has more than 35 years of experience working for the public and the private sector. Mr. Rosania recently served in this role for our work with seven clients in Pinellas County following Hurricane Irma.

### **JEFF COUSINS: PROJECT MANAGER**

A resident of Palm Beach County, Mr. Cousins has 14 years of experience specific to debris management and disaster recovery operations. He specializes in managing complex debris monitoring projects and is Rostan's Program Manager for municipal clients in the State of Florida. Mr. Cousins recently managed the Town of Palm Beach's debris monitoring project following Hurricane Irma, and is currently managing the waterways debris monitoring projects for Coral Springs Improvement District and Sunshine Water Control District in Broward County.

### **JORDAN BRYANT: OPERATIONS MANAGER**

Mr. Bryant has 14 years of experience and has served as Operations Manager supporting disaster recovery efforts throughout the country. He is currently serving as the operations manager for a 4.5 million cubic yard debris monitoring project for the United States Army Corp of Engineers in Puerto Rico following Hurricane Maria.

### **MIKE WIENCEK: FIELD SUPERVISOR**

Mr. Wiencek has 12 years of experience working on debris monitoring projects. He is immensely qualified to fill the lead field supervisor role on behalf of the Village. Mr. Wiencek managed debris monitoring operations for Martin County, FL following Hurricane Matthew and for North Port, FL following Hurricane Irma.

### **TOMMY HORTON: SENIOR CONSULTANT**

Mr. Horton, a Tallahassee, FL resident, has 27 years of experience as a disaster recovery consultant. He works with municipalities to identify hazards and vulnerabilities in order to identify recovery strategies. Mr. Horton is a recognized expert in FEMA, HUD, FHWA, and DHS programs. He has been on staff with Rostan since 2008.

### **LEE WORDSMAN: CONSULTANT**

Mr. Wordsman will serve the Village as Rostan's lead Public Assistance Consultant. He has nearly 30 years of experience related to regulatory compliance and permitting, and public assistance support. He has been with Rostan since 2012 and is currently overseeing Public Assistance/ Grants Portal compliance for the City of Coral Springs, Coral Springs Improvement District, Sunshine Water Control District, and Midtown Miami Community Development District.

### **ADAM FERGUSON: CONSULTANT**

Mr. Ferguson specializes in helping municipalities develop mitigation strategies following major disaster events. As an employee with Monroe County, FL he was recently responsible for achieving improvements in Community Rating System ["CRS"] Class and reviewing/ updating Local Mitigation Strategy processes as part of an active Hazard Mitigation Grants Program within the County. Mr. Ferguson also directs our programmatic and administrative appeals processes for clients facing adverse agency determinations.

In order to comply with page count requirements, abbreviated resumes for these key individuals are included on the following pages. Detailed resumes for these, and other individuals, are available upon request.

# SAMUEL M. ROSANIA

PRINCIPAL | EXECUTIVE VICE PRESIDENT

ROSTAN

## EDUCATION

University of Tennessee 1979  
Graduate studies  
Agricultural Biology

University of Florida 1978  
Bachelor of Science  
Plant Pathology

## YEARS OF EXPERIENCE

35

## LICENSES AND CERTIFICATIONS

- IS-100: Introduction to Incident Command Systems
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-700: National Incident Management System (NIMS) An Introduction

## RECOVERY EVENTS

2017 Hurricane Maria  
2017 Hurricane Irma  
2017 Hurricane Harvey  
2016 Hurricane Matthew  
2016 Flooding, LA  
2016 Tornado, VA  
2015 Flooding, SC  
2015 Avian Flu Response, IA  
2015 Ice Storm, TN  
2012 Hurricane Sandy  
2011 Hurricane Irene  
2011 Tornado, MO  
2011 Tornado, AL  
2010 Earthquake, Haiti  
2010 Earthquake, Chile  
2008 Hurricane Ike  
2006 Ice Storm, NY  
2005 Hurricane Rita  
2005 Hurricane Katrina  
2005 Hurricane Wilma  
2004 Hurricane Jeanne  
2004 Hurricane Frances  
2001 Tropical Storm Gabrielle

Mr. Rosania has more than 35 years of experience working for the public and the private sector related to disaster management and recovery, Public Assistance funding, emergency management, public health, integrated solid waste management and hazardous waste management. Mr. Rosania has been extensively involved with hazard mitigation, emergency management and disaster management and recovery operations since 1998. He is recognized as an expert in Integrated Solid Waste Management Planning and pre- and post- incident disaster planning and recovery. Mr. Rosania has managed numerous disaster recovery projects both at the regional and local level. He is very familiar with local, state and federal regulations associated with disaster management and mitigation, solid and hazardous waste management, including the Stafford Act and applicable FEMA regulations.

## RELEVANT PROFESSIONAL EXPERIENCE

2017–PRESENT AUTOMATED DEBRIS MANAGEMENT SYSTEM | USACE–JACKSONVILLE DISTRICT• XPERT'S INC | COMMONWEALTH OF PUERTO RICO  
FEMA DR-4339

2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
MULTIPLE MUNICIPALITIES, FLORIDA | FEMA DR-4337

2017–PRESENT DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
MULTIPLE MUNICIPALITIES, TEXAS | FEMA DR-4332

2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
CITY OF TYBEE ISLAND, GA | FEMA DR-4338

2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
CHARLESTON COUNTY, SC | FEMA DR-4346

2015–PRESENT PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND  
MANAGEMENT | CHARLESTON COUNTY, SC | FEMA DR-4241

2016–2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
CHARLESTON COUNTY, SC | FEMA DR-4286

2016–2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
MARTIN COUNTY, FL | FEMA DR-4283

2016–2017 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
THE CITY OF PORT ST. LUCIE, FL | FEMA DR-4283

2016 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
THE CITY OF GARDEN CITY, GA | FEMA DR-4284

2016–PRESENT HAZARD MITIGATION GRANT PROGRAM PROJECT APPLICATION  
IOPWSC WILD DUNES WWTP RELOCATION, FLOODPROOFING AND  
CONSOLIDATION OF SERVICES PROJECT | ISLE OF PALMS, SC  
FEMA DR-4241

2016–PRESENT HAZARD MITIGATION GRANT PROGRAM PROJECT APPLICATION  
DRAINAGE IMPROVEMENT PROJECT | TOWN OF SULLIVAN'S ISLAND, SC  
FEMA DR-4241

2015–2016 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
CUMBERLAND COUNTY, TN | FEMA DR-4210

2015 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
WHITE COUNTY, TN | FEMA DR-42810

2012–2014 PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND  
MANAGEMENT | TOWNSHIP OF BRICK, NJ | FEMA DR-4086

2012–2014 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
FEMA DR-4086

# JEFF COUSINS

PROJECT MANAGER

ROSTAN

## YEARS OF EXPERIENCE

14

## LICENSES AND CERTIFICATIONS

- IS-5.a: Introduction to Hazardous Materials
- IS-100: Introduction to Incident Command System
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-300: Intermediate ICS
- IS-400: Advanced ICS
- IS-700: National Incident Management System (NIMS)
- IS-800: National Response Framework
- Hazardous Waste Operations and Emergency Response Training (40HR Initial/8 HR Refresher)
- OSHA Disaster Training

## RECOVERY EVENTS

2017 Hurricane Irma  
2017 Hurricane Harvey  
2016 Hurricane Matthew  
2016 Flooding, LA  
2016 Tornado, VA  
2015 Flooding, SC  
2015 Ice Storm, TN  
2014 Ice Storm, GA  
2012 Hurricane Sandy  
2011 Hurricane Irene  
2011 Tornado, MO  
2011 Tornado, AL  
2010 Earthquake, Haiti  
2008 Hurricane Ike  
2006 Ice Storm, NY  
2005 Hurricane Rita  
2005 Hurricane Katrina  
2005 Hurricane Wilma  
2004 Hurricane Jeanne  
2004 Hurricane Frances

Mr. Cousins has 14 years of experience specific to debris management and disaster recovery operations. Mr. Cousins specializes in disaster management and recovery and has served as Project Manager supporting disaster recovery and reimbursement projects following some of the world's most devastating disasters. Mr. Cousins was responsible for the deployment of over 450 quality assurance monitors deployed in 11 counties and 5 cities in Mississippi for the USACE Task Force Hope mission following Hurricane Katrina. Mr. Cousins served as Operations Manager for the deployment of the HaulPass® System in Haiti following the devastating 2010 earthquake. Following Hurricane Sandy, Mr. Cousins served as Project Manager responsible for the disaster response and recovery team supporting debris management services for 17 municipalities in New Jersey. Most recently, he spearheaded program and project management for multiple municipalities in Florida following Hurricane Irma.

## RELEVANT PROFESSIONAL EXPERIENCE

2017–2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES CORAL SPRINGS, FL   FEMA DR-4337
2017–2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES DANIA BEACH, FL   FEMA DR-4337
2017–2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES MULTIPLE MUNICIPALITIES, FL   FEMA DR-4337   2017–2018
2016–2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES MARTIN COUNTY, FL   FEMA DR-4283
2016–2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES THE CITY OF PORT ST. LUCIE, FL   FEMA DR-4283
2015–ONGOING	PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT   CHARLESTON COUNTY, SC   FEMA DR-4241
2016	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES IBERIA PARISH, LA   FEMA DR-4277
2015–2016	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES CUMBERLAND COUNTY, TN   FEMA DR-4210
2015–ONGOING	CITY OF ST. PETERSBURG, FL   PROGRAM MANAGER   SHORE ACRES MITIGATION RECONSTRUCTION PROJECT AND SHORE ACRES ELEVATION PROJECT
2015	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   WHITE COUNTY, TN   FEMA DR-4210
2012–2014	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION FEMA DR-4086
2011	USACE KANSAS CITY DISTRICT–JOPLIN, MO   HAULPASS® SYSTEM FEMA DR-1980
2011	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES JAMES CITY COUNTY, VA   FEMA DR-4024
2011	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES CITY OF BIRMINGHAM, AL   FEMA DR-1971
2008	USACE FORT WORTH DISTRICT   HAULPASS® SYSTEM   TX & LA FEMA DR-1791

# JORDAN BRYANT

## OPERATIONS MANAGER



### YEARS OF EXPERIENCE

14

### CERTIFICATIONS AND TRAINING

- IS-100: Introduction to the Incident Command System
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-700: National Incident Management System (NIMS)
- IS-800: National Response Plan Framework
- IS-632.a: Intro to Debris Operations
- IS-634: Intro to FEMA Public Assistance Program
- IS-230: Fundamentals of Emergency Management
- First Aid/ Cardio Pulmonary Resuscitation (CPR)
- Hazardous Waste Operations and Emergency Response Training (40HR Initial/8 HR Refresher)
- OSHA Disaster Training

### RECOVERY EVENTS

2017 Hurricane Maria  
2017 Hurricane Irma  
2017 Hurricane Harvey  
2016 Hurricane Matthew  
2016 Flooding, LA  
2015 Flooding, SC  
2015 Avian Flu Response, IA  
2015 Ice Storm, TN  
2014 Ice Storm, GA  
2012 Hurricane Sandy  
2011 Hurricane Irene  
2011 Tornado, MO  
2011 Tornado, AL  
2010 Earthquake, Haiti  
2008 Hurricane Ike

Mr. Bryant has 14 years of disaster recovery management experience. He has specialized in debris management since early 2006. Mr. Bryant is a lead operations manager for debris monitoring and HaulPass® services. Mr. Bryant began in Mississippi working alongside the US Army Corps of Engineers (USACE) in their Task Force Hope mission following Hurricane Katrina. He served as a staff manager in Erie County, NY and in Buffalo, NY concurrently in 2006 in response to a large ice storm. He helped facilitate the deployment and operations of five debris removal monitoring projects in the Houston, Texas area following Hurricane Ike in 2008. Mr. Bryant served as Field Manager for HaulPass® throughout the USACE response to Hurricane Ike in Cameron and Vermillion Parishes, Louisiana and in Galveston, Texas. He was Field Manager, technical lead, and HaulPass® trainer for Haitian staff in Port Au Prince, Haiti following the devastating 2010 earth quake. He served as lead Field Manager during the USACE response to the EF-5 tornado that devastated Joplin, Missouri. In 2011 he assisted in facilitating debris removal efforts, staff training, and field management following a deadly hurricane in Birmingham, Alabama. Later in 2011, he took lead field management roles in York and in James City Counties in Virginia following Hurricane Irene. More recently, Mr. Bryant oversaw monitoring operations for 17 municipalities throughout the state of New Jersey following Hurricane Sandy. He specializes in tracking debris removal efforts, staff training and management, and technical implementation.

### RELEVANT PROFESSIONAL EXPERIENCE

2017–PRESENT AUTOMATED DEBRIS MANAGEMENT SYSTEM | USACE–JACKSONVILLE DISTRICT • XPERT'S INC | COMMONWEALTH OF PUERTO RICO  
FEMA DR-4339

2017–2018 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES | COCONUT CREEK, FL | FEMA DR-4337

2015–PRESENT PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT | CHARLESTON COUNTY, SC | FEMA DR-4241

2016 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES ESSEX COUNTY, VA | TORNADO

2015–2016 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES CUMBERLAND COUNTY, TN | FEMA DR-4210

2015 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES WHITE COUNTY, TN | FEMA DR-4210

2015 AVIAN FLU RESPONSE | IOWA | USDA 2124 DISASTER

2012–2014 DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES | NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
FEMA DR-4086

2011 USACE KANSAS CITY DISTRICT | HAULPASS® ADMS

2011 DISASTER DEBRIS MANAGEMENT | CITY OF BIRMINGHAM, AL  
FEMA DR-1971

2010 PORT AU PRINCE, HAITI | EARTHQUAKE

2008 USACE–FORT WORTH DISTRICT | GALVESTON AND CHAMBERS COUNTIES, TX | FEMA DR-1791

2006 DISASTER DEBRIS MANAGEMENT | ERIE COUNTY, NY | FEMA EM-3268

# MICHAEL WIENCEK

FIELD SUPERVISOR

ROSTAN

## YEARS OF EXPERIENCE

12

## CERTIFICATIONS AND TRAINING

- IS-632.a: Intro to Debris Operations

## RECOVERY EVENTS

**2017** Hurricane Irma  
**2016** Hurricane Matthew  
**2015** Avian Flu Response, IA  
**2011** Hurricane Irene  
**2011** Tornado, MO  
**2011** Tornado, AL  
**2008** Hurricane Ike  
**2006** Ice Storm, NY

Mr. Wiencek has 12 years of experience related to disaster debris management. He is a highly experienced Operations Manager for Rostan Solutions, the provider of the industry leading HaulPass® Automated Debris Management System (ADMS), and has been involved in disaster debris management since 2006. He is an expert in disaster recovery and is a key member of the HaulPass® team. Mr. Wiencek has managed numerous disaster recovery projects, both with and without utilizing an ADMS.

## RELEVANT PROFESSIONAL EXPERIENCE

2017-2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   NORTH PORT, FL   FEMA DR-4337
2015-PRESENT	PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT   CHARLESTON COUNTY, SC   FEMA DR-4241
2016-2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   MARTIN COUNTY, FL   FEMA DR-4283
2016-2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   THE CITY OF PORT ST. LUCIE, FLORIDA   FEMA DR-4283
2016-2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   CHARLESTON COUNTY, SC   FEMA DR-4286
2015	AVIAN FLU RESPONSE   IOWA   USDA 2124 DISASTER
2011	VIRGINIA PENINSULA   DISASTER DEBRIS MANAGEMENT FEMA DR-4024
2011	USACE KANSAS CITY DISTRICT   HAULPASS® ADMS FEMA DR-1980
2011	DISASTER DEBRIS MANAGEMENT   CITY OF BIRMINGHAM, AL FEMA DR-1971
2008	DISASTER DEBRIS MANAGEMENT   HUMBLE, PINEY POINTE VILLAGE, NASSAU BAY, TX   FEMA DR-1791
2008	USACE/TEXAS DOT/GALVESTON, TX   HAULPASS® ADMS FEMA DR-1791
2006	ERIE COUNTY, NY   DISASTER DEBRIS MANAGEMENT FEMA EM-3268



# TOMMY BRINSON HORTON II

SENIOR CONSULTANT

**ROSTAN**

## EDUCATION

B.S., Business Administration  
Florida State University  
1994

## YEARS OF EXPERIENCE

27

## CERTIFICATIONS & TRAINING

FEMA Emergency Management  
Institute  
Advanced Professional Series

## SKILLS

Emergency Management  
Homeland Security  
Hazard Mitigation  
Public Infrastructure  
Critical Infrastructure  
Program Management  
Project Planning  
Water / Waste-water  
Infrastructure  
Management Consulting  
Disaster Response  
Risk Assessment  
Government Training

Mr. Horton specializes in incident management. As an executive consultant, he works with critical infrastructure, state agencies, local communities, and industry. He provides solutions to identify all-hazards vulnerabilities, risks, consequences, and capacity to respond to and recover from natural and man-made incidents. Mr. Horton supports clients in ensuring efficient use of resources, incident management, operational resiliency and business /operational continuity. He is an expert in FEMA, HUD, FHWA, and DHS programs.

Mr. Horton has been working on Federal Assistance Programs for long term recovery and mitigation since 1991. He was a member of the Florida SERT and engaged in the administration of the FEMA, Mitigation and Disaster Recovery grants all the way back to Hurricane Andrew. Since leaving the State of FL in 2002, Mr. Horton has built a national practice and team of experts that have been involved in the pursuit, administration and reimbursement of more than \$3 billion of Federal Assistance and Mitigation from FEMA, HUD/CDBG, FHWA, and USDEP. Histeam has developed some of the largest and most effective solutions funded by FEMA and HUD. This includes funding obtained through the Alternative Procedures initiated by the Hurricane Sandy Improvement Act.

## RELEVANT PROFESSIONAL EXPERIENCE

- **RECOVERY AND MITIGATION PROGRAM SERVICES | MULTIPLE CLIENTS, TX  
FEMA DR-4332**
- **RECOVERY PROGRAM SERVICES | CITY OF BAKER SCHOOL SYSTEM | BAKER, LA  
FEMA DR-4277**
- **FEMA PROGRAMS EXECUTIVE CONSULTANT | RECOVERY AND MITIGATION SERVICES  
CHARLESTON COUNTY, SC | FEMA DR-4241**
- **RESPONSE AND RECOVERY SERVICES | KANAWHA COUNTY SCHOOLS  
CHARLESTON, WV | FEMA DR-4273**
- **RESPONSE AND RECOVERY SERVICES | SAINT JOSEPH ABBEY AND SEMINARY  
COLLEGE | SAINT BENEDICT, LA | \$30M | FEMA DR-4263**
- **SUPPORT SERVICES TO THE FLORIDA MITIGATION PROGRAMS | STATE OF FLORIDA**
- **FEMA RECOVERY AND MITIGATION SERVICES | PRINCIPAL CONSULTANT | NEW YORK  
CITY HEALTH AND HOSPITALS CORPORATION | \$1.7B | NEW YORK, NY**
- **FEMA CONSULTING SERVICES | STATEWIDE IN NEW YORK AND NEW JERSEY | \$300M  
FEMA DR-4085 • FEMA DR-4086**
- **RECOVERY SERVICES | WELD COUNTY, CO | \$30M | WELD COUNTY, CO**
- **FEMA MITIGATION CONSULTING SERVICES | NASSAU COUNTY DEPARTMENT OF PUBLIC  
WORKS (\$180M) | NASSAU COUNTY, NY**
- **FEMA MITIGATION CONSULTING SERVICES | METRO WATER SERVICES | \$25M  
NASHVILLE, TN**
- **FEMA CONSULTING SERVICES | \$24M | CITY OF BIRMINGHAM, AL | FEMA DR-1971**
- **FEMA PROGRAM MANAGEMENT, PUBLIC, AND INDIVIDUAL ASSISTANCE SERVICES  
\$30M | MULTIPLE CLIENTS, FL**
- **FLORIDA ARMY NATIONAL GUARD | TALLAHASSEE AND ST. AUGUSTINE, FL**

# LEEMING WORDSMAN

## CONSULTANT



### EDUCATION

BS Environmental Science  
California State University at  
Hayward, 1986

### YEARS OF EXPERIENCE

30

### CERTIFICATIONS AND TRAINING

- IS-632.a: Intro to Debris Operations
- IS-634: Intro to FEMA Public Assistance Program
- IS-700: National Incident Management System (NIMS), an Introduction
- IS-230: Principals of Emergency Management
- IS-631: Public Assistance Operations

### RECOVERY EVENTS

2017 Hurricane Maria  
2017 Hurricane Irma  
2017 Hurricane Harvey  
2016 Hurricane Matthew  
2015 Flooding, SC  
2015 Avian Flu Response, IA  
2012 Hurricane Sandy

Mr. Wordsman is a key member of our disaster response team and is currently providing disaster recovery services to Charleston County, SC following the severe storms and flooding that occurred in 2015 (FEMA DR 4241) and Hurricane Matthew in 2016 (FEMA DR 4286). Mr. Wordsman is working closely with FEMA and with Charleston County to process project worksheets for over \$30 million dollars in permanent repair work for unpaved roads and drainage canals damaged during the two recent disaster events. As assistant project manager, Mr. Wordsman was responsible for hiring, training, and deployment of more than 90 local staff that made up our debris management team for Charleston County, S.C. He also worked closely with Rostan's project manager to successfully deploy the HaulPass® Automated Debris Management System. For our deployment during Hurricane Sandy, Mr. Wordsman coordinated the recruiting, hiring and training of over 125 temporary staff all hired locally. He managed staff supporting Brick Township, New Jersey in applying for over \$17 million in public assistance. In addition to his disaster experience, Mr. Wordsman is also a regulatory compliance specialist that has provided regulatory guidance, program management, and impact assessment services for permitting projects throughout the Northeast. Mr. Wordsman managed the preparation of over 50 environmental assessments and impact statements. These assessments included detailed characterization of natural and historic resources; air, noise, and traffic impacts; as well as temporary construction effects.

### RELEVANT PROFESSIONAL EXPERIENCE

2017–2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   MULTIPLE MUNICIPALITIES, FLORIDA   FEMA DR-4337
2017–2018	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   CORAL SPRINGS, FL   FEMA DR-4337
2015–PRESENT	PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT   CHARLESTON COUNTY, SC   FEMA DR-4241
2016–2017	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   CHARLESTON COUNTY, SC   FEMA DR-4286 =
2016	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   BERKELEY COUNTY, SC   FEMA DR-4286
2016	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES   THE CITY OF GARDEN CITY, GA   FEMA DR-4284
2015	AVIAN FLU RESPONSE   IOWA   USDA 2124 DISASTER
2013 – 2016	PUBLIC ASSISTANCE MANAGEMENT • PPDR AND DEMO • HOUSE RAISING   BOROUGH OF HIGHLANDS, NJ   FEMA DR-4086
2012–2014	PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT   TOWNSHIP OF BRICK, NEW JERSEY FEMA DR-4086
2012–2014	DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION   FEMA DR-4086
2012–2014	STATEWIDE IN NEW JERSEY AND NEW YORK   BERGEN COUNTY UTILITY AUTHORITY • WESTCHESTER COUNTY, NY • BRICK, NJ • NYCDEP • USACE • NASSAU COUNTY, NY FEMA DR-4085 • FEMA DR-4086

# ADAM T. FERGUSON

PUBLIC ASSISTANCE CONSULTANT

**ROSTAN**

## EDUCATION

University of Miami School of Law, Coral Gables, FL - Juris Doctor, magna cum laude, May 2012

University of North Carolina at Wilmington, Wilmington, NC: Master of Public Administration, December 2004

Bachelor of Arts with Honors in Psychology, May 2002

## YEARS OF EXPERIENCE

12

## LICENSES & CERTIFICATIONS

Licensed Attorney – FL Bar No. 0100223

Certified Floodplain Manager

## PROFESSIONAL EXPERIENCE

### ROSTAN SOLUTIONS, LLC | SENIOR CONSULTANT –DISASTER RECOVERY AND MITIGATION | 2017 – PRESENT

Senior Programmatic Specialist and Project Manager for Disaster Recovery Operations supporting states, local governments, and utilities in the identification, pursuit, and securing of state and federal aid. Provides technical guidance and assistance in demonstrating programmatic eligibility. Directs programmatic and administrative appeals processes for clients facing adverse agency determinations.

### MONROE COUNTY (FL) BOARD OF COUNTY COMMISSIONERS | SENIOR ADMINISTRATOR, FLOODPLAIN PROGRAM | 2016 – 2017

Primarily responsible for achieving improvements in Community Rating System [“CRS”] Class and reviewing/updating Local Mitigation Strategy process in preparation to develop active Hazard Mitigation Grants program within the County. Assisted with development and revision of land use code and local regulation.

### DEVI CONSULTING SOLUTIONS LLC/WITTO'BRIENS, LLC | PRINCIPAL & OWNER | DCS 2013 – 2017 / WOB 2014– 2017

Principal for Disaster Recovery-focused consulting firm actively sub-contracting in federally-funded Hazard Mitigation grant programs. Provides programmatic and technical assistance in program delivery, benefit-cost analysis, organizational assessment and restructuring. Provide specialized assistance in supporting functional areas, policy development, and regulatory/statutory compliance.

### HOUCKANDERSON, P.A./THE CHARTWELL LAW OFFICES, LLP ASSOCIATE ATTORNEY/LAW CLERK | 2011 – 2013

Responsible for case management related activities including pleading and motion preparation and drafting, taking and attending depositions, coordinating with experts and associated third parties. Perform research and legal drafting of memoranda as requested. Provide substantive inputs into development of draft/model insurance policy language, exculpation agreements. Served as Academic Year Law Clerk from August 2011 to April 2012 and August 2012 to November 2012

### FEDERAL EMERGENCY MANAGEMENT AGENCY – REGION IV – ATLANTA, GA | HAZARD MITIGATION PROGRAM SPECIALIST | 2005 –2009

Worked as a program and grant specialist in support of FEMA's post disaster operations in the Southeastern U.S. assisting state and local governments in developing grant applications/project concepts conforming to federal regulatory standards. Responsible for Group and Branch Management and Programmatic Oversight. Tasked for developing new employee training manuals/programs. Responsible for delivering Benefit-Cost Analysis Training Class across Southeastern U.S.



## 4.6 EXPERIENCE OVERVIEW

Rostan has a proven track record of providing disaster debris management services throughout the United States. The projects depicted below summarize our team's experience performing similar services through the past 60 months, as contemplated by the Village's RFP.

<b>2017</b>		<b>SOUTH CAROLINA</b>		<b>FEMA DR-4286</b>	
<b>HURRICANE HARVEY</b>		Berkeley County			
<b>TEXAS</b>		Charleston County			
		<b>FLOODING</b>			
		<b>LOUISIANA</b>		<b>FEMA DR-4277</b>	
		Iberia Parish			
		<b>TORNADO</b>			
		<b>VIRGINIA</b>			
		Essex County			
<b>2015</b>		<b>FLOODING</b>			
		<b>SOUTH CAROLINA</b>		<b>FEMA DR-4241</b>	
		Charleston County			
		<b>ICE STORM</b>			
		<b>TENNESSEE</b>		<b>FEMA DR-4211</b>	
		Cumberland County			
		White County			
<b>2014</b>		<b>ICE STORM</b>			
		<b>GEORGIA</b>		<b>FEMA DR-4165</b>	
		Jenkins County			
<b>2012</b>		<b>HURRICANE SANDY</b>			
		(applicants worked within the past 60 months)			
		<b>NEW YORK</b>		<b>FEMA DR-4085</b>	
		USACE NY District/ECC – City of New York			
		USACE NY District/ECC – Fire Island			
		<b>NEW JERSEY</b>		<b>FEMA DR-4086</b>	
		Bergen County Utility Authority	Borough of Sea Girt		
		Borough of Bay Head	Borough of Tinton Falls		
		Borough of Bernardsville	City of Bayonne		
		Borough of Highlands	NJDEP – Waterway Debris Monitoring		
		Borough of Keansburg	Township of Brick		
		Borough of Little Silver	Township of Hillside		
		Borough of Manasquan	Township of Hopewell		
		Borough of Ocean Gate	Township of Middletown		
		Borough of Point Pleasant Beach	Township of Old Bridge		
		Borough of Red Bank	Township of Readington		
		Borough of Roselle			
<b>2016</b>					
<b>HURRICANE MATTHEW</b>					
<b>FLORIDA</b>		<b>FEMA DR-4283</b>			
		City of Port St. Lucie			
		Martin County			
		Town of Sewall's Point			
<b>GEORGIA</b>		<b>FEMA DR-4284</b>			
		City of Garden City			

## 4.7 PAST PROJECT EXPERIENCE

### **AUTOMATED DEBRIS MANAGEMENT SYSTEM | HURRICANE MARIA | FEMA DR-4339 XPert's INC./US ARMY CORPS OF ENGINEERS | 4.2 MILLION CY TO DATE | 2017 – PRESENT**

In September of 2017, Hurricane Maria severely impacted the US Territory of Puerto Rico. Maria was the most devastating natural disaster to impact the island in recent record. The entire island was left without power, traditional communications were limited, and available water resources were scarce. Rostan deployed a lead team and essential gear mere days after impact. Rostan was contracted to provide ADMS services on behalf of XPert's Inc. following their mission assignment by USACE. On October 12, 2017 debris removal operations were officially underway. Rostan fully deployed HaulPass® on day one of operations. To date, more than 1,650 equipment certifications have been completed and more than 4 million cubic yards of debris has been collected. Rostan has supported XPert's efforts to receive debris at more than 50 temporary and final disposal facilities, and to equip more than 250 field QCs with ADMS equipment.

### **DEBRIS MANAGEMENT AND MONITORING OPERATIONS | HURRICANE IRMA | FEMA DR-4337 MULTIPLE COMMUNITIES THROUGHOUT FLORIDA | 2017 – PRESENT**

Hurricane Irma made landfall as a Category 4 Hurricane at Cudjoe Key on September 10, 2017. It then proceeded north over the state of Florida causing severe damage throughout the state. As a result, Rostan was activated by 21 municipalities and governmental entities throughout Florida; some that had been long standing clients and others that engaged us in the immediate aftermath of the storm. We are proud to say that we met every existing contractual commitment and also responded to every call we received. As a result, we were able to provide debris monitoring services to a number of new clients, at a time when our competitors were failing to meet contractual obligations. Rostan provided a wide array of debris management services including truck certifications, debris contractor monitoring and documentation of ROW debris removal, tree, limb, and stump removal monitoring, debris reduction monitoring and management, debris management site (DMS) oversight and closure supervision, daily operations reporting, and hauler invoice reconciliation. To date, Rostan has been responsible for managing and monitoring the removal of over 1,000,000 cubic yards of disaster generated debris from Rights-of-Way throughout the state. The Rostan team monitored debris operations by many of the leading debris hauling firms in the United States. As we do for every debris project we are engaged on, we implemented HaulPass®, our automated debris management system (ADMS) to track each load of debris collected during an event. We are proud to say that the data we gathered was 100% secure – not a single lost data point throughout our work in Florida. In addition, our team of debris management experts always relies on locally hired personnel to serve as debris monitors. We interviewed, trained and hired over 200 local staff. This approach provides an economic benefit to the community and to the many people that had jobs displaced as a result of Hurricane Irma.

Many of our clients also required assistance seeking FEMA reimbursement. A particularly challenging undertaking given FEMA's recent rollout of their new Grant's Portal. In addition, Rostan provided debris management site summary reports documenting the closure of the sites and consolidating the records necessary for FEMA reimbursement.

### **HIGHLIGHTED HURRICANE IRMA PROJECTS**

The following projects were highlighted to display the diverse Debris Monitoring experience that Rostan brings to the table. In our experience, every project is unique and presents a varied set of challenges.

#### **CITY OF CORAL SPRINGS, FL**

Our work with the City of Coral Springs is representative of the services we provided to our clients throughout the state following Hurricane Irma. Coral Springs is an affluent community that covers an area of approximately 24 square miles with a population of 121,000 people. It is located in Broward County just on the edge of the Everglades. Rostan has served as the City's on-call debris monitor since 2007. Rostan was in communication with the City's Department of Public Works before Hurricane Irma had made landfall in the Keys. Our staff was on the ground the day the storm hit and we began debris monitoring activities on September 12, just two days after

the storm had passed. Rostan hired over 85 local staff to serve as debris monitors. Debris monitoring efforts were completed in 66 days and a total of 301,000 cubic yards of storm generated debris was collected. Over 13,000 hazardous limbs and 111 damaged or uprooted trees were also removed. Coral Springs also engaged Rostan to provide a Debris Call Center to receive and respond to citizen concerns. The information gathered by the Call Center was used to create a daily hotspot checklist that was given to the Contractor at the start of each work day. The Call Center removed a significant burden from the DPW staff that were inundated by calls immediately after the storm. Over the course of a three-week period, Rostan fielded more than 1,000 calls from concerned residents.

## BROWARD COUNTY SCHOOL BOARD

Rostan was part of a team that provided debris monitoring services to the Broward County School Board. The Broward County School District (District) is the sixth largest school district in the Country and has 234 separate schools and centers, nearly all of which were affected by Hurricane Irma. Following Irma, the District was left with thousands of damaged trees that were either uprooted or had broken limbs that posed a significant risk to school children. The Broward County School Board was tireless in their effort to reopen the schools as quickly as possible to enable families to return to normalcy. Rostan responded immediately and provided debris monitors and HaulPass®, our automated debris management system (ADMS), to track and manage the work performed by the Districts contractor. Rostan monitored the removal of damaged limbs from over 6700 trees (hangers) and the removal of 934 uprooted or severely damaged trees (leaners).

## SUNSHINE WATER CONTROL DISTRICT

Our work in Florida continues today. Rostan is providing debris monitoring and FEMA reimbursement assistance to both Sunshine Water Control District and Coral Springs Improvement District. These projects, located immediately adjacent to each other, offer a set of unique challenges. Mobilization of the debris hauler was delayed as both districts sought a determination from the National Resources Conversation Service. NRCS indicated that they were unable to fund debris collection. At this point, FEMA was consulted and debris collection was able to begin. Vegetative debris along the canal ROWs poses a serious safety concern but removing this material is complicated given that access to the canal banks is extremely restricted. To address this issue, the District’s debris hauler must perform all debris collection from the canal itself using a combination of boats and aquatic equipment. Given the technical challenges and costs associated with this work, it was critical that all debris be identified such that collection could be accomplished in one initial pass. To optimize the debris hauler’s effectiveness, Rostan catalogued all ROW debris including hazardous leaners and hangers, prior to the hauler mobilizing his crew. Locations were catalogued using an iPad based application that photo documented debris and tracked associated GPS. Completed work is documented by flying a drone over each canal to create a record of the finished canal. This documentation is critical given the difficulty associated with remobilizing to perform a second pass if residents were to move debris into the right of way after collection had been completed. Debris collection is expected to conclude in the 2nd quarter of 2018.

DEBRIS MANAGEMENT AND MONITORING OPERATIONS | HURRICANE HARVEY | FEMA DR-4332  
MULTIPLE MUNICIPALITIES THROUGHOUT TEXAS | 2017–PRESENT

Hurricane Harvey made initial landfall as a Category 4 hurricane at San José Island, Texas, on August 25, 2018. Harvey was downgraded to a tropical storm as it stalled near the coastline of the state, dropping torrential and unprecedented amounts of rainfall. In a 4-day period, many areas received more than 40 inches of rain as the system slowly crossed over eastern Texas, ultimately dissipating as it made it’s final landfall near the Texas-Louisiana border. As a result, Rostan was activated by 7 clients in the State of Texas:

City of Kountze	Hardin County
City of Lumberton	Village of Piney Point
City of Orange	Village of Rose Hill Acres
City of Sour Lake	

Rostan provided a wide array of debris management services including truck certification, debris contractor monitoring and documentation of ROW debris removal, debris reduction monitoring and management, debris management site (DMS) oversight,

daily operations reporting and hauler invoice reconciliation. To date, Rostan has been responsible for managing and monitoring the removal of over 550,000 cubic yards of construction and demolition (C&D) debris from Rights-of-Way (ROWs) throughout the state. As we do for every debris project we are engaged on, we implemented HaulPass®, our automated debris management system (ADMS) to track each load of debris collected during the event. We are proud to say that the data we gathered was 100% secure – not a single lost data point throughout our work in Texas. In addition, our team of debris management experts always relies on locally hired personnel to serve as debris monitors. We interviewed, trained and hired over 75 local staff. This approach provides an economic benefit to many people that had jobs displaced as a result of Hurricane Harvey.

For Hardin County, our services included monitoring and tracking collection of C&D and white goods. For the Cities of Kountze, Lumberton, Rose Hill Acres, Piney Point. and Sour Lake, monitoring was limited to C&D. For the City of Orange, we also tracked collection of household hazardous waste.

## **PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT | MULTIPLE PROJECTS CHARLESTON COUNTY, SC | 2015 – PRESENT**

### **HURRICANE IRMA | FEMA DR-4346 | 15,800 CY**

For the third consecutive year, Charleston County fell victim to the devastating effects of weather. After Hurricane Irma hit in September 2017, disaster debris recovery efforts were underway once again. The Rostan team was on the ground mere hours after the storm hit to begin implementing the County's disaster debris management plan.

### **HURRICANE MATTHEW | FEMA DR-4286 | 425,000 CY**

While still recovering from the impacts of the 2015 late-season floods, Charleston County was the unfortunate recipient of Hurricane Matthew's initial landfall. Hurricane Matthew profiled the east coast of Florida and Georgia before coming inland in Charleston County near the town of McClellanville. Fortunately for the County, tide sequences welcomed the Hurricane at or near low tide, minimizing the flooding impact. This did not spare the County from dramatic vegetative damage and resulted in the collection of more than 400,000 CY by private contractor, as well as an estimated 100,000 CY collected by municipal and County entities. In addition, Matthew resulted in the removal of more than 18,000 hazardous hanging limbs and trees from major arteries and more densely populated areas. Debris collection, processing, and final haul-out efforts concluded after 112 days. Rostan was activated by the County to provide debris monitoring management services augmented by HaulPass®, our proprietary ADMS system. More than 80 employees were used to collect field data and monitor hauling operations. Debris was processed at three primary DMS sites, all staffed by Rostan personnel. Additionally, five final disposal sites, some more than 75 miles away, were utilized.

### **FLOODING 2015 | FEMA DR-4241 | 31,500 CY**

Following the historic flooding event during October 2015 throughout South Carolina, Rostan was activated by the County to assist in management of debris recovery efforts. Rostan was responsible for managing and monitoring the removal of C&D, white goods, and vegetative debris from the Right-of-Way (ROW) throughout the County. Optimized by our HaulPass® automated debris management system, Rostan provided rapid reconciliation of debris contractor invoices. Along with our team of debris management experts, local personnel were interviewed, trained and hired to enhance economic recovery of the affected area. In total, more than 30,000 cubic yards of debris was removed during a 30-day period.

In addition, Charleston County was faced with the daunting task of restoring and repairing an extensive network of roads and drainage channels. Charleston County maintains hundreds of miles of drainage canals, stormwater ditches, and unpaved roadways, including canals and roads that are listed on the national register of historic places. Charleston County's initial damage survey found that 222 unpaved roads and 219 drainage structures sustained damages. Rostan was tasked with managing the County's disaster recovery efforts and coordinating these efforts with the Federal Emergency Management Agency (FEMA) and South Carolina's Emergency Management Division (SCEMD). This included preparation of required documentation for project worksheets for Category A — Debris Management, Category B — Emergency Protective Measures, Category C — Roads and Bridges, and Category D — Water Control Facilities. To support these efforts, Rostan reconciled multiple County departments' force account expenditures for Public Assistance (PA) emergency work categories.

## **DEBRIS MANAGEMENT AND MONITORING OPERATIONS | MULTIPLE PROJECTS MARTIN COUNTY, FL | 2016–2017**

### **HURRICANE IRMA | FEMA DR-4337 | 175,000 CY**

For the second year in a row, Martin County, FL suffered substantial damages from a hurricane when Hurricane Irma made landfall in September of 2017. Rostan deployed equipment and personnel immediately following the County's request to support debris removal operations. In total, more than 175,000 cubic yards of debris were collected from eligible ROWs.

### **HURRICANE MATTHEW | FEMA DR-4283 | 155,000 CY**

Following Hurricane Matthew in October of 2016 Rostan was activated to provide an array of debris management services including truck certification, debris contractor monitoring and documentation of ROW debris removal, debris reduction monitoring and management, debris management site oversight and daily operations reporting. Rostan was responsible for managing and monitoring the removal of 155,000 cubic yards of vegetative debris from the ROW in Martin County. Operations covered approximately 543 square miles of public ROW's. Rostan personnel were assigned to monitor and document work performed by contracted services at Hobe Sound DMS, as well as to verify final disposition of mulch at the Mike Marburger Recycling Facility and the Citrus Grove site in St. Lucie County.

Optimized by HaulPass®, our automated debris management system, Rostan also provided timely reconciliation of contractor invoices. Rostan also provided Public Assistance program guidance consultations related to eligible reimbursements for the debris recovery operation. In addition, Rostan provided debris management site summary reports documenting the closure of the sites and consolidating the records necessary for FEMA reimbursement.

## **DEBRIS MANAGEMENT AND MONITORING OPERATIONS | HURRICANE MATTHEW | FEMA DR-4283 THE CITY OF PORT ST. LUCIE, FL | 110,000 CY | 2016–2017**

Rostan/CapTec was the secondary Stand-by Debris Monitoring firm for the City of Port St. Lucie. Following Hurricane Matthew in October of 2016, Rostan/CapTec was activated to provide monitoring services because the primary firm did not mobilize to assist the City. Upon activation Rostan immediately deployed a management and monitoring team to come to the aid of the City.

Rostan was responsible for managing and monitoring the removal of 110,000 cubic yards of vegetative debris from the right-of-way, parks and City drainage systems. Monitoring operations also involved the removal of over 5,000 hanging limbs and 475 hazardous leaning trees, as well as, oversight of debris reduction operation at the debris a management site and the haul out of mulch to final disposition. Our monitoring tasks included but were not limited to truck certification, debris contractor monitoring and documentation of ROW debris removal, debris reduction monitoring and management, debris management site oversight, daily operations reporting and debris contractor invoice reconciliation utilizing our HaulPass® automated debris management system.

## **DEBRIS MANAGEMENT AND MONITORING OPERATIONS | HURRICANE MATTHEW | FEMA DR-4284 THE CITY OF GARDEN CITY, GA | 23,700 CY | 2016–PRESENT**

Rostan was hired by Garden City, GA in October 2016 following the significant impact of Hurricane Matthew along the Georgia coast. Garden City, though small in geographic area, suffered sizable damages. Rostan was tasked initially with providing debris monitoring and field support services. Over the course of 30 days, more than 23,000 cubic yards of debris was collected within the 14.3 square mile municipal boundary. Debris volumes were further amplified considering a sizeable portion of the City was dedicated to commercial establishments therefore not requiring debris collection efforts. The City contains slightly less than 4,000 households, meaning there was roughly 6 CY of debris generated per household. Rostan utilized its proprietary ADMS HaulPass® to track all debris removal efforts, expediting contractor invoice reconciliation and requests for reimbursement.

Rostan was additionally tasked with assisting the City with all public assistance (PA) efforts including identifying damages to City infrastructure and pursuing reimbursement for restoration measures and mitigation alternatives. Rostan has been integral in developing multiple HMGP pre-applications.



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## **DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES | HURRICANE MATTHEW FEMA DR-4286 | BERKELEY COUNTY, SC | 58,000 CY | 2016**

In October, 2016, while still recovering from the impacts of the severe flooding that occurred in late 2015 (FEMA 4241), Berkeley County was hit by Hurricane Matthew. Hurricane Matthew skirted the southeastern coast of the United States before coming inland in Charleston County near the town of McClellanville, SC less than ten miles from the Berkeley County border. While Berkeley County did not experience the damages that some coastal communities felt, the County was still buffeted by winds in excess of 75 mph and vegetative damage occurred throughout the county and resulted in the collection of more than 58,000 CY of vegetative debris by private contractor and County forces. In addition, more than 1,800 hazardous hanging limbs and trees were removed from major arteries and more densely populated areas. Debris collection, processing, and final haul-out efforts concluded after 61 days. Rostan was activated by the County to provide debris monitoring management services augmented by HaulPass®, our proprietary ADMS system. More than 30 Rostan employees, many of whom were local hires that reside in Berkeley County, were used to collect field data and monitor hauling operations. Debris was processed at the County's debris management site located at the Berkeley County Landfill which was staffed by Rostan personnel.

## **DEBRIS MONITORING AND MANAGEMENT SERVICES | TORNADO ESSEX COUNTY, VA | 7,400 CY | 2016**

Subsequent to a series of devastating tornadoes which impacted multiple counties across central Virginia on February 24, 2016, Rostan provided a range of debris removal monitoring services including truck certification, monitoring and documentation of ROW debris removal, debris management site (DMS) oversight, daily operations informational summaries, and DMS and project closeout reporting. In addition, we successfully provided guidance to the County related to obtaining reimbursements from state and federal agencies, including the Federal Emergency Management Agency (FEMA), relating to the eligible costs arising from the disaster recovery effort.

Rostan was responsible for managing and monitoring the removal of over 7,400 cubic yards of debris hauled to two DMS locations. The operation was further streamlined through the use of the HaulPass® automated debris management system, which provided near real-time reporting regarding debris removal field operations.

## **DEBRIS MANAGEMENT AND MONITORING OPERATIONS | ICE STORM | FEMA DR-4211 CUMBERLAND COUNTY, TN | 700,000 CY | 2015-2016**

After the severe ice storms which occurred across the State of Tennessee in February 2015, Cumberland County was among 45 Tennessee Counties to receive a Major Disaster Declaration. Rostan was responsible for managing and monitoring the removal of 700,000 cubic yards of vegetative debris from the Right-of-Way (ROW) throughout the County. Operations covered approximately 685 square miles of public ROW. Rostan also provided oversight of debris reduction grinding and chipping, as well as the haul out of reduced vegetative debris to final disposition. Optimized by our HaulPass® automated debris management system, Rostan provided unprecedented rapid reconciliation of debris contractor invoices. As is typical operation for Rostan disaster response and recovery services, local personnel were interviewed, trained and hired to enhance economic recovery of the affected area.

Rostan provided an array of post-disaster debris management services including truck certification, ROW debris removal monitoring and documentation, debris reduction monitoring and management, debris management site (DMS) oversight, daily operations informational summaries, as well as DMS and project closeout reporting. Rostan provided assistance to the County in its reimbursement efforts from the state and federal agencies, including the Federal Emergency Management Agency (FEMA), relating to the eligible costs arising from the disaster recovery effort.

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**DEBRIS MANAGEMENT AND MONITORING OPERATIONS | ICE STORM | FEMA DR-4211**  
**WHITE COUNTY, TN | 135,000 CY | 2015**

Subsequent to the severe ice storms which impacted the State of Tennessee in February 2015, White County was among 45 Tennessee Counties to receive a Major Disaster Declaration. Rostan was responsible for managing and monitoring the removal of 135,000 cubic yards of vegetative debris from the Right-of-Way (ROW) in White County. Operations covered approximately 377 square miles of public ROW. Monitoring operations also involved oversight of debris reduction by open burning, as well as grinding and chipping, and the haul out of reduced vegetative debris to final disposition. Optimized by our HaulPass® automated debris management system, Rostan also provided unprecedented rapid reconciliation of debris contractor invoices. As is common in Rostan's approach to disaster response and recovery services, local personnel were interviewed, hired and trained to enhance economic recovery of the affected area.

Rostan provided an array of debris management services including truck certification, monitoring and documentation of ROW debris removal, debris reduction monitoring and management, debris management site (DMS) oversight, daily operations informational summaries, and DMS and project closeout reporting. In addition, we successfully provided guidance to the County related to obtaining reimbursements from state and federal agencies, including the Federal Emergency Management Agency (FEMA), relating to the eligible costs arising from the disaster recovery effort.

**DEBRIS MANAGEMENT AND MONITORING OPERATIONS | ICE STORM | FEMA DR-4165**  
**JENKINS COUNTY, GA | 53,000 CY | 2014**

Following the severe ice storms in February 2014 that affected communities from Texas to the Carolinas, Jenkins County Georgia was among 39 Georgia Counties to receive a Major Disaster Declaration. Rostan was responsible for managing and monitoring the removal of more than 46,000 cubic yards of vegetative debris from the Right-Of-Way (ROW) in Jenkins County. Operations covered approximately 347 square miles of public ROW. Monitoring operations also involved debris reduction and the haul out of reduced vegetative debris to final disposition. Optimized by our HaulPass® automated debris management system, we also provided unprecedented rapid reconciliation of debris contractor invoices.

As is common in Rostan's approach to disaster response and recovery services, local personnel were interviewed, hired and trained to enhance economic recovery of the affected area.

Rostan provided an array of debris management services including truck certification, monitoring and documentation of ROW debris removal, debris reduction monitoring and management, debris management site (DMS) oversight, daily operations informational summaries, and DMS and project closeout reporting. In addition, we successfully provided guidance to the County related to obtaining reimbursements from state and federal agencies, including the Federal Emergency Management Agency (FEMA), relating to the eligible costs arising from the disaster recovery effort.

**PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MONITORING AND MANAGEMENT | HURRICANE SANDY |**  
**FEMA DR-4086 | TOWNSHIP OF BRICK, NJ | 340,000 CY/31,500 TONS | 2012-2014**

Rostan deployed to New Jersey following Hurricane Sandy making landfall on October 29, 2013. Within days, Rostan was contacted by representatives from Brick Township to provide immediate response, and was on-site the next day certifying contractor equipment to begin debris removal operations.

Rostan provided an array of post-disaster debris management services throughout the municipality including damage and debris assessments and quantifications, monitoring of right-of-way debris and hazardous tree removals, and complete oversight and management of all facets of private property debris removal and structure demolitions. With a local staff of over 50 trained debris monitors and field supervisors, Rostan monitored the removal of debris across multiple project phases extending over 18 months. Rostan staffed and managed over 15 debris management sites where the debris was hauled throughout the project.

The initial phase of debris removal included right-of-way cleanup and the removal of over 3,100 hazardous leaning trees, hanging branches,

and hazardous stumps. Over 220 trucks were certified, tracked, and utilized for debris collection by multiple prime and sub-contractors.

In a secondary phase, Rostan fully coordinated and oversaw 111 private property debris removal and demolition assignments on behalf of Brick Township. Rostan assisted the Township in the collection, verification and validation of rights-of-entry and hold-harmless agreements related to private property debris removal (PPDR) operations approved by the FEMA coordinating officer. Rostan performed property evaluations and pre- and post-work assessments on all private property work sites. Rostan was solely responsible for coordinating with all federal and state agencies throughout the project, and maintaining all relevant property records. In addition, Rostan provided assistance to the Township in recovery of funds allocated by insurance companies in effort to prevent duplication of benefits for FEMA purposes.

In addition to our debris monitoring and demolition oversight management services, Rostan led Brick Township's public assistance efforts. To date, FEMA has approved and obligated over \$15 million in emergency response, debris management and permanent projects and mitigation. The Township leads the state in reimbursement and was randomly selected to be audited by the Bureau of Homeland Security, Office of the Inspector General (OIG). The OIG audit has not resulted in deobligation of any funds while we worked hand-in-hand with their auditing team to ensure that they had all requested documentation in a timely manner.

#### **DISASTER DEBRIS MANAGEMENT AND MONITORING OPERATIONS | HURRICANE SANDY | FEMA DR-4086 NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION | 2012–2014**

Upon being awarded a competitively bid state-wide contract by the New Jersey Department of Environmental Protection (NJDEP) for debris management and monitoring following the devastating impact of Hurricane Sandy, Rostan team members immediately deployed to the affected area. Within 24 hours we were actively assisting the Borough of Ocean Gate with debris management services. Subsequently we were engaged by the following communities in eight New Jersey counties:

Borough of Bay Head	Borough of Manasquan
City of Bayonne	Middletown Township
Bergen County Utilities Authority	Borough of Ocean Gate
Borough of Bernardsville	Old Bridge Township
Brick Township	Borough of Point Pleasant Beach
Borough of Highlands	Readington Township
Hillside Township	Borough of Red Bank
Hopewell Township	Borough of Roselle
Borough of Keansburg	Borough of Sea Girt
Borough of Little Silver	Borough of Tinton Falls

In addition, Rostan assisted NJDEP with PPDR and demolition monitoring in several communities. Debris management services for our 20 New Jersey clients involved the certification of more than 900 pieces of equipment, which removed over 47,000 loads of debris equaling 1,400,000 cubic yards removed from public Rights-of-Way (ROW) and 54,000 tons of construction and demolition debris delivered to final disposition. Rostan monitored removal of debris from 237 square miles of ROW as well as operations at 22 debris management sites and 20 final disposition locations. We hired and trained over 140 personnel from local communities which facilitated quicker recovery for our clients while reinvesting in local communities.

In addition to providing disaster response services through debris monitoring operations, Rostan was engaged by multiple communities to assist with recovering from Sandy's impact by ensuring maximum reimbursement from federal and state agencies. We had teams engaged in drafting FEMA project worksheets for all categories of eligible work. Rostan worked with our team of infrastructure experts to identify the precise elements of impacts, damages, and associated costs to arrive at a true representation of public property and infrastructure damage in order to develop local hazard mitigation strategies and hazard mitigation plans, and drafting of projects funded under Section 404 of the Stafford Act, which assists with mitigating potential damages from future disasters as well as Section 406, which assists with repair, restoration and replacement of damaged facilities which occurred as a result of Sandy.



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**MONITORING SERVICES FOR WATERWAY DEBRIS REMOVAL | HURRICANE SANDY | FEMA DR-4086  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION | 539,000 CY | 2012–2014**

ROSTAN worked under a competitively bid state-wide contract by the New Jersey Department of Environmental Protection (NJDEP) for debris management and monitoring following the devastating impact of Hurricane Sandy. Rostan Solutions spent the next year assisting the NJDEP with waterway debris management in multiple facets. The Rostan team was responsible for managing all marine debris removal in the central region of New Jersey, spanning over 50 miles of coastline including several large bays, many rivers, and smaller waterways. Rostan hired and trained a local staff of over 35 people to oversee cleanup operations which spanned a large geographical area on a daily basis. Rostan was responsible for tracking the removal and disposal of over 100 submerged vehicles and vessels in coordination with the New Jersey State Police. ROSTAN monitored and secured FEMA reimbursement for the removal of over 23,600 truckloads of material, including over 80,000 cubic yards of water generated debris, and over 450,000 cubic yards of dredged material.

**AUTOMATED DEBRIS MANAGEMENT SYSTEM | HURRICANE SANDY | FEMA DR-4085  
ECC/US ARMY CORPS OF ENGINEERS–NEW YORK DISTRICT | 533,000 CY/223,000 TONS | 2012–2013**

When the largest Atlantic hurricane on record (as measured by diameter, 1,100 miles) impacted the United States' most populated city it required an unprecedented response and recovery effort. Following the devastating impact left by Hurricane Sandy on the Northeastern seaboard October 29, 2012, Rostan, responded by deploying experienced core personnel and assets to the disaster stricken area. As the exclusive purveyor of the HaulPass® System, the industry's leading Automated Debris Management System (ADMS), Rostan was requested to track the removal of all disaster generated debris following the unimaginable destruction in New York City's five boroughs. On November 6th, 2012, within 24-hours of notice to proceed, the Rostan team established an operations center and truck certification site in Jacob Riis Park, Queens, NY.

Rostan personnel were integral in supporting the transition of the recovery effort from the Department of Sanitation New York City (DSNY) to Environmental Chemical Corporation (ECC) through their ACI contract with the US Army Corps of Engineers (USACE). At the request of ECC/USACE and with the key addition of more than 40 locally hired staff, Rostan implemented 24-hour operations for an unprecedented 63 consecutive days, and more than 110 days of normal operations, with Christmas and New Year's Day being the only two exceptions. HaulPass® is a proprietary ADMS designed and patented specifically for the purpose of tracking the removal, hauling, and disposal of disaster generated debris.

This is accomplished by first certifying debris removal equipment. 2,634 certifications were issued across three locations in New York. During the certification process, HaulPass® captures vehicle-specific information and digitally writes it to mission-specific encrypted smart cards, which are then utilized by the certified equipment to transport data from loading site to disposal site. For ECC/USACE to date, HaulPass® has logged more than 1.73 million road miles and over 32,000 truckloads of debris dispersed to 22 disposal facilities across New York, New Jersey, and Pennsylvania, with the furthest being 317 miles away.

In addition to traditional methods of debris transport, HaulPass® captured more than 4,700 tons of debris shipped on 36 barges from Staten Island to upstate New York. Upon arrival it was offloaded and transported by truck to final disposal where Rostan provided personnel to document receipt of the debris. HaulPass® has also been integral in tracking the removal of debris from over 300 private residences in some of the most decimated communities across Staten Island, Queens, and Brooklyn. HaulPass® was also utilized to track the removal of vegetative debris from Central Park, arguably the City's most iconic landmark.

HaulPass® captured the removal of more than 533,000 cubic yards of Hurricane Sandy-generated debris and an additional 223,000 tons, 8,500 of which has been deemed Regulated Asbestos Containing Material (RACM) positive. Additionally, Rostan has trained more than 200 personnel to operate the HaulPass® System and has staffed 13 disposal locations across 3 states. Additional efforts in New York included staffing and tracking the removal of more than 1,400 hazardous stumps throughout the City's five boroughs.

Upon completion of efforts in New York, Rostan and HaulPass® were responsible for capturing and documenting data required for reconciling more than \$120,000,000 for ECC/USACE.

**REFERENCE FORM (TAB # 4)**

COMPANY NAME, ADDRESS, CITY, STATE, ZIP PHONE & FAX NUMBER		
Company Name: City of Coconut Creek, Florida		
Address: 4900 W. Copans Road		
Coconut Creek, FL 33063		
Contact Name: Jim Berkman, Director of Public Works		
Phone: 954-956-1415	Fax:	E-Mail: jberkman@coconutcreek.net
Company Name: City of Dania Beach, Florida		
Address: 1201 Stirling Road		
Dania Beach, FL 33004		
Contact Name: Brad Kaine, Director of Public Services		
Phone: 954-924-6808	Fax:	E-Mail: bkaine@daniabeachfl.gov
Company Name: Town of Windermere, Florida		
Address: 614 Main Street		
Windermere, FL 34786		
Contact Name: Scott Brown, Public Works Director		
Phone: 407-876-2563 x5325	Fax:	E-Mail: sbrown@town.windermere.fl.us
Company Name: Town of Palm Beach, Florida		
Address: 951 Old Okeechobee Road		
West Palm Beach, FL 33401		
Contact Name: Eric Brown, P.E., Assistant Director, Public Works Department		
Phone: 561-227-7025	Fax:	E-Mail: ebrown@townofpalmbeach.com

# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



## SUBMITTED BY

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## DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES FOR THE VILLAGE OF WELLINGTON, FL

### TAB 5 — TECHNICAL APPROACH AND METHODOLOGY

- 5.1 Understanding the Village of Wellington, Florida
- 5.2 Rostan Strategy, Approach, and Schedule
- 5.3 Debris Collection, Management, and Disposal Plan
- 5.4 Automated Debris Management System [ADMS]
- 5.5 Additional Related Services
- 5.6 Public Assistance Consulting

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## 5.1 UNDERSTANDING THE VILLAGE OF WELLINGTON

### UNDERSTANDING THE CLIENT

The Village of Wellington, voted one of the “Top 100” places to live by Money Magazine in 2010, is a renowned center for equestrian sports. The Village was incorporated in 1995 and has seen tremendous growth since it first began as a planned community in the 1970s.

Growth, while generally seen as a positive, can have a significant impact on a community’s ability to respond to and recover from a disaster event. For example, increased tax revenue enables a government to develop and acquire more resources, such as police officers and fire trucks, both of which are critical in the aftermath of a disaster event. At the same time, if growth is in the form of residential developments built in high-risk, flood prone areas, the growth tends to exacerbate the severity of the impacts.

As a low-lying community developed out of the everglades (with elevations  $\leq 13'$  above mean sea level), the Village of Wellington is particularly vulnerable to damages associated with hurricanes and flooding. Rostan has extensive experience serving clients of similar size and with similar geographic vulnerabilities.

### PROBABLE DEBRIS QUANTITIES

The following estimate was developed using the USACE model for probable debris generation following a hurricane event. The formula for determining the amount of debris is as follows:  $Q=H(C)(V)(B)$  where Q represents the quantity of debris generated, H represents the average number of persons per household, (C) is a standard that represents storm category in cubic yards generated per household, (V) represents the vegetative characteristic multiplier, (B) represents the commercial/business/industrial use multiplier, and (S) represents the storm precipitation character. The model provides a baseline that is confirmed following the storm through visual inspection from the ground and the air.

Based on the most recently available census and geographic data and estimates, it assumed there is an average of 2.35 persons per household in the Village, the vegetation factor is 1.3 (medium), commercial density is 1.0 (low), and the precipitation factor is 1.3 (medium to heavy). The results of the model run are included in the table below.

THE VILLAGE OF WELLINGTON USACE DEBRIS ESTIMATION MODEL					
	STORM CATEGORIES				
	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5
Wind Speeds	74-95 MPH	96-110 MPH	111-130 MPH	131-155 MPH	155+ MPH
ESTIMATED DEBRIS QUANTITIES					
Population (H)	63,900	27,191	27,191	27,191	27,191
Category Factor (C)	2	8	26	50	80
Vegetation (V)	1.3	1.3	1.3	1.3	1.3
Commercial Density (B)	1.0	1.0	1.0	1.0	1.0
Precipitation (S)	1.3	1.3	1.3	1.3	1.3
Q= H(C)(V)(B)(S)	91,907 Cubic Yards	367,629 Cubic Yards	1,194,794 Cubic Yards	2,297,681 Cubic Yards	3,676,289 Cubic Yards
TEMPORARY DEBRIS MANAGEMENT SITE REQUIREMENTS					
Debris Cubic Yards	91,907	367,629	1,194,794	2,297,681	3,676,289
Acres Required*	6	23	74	142	228
* 1 Acre = 4,840 Cubic Yards 10 Foot Stack Height = 3.3 Cubic Yards Total Volume Per Acre = 16,147 Cubic Yards					

## UNDERSTANDING THE RFP

Rostan understands that the purpose of the Village’s RFP is to secure services necessary to augment the Village’s recovery efforts should a disaster occur. It is our understanding that Rostan will be responsible for the overall monitoring of debris collection, processing, and disposal. We anticipate the scope of work to include, but not be limited to the following:

Project/Operations Management
Coordination with the Debris Removal Contractor and Village Representative
Right-of-Way Debris Collection Monitoring
Debris Management Site and Disposal Site Monitoring
Providing an Automated Debris Management System
Debris Removal Vehicle Certification
Data Compilation, Processing, and Document Management
Contractor Payment Monitoring and Reconciliation
Compliance and Coordination with state and federal Agencies

It is anticipated that Rostan certification specialists, disposal site monitors, and field monitors will perform their dedicated functions on behalf of the County in order to facilitate debris removal operations in an organized, efficient, and comprehensive manner, and to ensure the operation is conducted in accordance with federal and state guidelines in order to achieve maximum reimbursement funding. It is also our understanding that the Debris Removal Contractor(s) will provide the manpower and collection equipment to safely remove disaster debris.

## CAPACITY

As a nimble, client-focused firm, Rostan understands the importance of resource management. We never over-commit our resources ensuring our clients always have timely access to the valued expertise and support they would expect. In fact, we have only one other client in Palm Beach County, ensuring that the Village will receive dedicated support from some of our top debris monitoring service professionals.

## RESPONSE GUARANTEE

Rostan confirms our commitment to the Village that we are able and willing to respond within 24 hours of issuance of a purchase order. This includes appropriate personnel and equipment necessary to implement an equipment certification site and conduct a preliminary damage assessment necessary to develop a debris collection plan. Depending on the results of preliminary damage assessment, Rostan can ensure that complete staffing needs will be met to facilitate the operation through completion within 72 hours of activation.

## KNOWLEDGE OF MANAGEMENT AND STAFF

Rostan’s team has experience in federal, state, and local disaster debris management and recovery projects stemming from presidentially declared disaster events and have assisted state and local governments throughout all disaster recovery phases contemplated by the Village’s RFP. Rostan’s key disaster debris management team members have more than 150 years of combined experience in disaster debris management operations and Public Assistance support services resulting from earthquakes, floods, tornadoes, snow/ice storms and hurricanes.

Our team is intimately familiar with the policies and procedures of the Federal Emergency Management Administration, National Resource Conservation Service (NRCS), Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Florida Department of Emergency Management (FDEM), U.S. Department of Housing and Urban Development (HUD), and the Federal Highway Administration (FHWA). Rostan’s team has hands-on experience dealing with these agencies’ policies, procedures, and disaster specific requirements.



## 5.2 ROSTAN STRATEGY, APPROACH, AND SCHEDULE

Our Project Management approach is centered on 5 key principles. These principles have been paramount to the success we have had helping our clients recover from major disaster events.

Placing the public's safety and wellbeing first
Utilization of locally hired residents, resources and businesses
Listening to you and understanding your unique situation
Responding with a sense of urgency and focus
Maximizing your reimbursement funding

A proper management plan cannot be implemented until the impacts have been identified. This is where we listen to you and understand the Village's unique situation. Every disaster is different, just like every client is unique. We have had the great fortune of serving more than 75 clients in disaster recovery scenarios during the past 5 years and that experience allows us to develop solutions that better suit the Village's unique situation.

As a specialized firm, we are partial to small businesses and prefer to utilize locally hired residents and other resources to the greatest extent possible. We believe in investing in the community and have found over the years that there is no substitute for local knowledge after a devastating event. With that in mind, it is completely understandable that the wellbeing and safety of the public is the first of the 5 key principles that on which we build our management plan.

At the end of the day we wouldn't be in this business if we didn't understand that reimbursement funding is a key component to a successful recovery operation. We proudly stand by our experience and knowledge of state and federal regulations and can ensure you that every effort will be made to maximize the value of each dollar spent.

### STAFF RESERVES

Rostan staff reserves consist of cadres of veteran disaster debris monitoring specialists identified and assembled over years of disaster events and categorized by specialty, such as DMS Tower Monitor, Supervisor, HaulPass® technician, public assistance coordinator, time and materials monitoring specialist, etc. These staff reserves allow us to supplement our deployment efforts while engaging and training locally hired staff. Rostan staff reserves "fill the gaps" until such time we can provide properly trained and experienced local staff to fulfill the requirements of debris recovery efforts. Rostan staff reserves are well versed in FEMA regulations and guidelines, such as FEMA 325, 327, 329, and *Public Assistance Program & Policy Guide FP-104-009-2 / January 2018*.

### RECRUITING

Our goal in any disaster recovery effort is to hire locally to the greatest extent practical. We believe that maximizing the use of locally hired personnel not only helps the community recover more quickly, it also provides for operational efficiencies due to familiarity with roads, traffic patterns, and local culture. Rostan utilizes modern mediums of outreach such as social media and internet job posting sites, while also employing "old fashioned" techniques, such as "word of mouth", and accessing potential local candidates through military veterans organizations, religious organizations, and local labor surplus offices.

### HEALTH AND SAFETY/MONITOR TRAINING

Rostan's health and safety strategy and approach is based upon our lessons learned, near misses, industry best practices, applicable federal, state, local regulations, and contractual requirements. Rostan will designate a health and safety officer for the duration of the debris recovery mission to support the Project Manager, Operations Manager and Supervisors with respect to health and safety protocols and procedures established in the Health and Safety Plan (HASP). Rostan will provide a HASP that addresses health and

safety procedures for the overall debris monitoring field operation, each DMS, each citizen drop-off site, and final disposal sites.

**TYPICAL ROSTAN PERSONAL PROTECTIVE EQUIPMENT (PPE) CONSISTS OF:**

					
<b>SAFETY HAT</b>	<b>SAFETY GLASSES</b>	<b>SAFETY VEST</b>	<b>STEEL-TOE WORK BOOTS</b>	<b>MOBILE PHONE</b>	<b>EAR PLUGS</b>

Additional PPE is available as operational parameters may dictate, e.g., life vests, dust masks, sun screen, insect repellent, work gloves, etc.

## QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)

Rostan personnel at all levels are aware of the importance of providing a quality work product. We will provide a designated QA/QC Officer to oversee Rostan's operational performance and support the Project Manager, Operations Manager and Field Supervisors in implementing our QA/QC protocols and procedures. QA/QC activities may include but are not limited to:



### QA/QC ACTIVITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Daily review of HaulPass® ticket data, scale receipts and other manifests
- Reconnaissance of current debris zones for daily progress
- Random re-certifications of debris contractor vehicles
- Random health and safety inspections and audits

### ADDITIONALLY, THE HAULPASS® SYSTEM PROVIDES SIGNIFICANT QA/QC FUNCTIONS FOR:

- ROW Monitor location tracking and performance measurement
- DMS Monitor performance measurement and audits
- Debris Contractor performance measurement
- Debris Contractor invoice reconciliation

## 5.3 DEBRIS COLLECTION, MANAGEMENT, AND DISPOSAL PLAN

The Debris Monitoring Plan below is a typical plan formulated for a hurricane or other predicted event. Upon award, Rostan is available to assist the Village with the development of a customized Debris Monitoring Plan.

Rostan's strategy and approach for managing disaster debris collection and disposal is consistent and compliant with FEMA guidance documents (e.g., FEMA 322, 325, 327, and 329). We place an emphasis on health and safety and sound training techniques.

PRELIMINARY DEBRIS MONITORING PLAN		
DEBRIS MONITORING TASKS	ACTION ITEM	TIMELINE
<b>PRE-EVENT TASKS</b>		
PLANNING AND COORDINATION	Summarize operational and communications plan, DMS locations, and logistics and staging areas	During off-season and 72 hours prior to landfall



## PRELIMINARY DEBRIS MONITORING PLAN [CONTINUED]

DEBRIS MONITORING TASKS	ACTION ITEM	TIMELINE
INITIAL PRE-LANDFALL COORDINATION	Telecommunications and/or in-person contact with client	72 hours prior to landfall
DEBRIS CONTRACTOR COORDINATION	Place Debris Contractor on stand-by	72 hours prior to landfall
OEM AND FEMA COMMUNICATION	Coordinate OEM and FEMA client public assistance conference calls	As requested
LOGISTICS AND OPERATIONS COORDINATION	Implement preliminary mobilization of Rostan Reserves	72 hours prior to landfall
	Preliminary staging of field kits	72 hours prior to landfall
	Initiate Event Manager/HaulPass® data and GIS database	72 hours prior to landfall
PRE-LANDFALL COMMUNICATION	Prior to hurricane landfall the Project Manager and/or Client Liaison will participate in conference call to discuss event status with staff and contractors	Occurs daily morning and afternoon within 72 hour landfall window
	Prior to hurricane landfall the Project Manager and/or Client Liaison will report to the EOC or other designated forward staging area	Report as requested
DEBRIS MONITOR MOBILIZATION	Mobilization of Rostan Reserves	Landfall is imminent
	Implement Rostan staff recruiting plan	72 hours prior to landfall
	Remote staging of equipment and personnel	72 hours prior to landfall
<b>POST-EVENT TASKS</b>		
ADMINISTRATIVE TASKS	Obtain Presidential Disaster Declaration	6 to 48 hours after landfall
	Obtain Notice to Proceed/Issue Certificate of Insurance	Landfall to 48 hours after
	Continue with staffing plan implementation and training	6 hours after landfall and until the end of the debris mission
OPERATIONS MANAGEMENT TASKS	Perform preliminary damage and debris assessments	2 to 48 hours after landfall
	Evaluate Debris Management Sites (DMS)	2 to 48 hours after landfall
	Perform preliminary debris cost estimate	2 to 48 hours after landfall
	Update GIS Map with debris zones	2 to 48 hours after landfall
	Compile and issue Daily Report	Daily beginning 2nd day after landfall
	Obtain Permit or appropriate approvals for DMS locations	6 hours after landfall until all necessary DMS locations are operational
MONITOR DEBRIS CONTRACTOR FIRST PUSH	Monitor equipment and labor hours of debris contractor equipment that is mobilized utilizing T&M daily log forms	70-hour T&M period
MONITOR RIGHT-OF-WAY DEBRIS COLLECTION	1st Pass — Monitor Debris Contractor crews collecting eligible disaster debris from public ROWs and public property	Week 1 through Week 4
	2nd Pass — Monitor Debris Contractor crews collecting eligible disaster debris from public ROWs and public property	Week 4 through Week 8
	3rd Pass — Monitor Debris Contractor crews collecting eligible disaster debris from public ROWs and public property	Week 8 through Week 12
MONITOR SPECIAL WASTE COLLECTION	Monitor Debris Contractor crews collecting eligible special waste disaster debris such as appliances, stumps, leaning trees, hanging limbs, and HHW etc. from public ROWs	Week 3 through Week 10
DMS OVERSIGHT AND MONITORING	Document pre-DMS conditions with photographs and other means as required by regulatory agencies	1st week until debris mission complete
	Observe debris contractor operations at the site to assure environmental compliance	1st week until debris mission complete
	Perform “load calls” of debris contractor debris loads	Throughout mission
	Monitor Debris Contractor upon exit of DMS	Throughout mission
	Document post-DMS conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities

## PRELIMINARY DEBRIS MONITORING PLAN [CONTINUED]

DEBRIS MONITORING TASKS	ACTION ITEM	TIMELINE
MONITOR CITIZEN DROP-OFF SITES	Document pre-DMS conditions with photographs and other means as required by regulatory agencies	Prior to opening DMS locations
	Document and record residents and debris drop-off	Throughout mission
	Observe debris contractor operations at the site to assure environmental compliance. Document amount of debris processed	Throughout mission
	Document post-DMS conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities
MONITOR FINAL DISPOSAL	Obtain documentation that final disposal location is permitted and approved for the debris material	1st week until debris mission complete
	Monitor final disposal of debris contractor and obtain scale record or load manifest	Throughout mission
DATA MANAGEMENT/HAULPASS EVENT MANAGER	Manage and facilitate roll-based access and use of dynamic HaulPass Event Manager website for mission progress reports, data transfer, and an ensemble of data reports	Throughout mission
	Perform Debris Contractor invoice reconciliation	As invoices are submitted by debris contractor
	Issue applications for payment of debris contractor invoices	As invoices are submitted by debris contractor
	Coordinate and facilitate data transfers request from debris contractor, state and federal personnel	Throughout mission
CALL CENTER	Operate and staff call center in coordination with CIC	Throughout mission
WATERWAY DEBRIS REMOVAL MONITORING	Monitor debris collection crews collecting eligible debris from area waterways	If needed
MONITOR PRIVATE PROPERTY DEBRIS REMOVAL	Manage PPDR program	If needed
DEMOLITION OF STRUCTURES ON PRIVATE PROPERTY	Manage Demo program	If needed
PROJECT CLOSEOUT	Provide electronic and hard-copy files	Mission completion

A synopsis of Rostan's monitoring tasks are discussed below.

## PRELIMINARY DEBRIS ASSESSMENTS

Debris estimation is critical to determining the type and size of a debris recovery operation. In coordination with the Village, we will evaluate the potential impact area prior to an event and develop a disaster debris estimate utilizing industry standard modeling software. Following the impact, we will perform preliminary debris estimates based upon aerial, topographical, and visual reconnaissance of the affected area compared to pre-event conditions. Within 24-48 hours of activation, we will provide debris estimates as well as develop a monitoring staffing plan in coordination with the Village and the Debris Contractor.

## MONITORING FIRST PUSH/CUT AND TOSS

Following an event, the "initial push" or debris clearance phase begins as soon as possible following the "all clear," typically issued by the Incident Commander. Critical arteries and emergency response routes are prioritized and cleared of fallen trees, limbs, and other disaster debris by teams of debris contractors, electric company crews, local municipality crews and Rostan monitors. The debris clearance phase may go beyond the FEMA 70-hour allowable time and materials window under certain scenarios.

If requested, Rostan will provide quality assurance monitors to document and record time and materials efforts during the debris clearance phase. Rostan utilizes customized time and materials forms as well as the HaulPass® system, which consists of laptops, tablets and other

handheld units to document and monitor debris clearance operations. Rostan can and will facilitate the administration and management of the information to be provided in support of project worksheet development for Category B reimbursement from FEMA.

Rostan will perform the following tasks during the debris clearance phase:

Certify and placard equipment and vehicles
Assist with documenting and prioritizing roads for immediate clearance
Capture time and materials efforts by Village personnel, contractor staff crews, and volunteers
Manage the time and materials information collected daily
Issue a daily report of roads cleared, road status and schedule, and other salient data
Review and reconcile contractor and supplier invoices
Compile and provide information for all Category A and B PWs

**DEBRIS MANAGEMENT OPERATIONS AND REPORTING**

Rostan will communicate and coordinate with the Village with respect to its Operations Command Center from which we will coordinate field operations. Field monitors are deployed with debris contractor crews to monitor the loading of trucks and to issue load tickets. We provide area field supervisors that are responsible for a defined geographic area in support of monitoring efforts. Our supervisors will work closely with the Village recovery Manager and Field Service Representatives to anticipate and address changing field conditions, manage communications, deploy field staff, and make adjustments as necessary to efficiently manage debris collection operations. Our HaulPass® System provides timely data from the field in terms of trucks deployed, volume of materials received at each DMS, and GPS mapping of debris removal efforts.

In addition, we will coordinate with Village personnel to respond to any potential property damage claims resulting from the debris removal process and establish a call center for claims reporting and management of claims resolution. This call center will be located at the Operations Command Center. During previous debris recovery efforts, we have utilized our proprietary disaster debris damage complaint tracking system to track complaints from residents, document evaluations of damaged property, capture images, and ensure that each complaint was tracked from inception to final resolution.

Rostan staff will coordinate and communicate with the Village regarding overall debris recovery status, Debris Contractor performance and daily debris recovery operations. Rostan provides daily reporting to document each day’s activities and the HaulPass® Event Manager is accessible via a web interface to view “real time” operational information such as:

Debris volumes collected by debris type
Debris volumes hauled by type
Debris quantities by DMS
Equipment certification totals

A daily report will be provided the morning of the following day, and weekly reports can be provided if requested. The daily report format shall be approved by the Village.

**ROW DISASTER DEBRIS COLLECTION MONITORING**

Our Right-of-Way (ROW) load site quality assurance monitors (ROW Monitors) are trained with respect to FEMA 325 and FEMA 327 guidance. Our training also includes health and safety components, eligibility requirements specific to the local, state, and federal regulations, and debris contractor monitoring. Rostan’s Operations Manager and Supervisors work closely with the Village and Debris Contractor personnel to provide ROW Monitors for each debris crew mobilized by the Debris Contractor. Rostan’s Operations Manager and Supervisors are responsible for ROW Monitor training, scheduling, deployment, QA/QC, as well as reacting to daily changes associated with debris contractor crews, monitor issues and FEMA inquiries.

Each Rostan ROW Monitor will be equipped with a HaulPass® handheld unit as well as all necessary field equipment and required health & safety personal protective equipment (PPE). Rostan ROW Monitors are capable of performing any of the tasks listed below:

Monitor eligible disaster debris collection from ROW and public property
Initiate a HaulPass® load ticket for each eligible load of disaster debris
Monitor Debris Contractor activities
Report Health & safety concerns
Report and document property damage or accidents
Monitor collection of special waste such as appliances, HHW, etc.
Mobilize and de-mobilize daily

**SPECIAL WASTE MONITORING**

Special waste is considered to be disaster debris material that is typically collected separately from Vegetative and C&D storm debris. The most common special wastes include:

White Goods
Household Hazardous Waste (HHW)
Hazardous Stumps
Hanging Limbs
Leaning Trees
Abandoned Vehicles
Derelict Boats

Rostan Special Waste Monitors are experienced ROW Monitors that have received additional training and experience monitoring special wastes. Rostan assigns a monitor to each Debris Contractor special waste crew. Rostan’s Operations Manager coordinates closely with the Debris Contractor to facilitate a safe and efficient operation. Rostan monitors use HaulPass® to document each eligible debris item (e.g., hazardous stump, refrigerator, etc.) with photographs tagged with GPS coordinates and any footnotes.

**DEBRIS MANAGEMENT SITE (DMS) SELECTION AND APPROVALS**

Effective debris management begins with the identification of potential DMS locations. We will assist the Village in obtaining necessary approvals and permits from local, state and federal agencies for each site. Initially, our project team coordinates with the Village to obtain relevant information such as current site ownership, current site use, right-of-entry considerations for privately owned sites, planned reduction methodologies for each site, and Village-specific objectives for each site. We then collect baseline data on the designated DMS consistent with federal, state and local requirements and in general accordance with FEMA guidelines. Baseline data collection and monitoring activities are focused on achieving successful and timely site closure. Information obtained for each site is compiled into a baseline DMS report, as well as a closure report that we prepare after all debris has been removed from the site. If requested, we conduct both base-line and closure groundwater and soil sampling to document conditions prior to and after debris management activities and establish whether the DMS was adversely affected by these activities.

**MONITORING DMS OPERATIONS**

We conduct frequent observations throughout the debris management process as debris is stored, reduced, and removed from various sites, and until site restoration to pre-disaster condition is complete. We evaluate the debris contractor’s procedures for proper storage, management, and disposal of all debris types and advise the Village of any potential issues that could affect reimbursement funding. We also can arrange for aerial photography to document overall site activities during debris management operations.

Following debris operations, our project team will prepare a DMS closure report documenting the site conditions upon closure. This report compares baseline and closure environmental conditions that typically includes a comparison of analytical data collected as well as photographic documentation for visual comparison. Rostan DMS-related monitoring tasks may include:

DMS selection and approval assistance
Development of criteria for management of a DMS
Inventory of all sites handling debris (such as DMS locations, landfills, staging areas, citizen drop-off sites, etc.)
Permitting and coordination needs for DMS locations, including communications with state and local regulatory agencies
Performance of baseline data collection including photos and/or video of each DMS, current site layout sketch, documentation of physical features, current land use, current structures, use or storage of chemicals (past or current) on-site, and other relevant information
Development of a sampling plan for each DMS including sampling locations, specific media, and analytical parameters, if required
Performance of baseline soil and groundwater sampling, if required
Ongoing DMS monitoring
DMS closure
Preparation of a DMS baseline and closure report for each site

TOWER MONITORING AND LOAD CALLS

Rostan provides Tower Monitors that have extensive experience in DMS monitoring activities and have worked with us on previous disaster recovery events. Rostan Tower Monitors understand debris site management and equipment. It has been observed by others that Rostan Tower Monitors are among the most professional and technically competent in the industry. Our monitors are trained to verify the truck volume, identify truck modifications, accurately make the load call, document daily volumes managed, and observe contractor activities.

EQUIPMENT AND VEHICLE CERTIFICATION

Rostan has experienced and fully dedicated and equipped certification teams prepared to deploy immediately following an event in order to identify potential equipment certification site(s), establish the certification site(s), oversee certification operations, certify equipment, and provide accurate record keeping to maximize reimbursement. We have established an electronic data capture protocol for equipment certification operations utilizing our HaulPass® System.

Rostan staff understand the importance of equipment and vehicle certifications. Rostan utilizes the HaulPass® system for digitally recording, storing and managing the information associated with each piece of equipment. Certifications can be provided for cubic yardage and/or tonnage. Rostan certification teams are experienced with volumetric measurement and calculations for all types of debris contractor vehicles and equipment used in the industry. Our certification staff follow Rostan’s standard operating procedures which are consistent with FEMA 327 and contain some of the following components:

HaulPass® System Equipment/Vehicle Certification Form
HaulPass® Smartcard and Placard Issued for each vehicle or piece of equipment
Debris Contractor Safety Checklist verified
Random QA/QC Re-Certifications — conduct random audits of contractor equipment to ensure the volume is consistent with the original placard

Rostan certification teams can certify 24 hours per day, 7 days per week if required.

## CANALS AND WATERWAYS DEBRIS MONITORING

Removal and monitoring of debris from canals and waterways increases the complexity and potential danger of a typical ROW debris management event and requires a specialized approach. Rostan has extensive experience monitoring debris removal from navigable and non-navigable waterways. We are currently monitoring debris removal operations for both the Sunshine Water Improvement District and the Coral Springs Improvement Districts in Broward County, FL as part of the Hurricane Irma recovery. These projects are both being performed “from the water” as access to each district’s canals is extremely restricted. Given the cost associated with this type of debris removal, it is imperative that debris, along with hazardous limbs and trees, be completed on the “first pass.” To accommodate that, Rostan did a comprehensive survey of each canal to catalogue debris piles and leaners/hangers. This was accomplished using tablets to photodocument areas of concern. Photodocumentation included capturing GPS for each area. This information was shared with our clients and with their debris hauler. Collection of this type of information allows critical preplanning to occur prior to mobilization. Once completed a drone is being used to capture a video record of the completed work. This information is useful in dealing with concerned residents whose properties abut the canals. In New Jersey following Hurricane Sandy, Rostan provided extensive waterways debris monitoring that included documenting canal, channel and embayment dredging of storm related materials. Rostan will coordinate monitoring operations with the Debris Contractor and County to ensure a safe and efficient collection and disposal of eligible storm debris. It is our policy to provide an experienced monitor for each debris collection crew.

### TYPES OF DEBRIS FIELDS INCLUDE:

Storm drains, catch basins and flood control ditches

Canals, streams, rivers and inland waterways

Bays, beaches and channels

### TYPES OF DEBRIS MAY INCLUDE:

Displaced damaged structures such as buildings, docks, pillars, etc

Derelict vessels and vehicles

Vegetative storm debris such as tree trunks, limbs, etc

C&D debris

Displaced sand and soil

Dredge spoils

Rostan understands the importance of taking additional safety precautions when performing debris monitoring in waterways. Private Property Debris Removal and Demolition Monitoring

Typically, FEMA does not provide federal support for work conducted on private property. In certain instances, eligible applicants can apply for federal support for this type of work if the extent of damage is extensive, and deemed harmful to a community at-large. Private Property Debris Removal (PPDR) and Structural Demolition work in accordance with federal, state, and local requirements can require extensive logistical coordination, detailed record keeping, and operational aptitude. ROSTAN is highly adept at providing and managing all three of these aspects.

Since 2011, ROSTAN has had the opportunity to serve multiple clients in this capacity, most recently the Army Corp of Engineers in New York City and two municipal clients in New Jersey following Superstorm Sandy in 2014.

This continued experience has allowed us to adopt and refine our approach to PPDR/Demolition projects. Initial focus is placed on determining the areas of impact and conducting site evaluations to determine the extent of damages and formulate site specific management plans. Historically, these site evaluations have involved FEMA and other governmental agencies such as Florida Department of Environmental Protection (FDEP).

Once properties are identified they are placed into a queue that generally follows the FEMA 19-point checklist. This checklist includes processes that must be followed to remain eligible for reimbursement funding and conduct a safe debris removal effort. Some of these processes are lengthy and can consume considerable amounts of time therefore it is critical to understand project management tools and coordinate processes simultaneously. For example, the checklist includes obtaining utility disconnect notices. This requires



a letter, from a service provider, confirming utilities have been disconnected from an identified structure. In some instances, it may take 2-3 week before a service provider can disconnect a utility and issue a letter of disconnect. When 4-5 service providers are involved for one structure this process alone can burden the management process and slow the recovery effort. ROSTAN understands these challenges and is experienced in managing multiple processes simultaneously to expedite recovery efforts.

At the same time, a Right-of Entry (ROE) agreement signed by the owner or the owner's authorized agent is required for each project site on private property. Without this document municipalities and their representatives do not have legal authority to access the property. At times, these are easy to obtain and residents voluntarily submit them. In other times, residents have been displaced or even worse deceased, due the disaster. In instances where volunteered authority is not an option it is critical to have a consultant with experience in these matters. ROSTAN has this experience and has assisted in tracking down displaced residents and next of kin and developed paths forward whether it's through code enforcement and condemnation procedures or other alternatives.

ROSTAN has developed comprehensive project management solutions tailored specifically to past clients to help manage PPDR/Demolition Programs and is committed to providing nothing less to the Village. We can provide web-based tools that grant user-based access allowing for an efficiently management PPDR/Demolition program.

Some of the highlights from our PPDR/Demolition Module are as follows:

#### **USER-BASED LOGIN ACCESS**

Access to data collected is restricted due to document sensitivity and privacy concerns. This data will be collected on behalf of the Village and will be shared with verified stakeholders only upon approval by Village officials. Furthermore, user roles can be restricted to read only disabling the ability of a user to change data.

#### **DATA INTEGRATION**

ROSTAN can integrate external data sets into its database. In this example, the client provided us with access to their parcel data. This enabled us to search their data set for property records through our interface. Field investigations confirmed whether work was required on the parcel and we were then able to create a record in our Module using the parcel data as the record base. This measure, though simple on the surface, saved countless hours of record searches and increased project efficiency.

#### **SITE PROFILES**

Field evaluations are responsible for identifying sites or potential sites that may require PPDR/Demolition work. When field data is collected, it is brought to a data manager or logistics coordinator and a profile for that site is created in our Module. The creation of a site profile creates a unique ID number and initiates a system of checkpoints. A checkpoint might be obtaining an ROE or uploading "before work" site photos. These profiles are regularly updated and trigger subsequent steps in the process. Once all pre-work requirements have been met the site profile will produce a "ready to proceed" indicator. When the physical PPDR/Demolition work is complete, the Site profile will be updated to include additional elements and provide a Site closeout checklist. Site profiles are the blueprint for each site and are integral to the recovery operation.

#### **TASKING**

Tasking allows users, such as the Village, to assign a task to a ROSTAN representative. A task might be simple like "Mr. Johnson has her insurance certificate but is unable to mail it. Can you send someone to retrieve it from 1324 West Apple Street please?" This feature allows users in-Module communication and reduces the use of external emails and other forms of communication resulting in increased operational continuity.

#### **DIGITAL RECORD KEEPING/FILE MANAGEMENT**

Though paper records are necessary, we digitize as many aspects of the PPDR/Demolition process as possible. This means creating a digital record for each site and managing associated documents. Site specific digital records may include photographs, maps, load tickets, ROE forms, utility letters, occupancy notices, etc. These digital records are updated daily and mirror the field folder. In fact, we generally advise against using original documents in the field where possible. Should a hard copy need to be available at a given work location we recommend creating a duplicate paper record for field use only. Digitizing records allows multiple users to access the same file simultaneously and increases operational and logistical efficiency. At the end of the project ROSTAN will turn over all original documents and a digital record of each site to the Village.

#### **EXPORTS/REPORTS**

All data collected can be queried to provide reports and meet reporting requirements of the Village. Typically, we generate a broad project status report and provide .CSV or Excel files for download. Experience has taught us that these data files are generally of the most use.

#### **CONFIGURABILITY**

Our PPDR/Demolition Module can be tailored to meet specific Village needs. Whether it is added functionality like user configurable reports or a change as simple as where a link is on a page, we will make every effort to accommodate these requests.

## 5.4 AUTOMATED DEBRIS MANAGEMENT SYSTEM [ADMS]

### HAULPASS®: OUR UNIQUE DISASTER DEBRIS MANAGEMENT APPROACH



HaulPass® completely eliminates the need for paper (manual) load tickets during a debris removal mission. HaulPass® is the most tested, proven, paperless, and reimbursed ADMS in the industry. Through the use of mobile data capture technology and encrypted smart cards, HaulPass® establishes a secure data environment for collection and management of critical information that can be adapted to meet a variety of contract parameters. Data collected using HaulPass® is made available to stakeholders through a role-based secure web portal.

HaulPass® was validated by the US Army Corps of Engineers (USACE) in June 2008 and again in 2015 in response to ADMS requirements in USACE Advance Contract Initiative (ACI) Solicitations. HaulPass® was the only system to have been offered by respondents in all 11

***Rostan is the exclusive provider of our proprietary HaulPass® ADMS – the most proven system in the industry. HaulPass® is so reliable and easy to use that Rostan has not utilized paper load tickets since 2008 – for any client, period.***

Regions under the ACI program and the only ADMS to be validated by the USACE in 2008.

HaulPass® was developed with a primary focus on security and to combat the inefficiencies that plague a paper-based ticketing operation. With a focus on securely automating many of the necessary data collection aspects surrounding debris removal missions, HaulPass® was able to reduce errors and omissions, prevent fraudulent activity through a role-based modular application, and increase operational, reporting, and reimbursement efficiencies.

HaulPass® is modular data collection software that, when paired with properly specified hardware, enables end users to efficiently collect pertinent information necessary to support Project Worksheet (PW) development and ultimately enable reimbursement to occur expeditiously.

In general, HaulPass® performs in the following manner:

### THE HAULPASS® PROCESS

The certification process includes the certification of personnel authorized to operate the HaulPass® system and the certification of hauling or debris removal equipment. The certification process enables the system to perform two primary ticketing functions. These functions are known as hauling tickets (e.g., ROW tickets) and task specific tickets (e.g., hazardous stumps, white goods, HHW, etc.). In each case, the certification process results in the issuance of encrypted smart cards that serve as the medium through which data is digitally collected and processed.

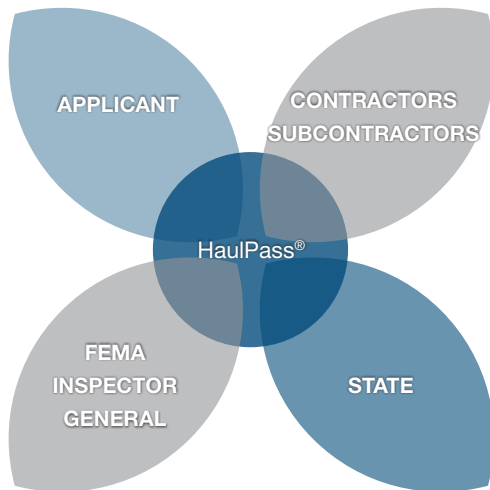
In the case of personnel certification, the smart cards are role-based, providing the user with access to only a specific module within the software application. This role-based access prohibits users from accessing modules that they are not properly trained to operate and reduces the opportunity for unscrupulous activity. The majority of users will be certified to conduct right-of-way and DMS monitoring activities since these are the two most common roles utilized in debris removal operations.

Data contained in these digital tickets is ultimately synchronized from the field through cellular networks or via satellite uplink if cellular networks are not available and stored on secure data servers where it can be accessed by all stakeholders. The overall system does not, however, rely on cellular coverage to operate.

We would be glad to conduct a demonstration for the Village upon request.



## DATA ACCESSIBILITY



The HaulPass® Event Manager database is available via a secure internet portal (website) to all parties involved in the debris recovery process via a role-based security access system to provide concise and accurate presentation of the data collected in the field. This data repository allows the stakeholder to utilize a central and consistent data set that increases the efficiency of reporting, invoice reconciliation, and supports PW development.

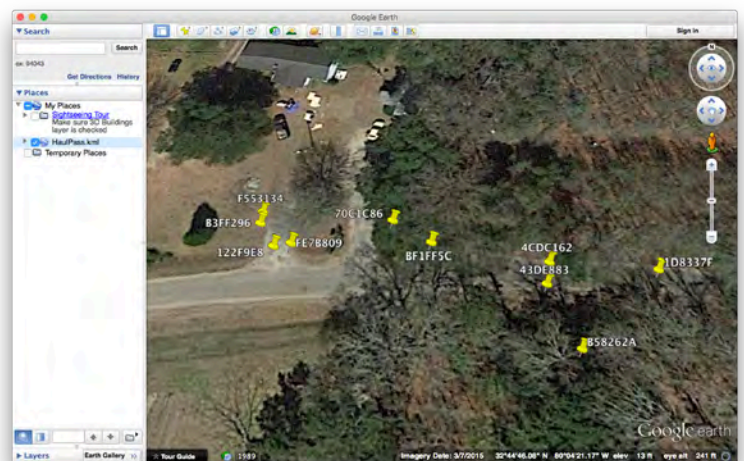
The HaulPass® Event Manager website is monitored and supported 24/7 by a development and database management team and is guaranteed by the hosting company to have 99.99% availability. The Rostan database management team is responsible for the quality control (QC) of all data that is collected. The data also can be exported easily in various formats to provide compatibility with other systems for various purposes. In addition, a data manager will be provided for each debris mission as a point of contact for any inquiries regarding data and reports.

Role-based access can be provided at the discretion of the Village. For example, the data can be administered in a way that allows contractors, the Village, and FEMA to have different levels of access to data collected.

## GPS/GIS TECHNOLOGIES

HaulPass® devices record the GPS coordinates of load origination at the time the ticket is initiated in the field. This process is automatic and does not require any manual data entry by the HaulPass® operator—a critical feature in that typically no street signage remains following a tornado event for example. This automatic process also eliminates data entry errors and handwriting legibility issues.

Once the GPS coordinates have been received on the server, the latitude and longitude values are compared against databases of known street address coordinates. Matches are scored and an address is assigned based on the highest-scoring match. This procedure gives the ticket a familiar location (typically a street address) in addition to the official point of origin (the GPS coordinates) to facilitate review of the data.



Event Manager also has a map-based GIS application. HaulPass® uses open-source MapGuide for this function. GIS provides the user with the ability to access load tickets, debris sites, contractors, field monitors, etc., on a geographic basis. For example, one layer in the GIS application presents all debris sites, another layer presents all load tickets, and a third layer is capable of displaying loads by contractor and subcontractor. Each of these layers has associated map-based and tabular reports to enable the user to make real-time decisions with respect to contractor deployments, completeness of debris pickup, DMS capacity limitations, haul distances, and more.

## HAULPASS® EQUIPMENT CERTIFICATION

**HaulPass Certification (x3) - [Certification]**

Joplin Area Tornado USACE - KC District

**Equipment**

Type: Truck Color: White Instance Center: Progressive Commercial  
 Year: 2009 Make: Model: Policy Number: Expires (MM/YY): 10/03/2010 Ch ID:   
 License Plate: OK - RF 226A VIN:

**Certifications (Select One or Select New):** (New Certification)

Add Contractor: (Select One)  Notes:   
 Contractors (Tap in Primary, List in sub-contractors in order of parent hub.)   
 National Debris Removal   
 Rogers of Oklahoma   
 Smith Tree Cleaning

**Placard #:** AC45678   
 Cert. Picture: Main Picture

**Additional Cert Images:**

**Capacity Information (Optional Field)**

Container Type:   
 Primary Measurement: 5.5 Height: 7.6 Length (1): 19.4 Total: 51.9 c.y. **51.9** c.y.   
☐ Non-Measured Certification Empty Weight:   
☐ Tarenet Certification ☐ Empty ☐ Bulk   
 Modifications:   
☐ Select ☐ Addition ☐ Deduction Modification Type: Shape Height Width Length (1) Length (2) Total: c.y.

Shape	Type	Capacity	Length	Length (2)	Width	Height

**HAULPASS CERTIFICATION ORIGINAL COPY**

**Sandy 2012 USACE - New York District**

Date Certified: Sunday, Dec 30, 2012 10:15:19 AM (GMT)

Certified Capacity: 100.0cy   
 HaulPass Cert #: 6E80726   
 Alternate Placard #: RIIS

**Equipment**

Type: Truck   
 Year: 2012   
 Make: OTTER Model: EAST   
 VIN: EU10X0830847587   
 Plate: NJ T15795   
 Color: Red

**Driver**

SALVADOR CORREA   
 Phone 1: (401) 855-5193 (Cell)   
 Driver License State: NJ

**Contractors (Prime listed first)**

ECC (177100A)   
 Roper (00C7223)

**Measurements**

Primary Measurement:   
 Exchange [1.40M³(27) 7.64 7.64 44 AL] = 100

**Signatures**

Contractor Representative:   
 Print Name:   
 Signature:   
 Date: 12/30/2012

Certification Representative:   
 Print Name:   
 Signature:   
 Date: 12/30/2012

**Notes**

## HAULPASS® LOAD RECEIPT

**HAULPASS Charleston County, SC**

Hurricane Matthew - 2016

www.haulpass.com

Ticket #	Cert #	Net Tons
36C740D	EED2C3C	29.83

**Contractor Information**

Certification #.....EED2C3C   
 Prime Contractor.....ASHBRITT ENVIRONMENTAL   
 Sub-Contractor.....DORADO SERVICES INC

**Load Information**

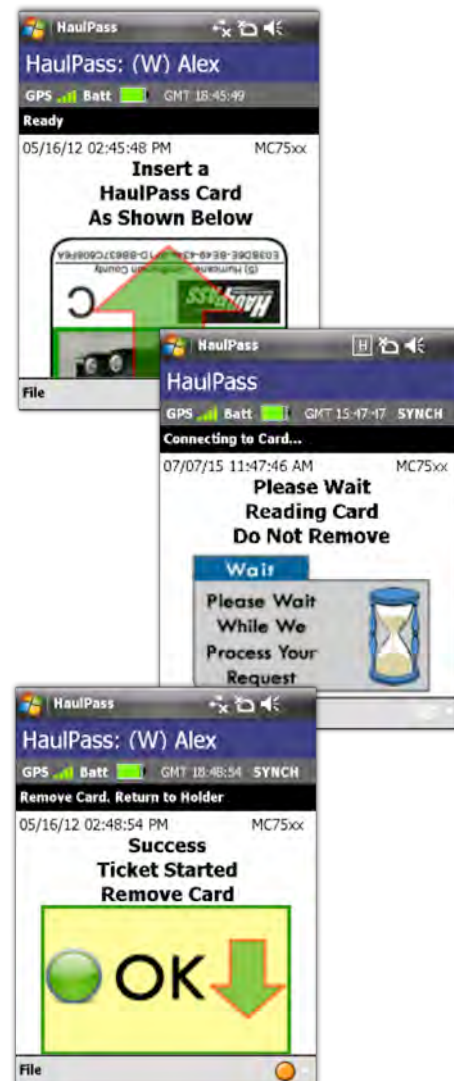
QA Monitor.....A2093A   
 Ticket Type.....ROW   
 Debris Type.....Mulch   
 Latitude.....032 49.3698' N   
 Longitude.....080 06.4339' W   
 GMT Load Time.....01/25/2017 21:06:57   
 Local Load Time (-5).....01/25/2017 04:06:57 PM

**Unload Information**

Site Name.....CAROLINA LANDFILL   
 Tower Name.....FINAL MULCH   
 Tower Monitor ID.....CAE264   
 GMT Tower Time.....01/26/2017 12:47:52   
 Local Tower Time (-5).....01/26/2017 07:47:52 AM   
 Net Tons.....29.83

Version: 3.5.0.160   
**APPLICANT COPY**

## HAULPASS® ADMS SCREENSHOTS



## A PROVEN PRODUCT

The HaulPass® system is supported in the field by a tested and proven debris management team and has proven successful in multiple deployments:

EVENT TYPE	YEAR	LOCATION	PROJECT
Hurricane Katrina	2006	Hancock County, MS	USACE — Debris Removal
Ice Storm	2006	Erie County, NY	Stump Removal
Post Hurricane Katrina	2007	Cocodrie and Lafayette, LA	Waterway Debris Removal
Hurricane Ike	2008	Galveston, TX	USACE/TXDOT — Debris Removal
	2008	Humble, TX	Debris Removal
	2008	Piney Point, TX	Debris Removal
	2008	Nassau Bay, TX	Debris Removal
	2008	Vermillion Parrish	USACE — Debris Removal
	2008	Cameron Parrish	USACE — Debris Removal
Earthquake	2010	Port-au-Prince, Haiti	Demolition and Debris Removal
Tornado	2011	Birmingham, AL	Demolition and Debris Removal
Tornado	2011	Joplin, MO	USACE — Demolition and Debris Removal
Hurricane Irene	2011	James City County, VA	Debris Removal
	2011	York County, VA	Debris Removal
	2011	Williamsburg, VA	Debris Removal
Hurricane Sandy	2012	New York, NY	USACE — Demolition and Debris Removal
	2012	State of New Jersey	NJDEP — Waterway Debris Removal
	2012	Brick Township, NJ	Demolition, PPDR, and Debris Removal
	2012	20 municipalities in NJ	Debris Removal
Ice Storm	2014	Jenkins County, GA	Debris Removal
Ice Storm	2015	White County, TN	Debris Removal
	2015	Cumberland County, TN	Debris Removal
Flooding	2015	Charleston County, SC	Debris Removal
Tornado	2016	Essex County, VA	Debris Removal
Flooding	2016	Iberia Parish, LA	Debris Removal
Hurricane Matthew	2016	Charleston County, SC	Debris Removal
	2016	Berkeley County, SC	Debris Removal
	2016	Martin County, FL	Debris Removal
	2016	Garden City, GA	Debris Removal
	2016	Port St. Lucie, FL	Debris Removal
Hurricane Harvey	2016	Town of Sewall's Point, FL	Debris Removal
	2017	City of Kountze, TX	Debris Removal
	2017	City of Lumberton, TX	Debris Removal
	2017	City of Orange, TX	Debris Removal
	2017	City of Sour Lake, TX	Debris Removal
	2017	Hardin County, TX	Debris Removal
Hurricane Irma	2017	Village of Piney Point, TX	Debris Removal
	2017	Village of Rose Hill Acres, TX	Debris Removal
	2017	City of Belleair Beach, FL	Debris Removal
	2017	City of Belleair Bluffs, FL	Debris Removal
	2017	Broward County Public Schools, FL	Debris Removal
	2017	City of Coconut Creek, FL	Debris Removal
	2017	City of Coral Springs, FL	Debris Removal
	2017	Coral Springs Improvement District, FL	Debris Removal
	2017	City of Dania Beach, FL	Debris Removal
	2017	Village of Estero, FL	Debris Removal
	2017	New College of Florida, FL	Debris Removal
	2017	Town of Indian Shores, FL	Debris Removal
	2017	City of Madeira Beach, FL	Debris Removal
	2017	Martin County, FL	Debris Removal
	2017	City of North Port, FL	Debris Removal
	2017	Town of Palm Beach, FL	Debris Removal
	2017	City of Port St. Lucie, FL	Debris Removal
	2017	Town of Redington Shores, FL	Debris Removal
	2017	City of St. Pete Beach, FL	Debris Removal
	2017	Town of Sewall's Point, FL	Debris Removal
	2017	Sunshine Water Control District, FL	Debris Removal
	2017	Town of Windermere, FL	Debris Removal
	2017	City of Winter Springs, FL	Debris Removal
	2017	Tybee Island, GA	Debris Removal
	2017	Charleston County, SC	Debris Removal
Hurricane Maria	2017	Puerto Rico	USACE — Debris Removal

## 5.5 ADDITIONAL RELATED SERVICES

## ACCOUNTING AND DOCUMENT MANAGEMENT

Rostan shall review, validate and reconcile debris management contractor(s) invoices prior to submission to the Village for processing. Rostan shall conduct a meeting at the beginning of the debris management operation to fully explain the process to the Village and debris contractor(s) representatives. All invoices from the debris contractor(s) shall be directed to Rostan. Within seven (7) calendar days of receipt, invoices shall be reviewed by Rostan to be accepted or rejected. Rostan shall issue in writing to the Village and the debris contractor the acceptance or rejection of the invoices and a payment recommendation. If the invoice is rejected, Rostan shall clearly state the reasons for rejection and work with the debris contractor to resolve immediately.

Rostan will collect, audit for completeness and accuracy, tabulate, and organize debris monitoring information and data, vehicle certifications, project records, photos, manifests, and other pertinent project information, to support FEMA, state and local reimbursements, and in support of subsequent audits.

Rostan will provide regular status updates to the Village, to include creating, updating and maintaining a database that contains all information on debris removal and disposal, including number, of loads and types, vehicle certification, stump, hanger and leaner information and images. All electronic reporting will be provided in a format acceptable to the Village and the Village shall have access to the database to perform queries and produce reports. Rostan shall provide our reports in a timely manner as may be requested by the Village.

Following is sample documentation:

ROSTAN FIELD LOGS

CITY OF CORAL SPRINGS, FLORIDA  
HURRICANE IRMA – 2017 [DR-4337]  
**DEBRIS REMOVAL DAILY TOWER LOG**

DATE:

DMS LOCATION:

MONITOR NAME:

SIGNATURE:

PAGE \_\_\_\_ OF \_\_\_\_

HaulPass TICKET I.D.	PLACARD I.D.	LOAD CALL	CALC. CUBIC YARDAGE	CALC. TONNAGE**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

CITY OF CORAL SPRINGS, FLORIDA  
HURRICANE IRMA – 2017  
**DEBRIS REMOVAL DAILY MONITOR LOG**

DATE:

LOCATION:

MONITOR NAME:

SIGNATURE:

FIELD ARRIVAL:

FIELD DEPARTURE:

CREW NAME/PHONE:

ROADS WORKED:

SUMMARY OF DAILY ACTIVITIES:

NOTES OF SIGNIFICANCE:

INCIDENTS:

CITY OF CORAL SPRINGS, FLORIDA  
HURRICANE IRMA – 2017  
**REQUEST FOR DATA CORRECTION FORM**

DATE:

REQUESTED BY:

HaulPass® TICKET NUMBER:

REASON FOR CHANGE:  
(PLEASE CIRCLE ONE)

DATE

TIME

LOCATION

MATERIAL

QUANTITY

LOAD CALL

MONITOR

OTHER

EXPLANATION OF REQUEST:

CONTRACTOR REPRESENTATIVE:

NAME:  
(PRINT)

SIGNATURE:

APPLICANT REPRESENTATIVE:

NAME:  
(PRINT)

SIGNATURE:

HaulPass® ADMINISTRATOR:

NAME:  
(PRINT)

SIGNATURE:

**HaulPass®**

CITY OF CORAL SPRINGS, FL  
HURRICANE IRMA – 2017  
**HaulPass® Log**

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
PAGE: \_\_\_\_ OF \_\_\_\_

	PDA #	R/W 420 #	EMPLOYEE NAME	EMPLOYEE SIGNATURE	TIME OUT	TIME IN	INITIAL RETURNED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**ROSTAN**

CITY OF CORAL SPRINGS, FL  
HURRICANE IRMA – 2017  
**Daily Activity Log**

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
PAGE: \_\_\_\_ OF \_\_\_\_

	NAME	SIGNATURE	TIME IN	TIME OUT	TOTAL	ROLE <small>(JOB TITLE)</small>
1						DM FS FELD TONER ADMINA
2						DM FS FELD TONER ADMINA
3						DM FS FELD TONER ADMINA
4						DM FS FELD TONER ADMINA
5						DM FS FELD TONER ADMINA
6						DM FS FELD TONER ADMINA
7						DM FS FELD TONER ADMINA
8						DM FS FELD TONER ADMINA
9						DM FS FELD TONER ADMINA
10						DM FS FELD TONER ADMINA
11						DM FS FELD TONER ADMINA
12						DM FS FELD TONER ADMINA
13						DM FS FELD TONER ADMINA
14						DM FS FELD TONER ADMINA
15						DM FS FELD TONER ADMINA

NOTES: \_\_\_\_\_  
\_\_\_\_\_

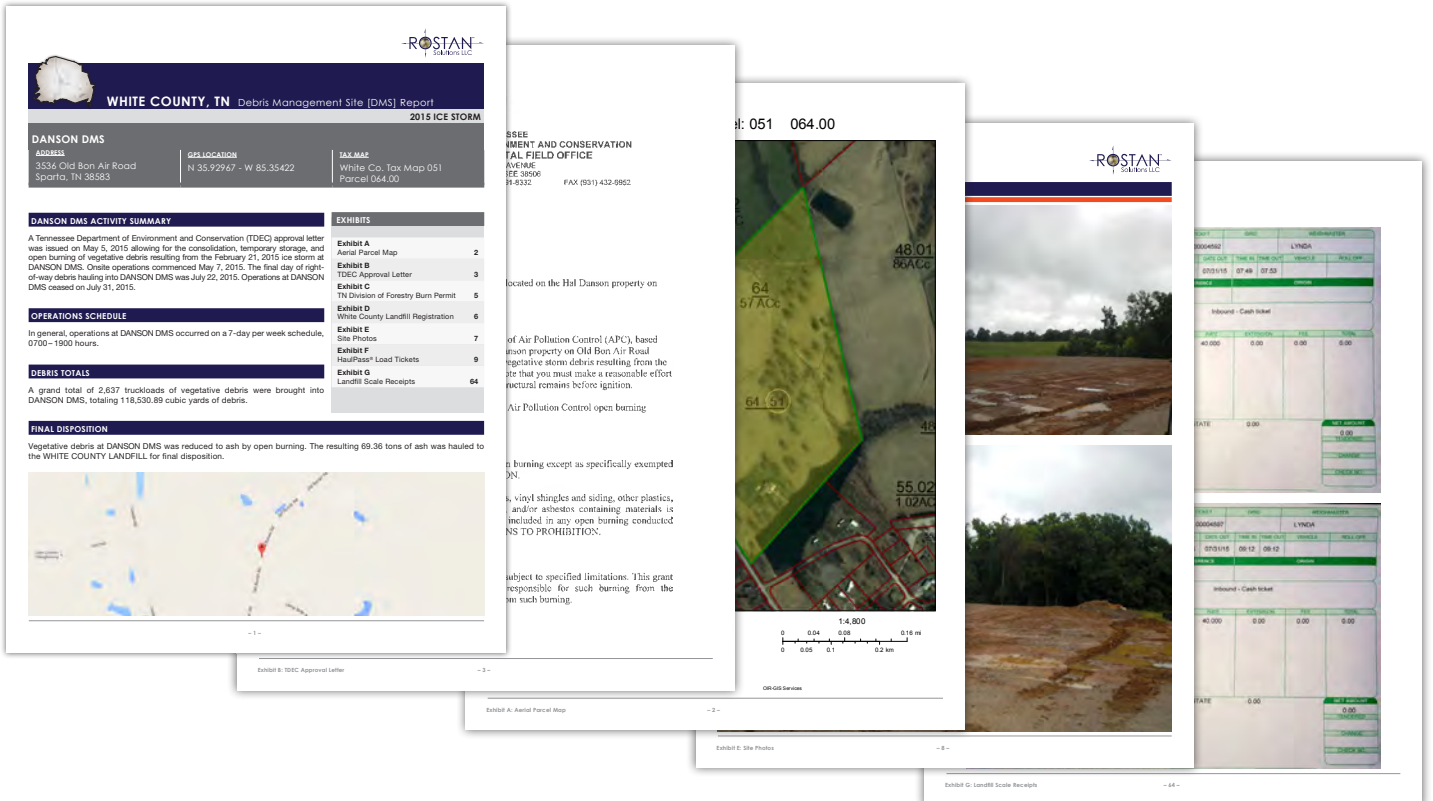
SUPERVISOR  
SIGNATURE: \_\_\_\_\_



## ROSTAN DAILY OPERATIONAL REPORT



## ROSTAN DMS CLOSURE REPORT



Rostan's reports are customized based on each client's specific needs.

## DAMAGE COMPLAINT TRACKING

During debris operations some property damage may occur while debris removal takes place. Rostan will coordinate with Village personnel to respond to problems in the field associated with any property damage claims resulting from the debris removal process, and establish procedures for claims reporting and management of claims resolution. Rostan establishes contact with the resident and debris contractor to ensure timely resolution of these incidents.

We visit and document the damaged property and populate a database for claims tracking which provides for documentation of the actions taken to resolve the claim. This database includes photographs with GPS coordinates, GIS mapping, photos, and digital logs of resident concerns. Rostan follows up with the resident to make sure communications are clear between all parties. Rostan also provides follow up phone calls or site inspections to confirm the claim has been resolved.

Rostan is pleased to provide our interactive online damage complaint tracking and resolution system which tracks all complaints, including details of damages and photos of damaged property and/or areas, to ensure that each complaint is resolved expeditiously.

## 5.6 PUBLIC ASSISTANCE CONSULTING

Rostan has assisted numerous communities with post incident operations and has provided assistance with FEMA and FHWA reimbursement and appeals following natural disasters. Our disaster consulting and grants funding clients include:

ALABAMA	NEW JERSEY [CONTINUED]
The City of Birmingham	Borough of Highlands
Jefferson County	Manchester Utilities Authority
Chickasaw	NEW YORK
FLORIDA	Westchester County
Fort Pierce	New York City Dept. of Environmental Protection
City of St. Petersburg	Nassau County Department of Public Works– Bay Park Sewage Treatment Plant
Emerald Cost Utilities Authority (Pensacola)	City of Kingston
Indian River County (Vero Beach)	SOUTH CAROLINA
Calhoun County	Charleston County
Columbia County	TENNESSEE
Liberty County	Metropolitan Government of Nashville and Davidson County, Metro Water Services (Nashville)
Florida Division of Emergency Management Mitigation Bureau	Cumberland County
Hillsborough County	TEXAS
City of Daytona Beach	Texas City Independent School District
GEORGIA	Huffman Independent School District
City of Garden City	Little Cypress-Mauriceville Consolidated Independent School District
LOUISIANA	Corpus Christi Independent School District
Baker School System	Community Christian School
MISSISSIPPI	United Christian Academy
Jackson County Board of Supervisors	VIRGINIA
NEW JERSEY	Prince William County Service Authority
Bergen County Utilities Authority	
Township of Brick	
Ocean County Utilities Authority (Brick Township)	

Rostan has extensive experience with short-term and long-term recovery of Public Infrastructure. We provide a cradle to grave approach to ensure that every eligible cost is captured and reimbursed by the federal programs.

We have developed systematic processes for implementing program support for Public Assistance. This approach has been developed through multiple post-incident long-term recovery and mitigation efforts for declared disasters throughout the U.S., including Hurricanes Katrina and Sandy, as well as the support of state-wide Florida Mitigation Programs for almost a decade.

Rostan includes experts in long-term recovery and mitigation planning, infrastructure, federal assistance programs, environmental and historic preservation, and hazard modeling, in addition to unique and cutting edge technical resources. The Team encompasses the expertise necessary to deliver effective solutions for critical infrastructure. Our approach combines team expertise with a trained national footprint of skilled professionals to ensure the best solution.

Rostan uses local qualified resources, supplemented by regional and national expertise, to minimize travel costs and maximize efficient use of local and regional knowledge of state and local regulatory, environmental, facility, historic and cultural characteristics pertinent to the assignment. We will provide expertise and guidance in the development of strategy and execution of recovery activities.

## **PUBLIC ASSISTANCE (PA) FUNDING SUPPORT**

As an integral part of disaster management consulting, Rostan has provided financial consulting services to its clients. Our proven experience with technical disaster recovery and strategy development and implementation maximizes disaster assistance for clients. We understand the dynamics of disaster recovery financial planning, resource allocation, as well as the need for financial stability. We have extensive experience in representing clients' costs to federal agencies and throughout the life cycle of disaster management, including reimbursements and quarterly reporting requirements and project closeout. Our staff have coordinated state and federal audit resolutions as well as handled appeals processes for our clients. The federal programs administered by FEMA require that their representatives create and submit the sub-grant submittals for local applicants. Rostan can draft sub-grant narratives and documentation to be provided to FEMA representatives. The following outlines actions that may be taken in pursuit of FEMA funding:

Identify costs incurred during the response.

Organize all actual cost documentation into site specific activities and FEMA PA categories of work.

Develop damage descriptions and scopes of work for each category and emergency repair site.

Compile the damage descriptions, emergency repairs scopes of work and actual cost documentation into sub-grant submittal drafts to be provided to FEMA.

Organize all actual cost documentation, descriptions of impacts and scopes of work for the emergency protective measures and debris removal conducted. These will be provided to FEMA for inclusion in the development of Category A and B Project Worksheets (PWs).

As FEMA develops the PWs, Rostan can provide any information or conduct coordination meetings as required by those representatives to complete the process.

Rostan can develop scopes of work for each damaged facility to restore those facilities back to pre-incident conditions. The development of the permanent restoration projects will include the following:

- Description of pre-existing conditions
- Narrative of the impacts of the incident
- Vulnerabilities identified through the impacts
- Scope of Work; Codes and Standards upgrades
- Mitigation proposal and scope of work
- Cost estimates for restoration and mitigation
- Plan for use of contractors account; schedules
- Benefit Cost Analysis (as necessary)

Develop packaged sub-grant submittal drafts for review and Village submittal to FEMA.

FEMA can use these sub-grant submittal drafts to develop the PA PWs. As federal agency representatives develop the PWs, Rostan can provide any additional information or conduct site visits as required by those representatives to complete the process.

Regardless of the funding agency, we work diligently to minimize costs so that our clients receive the maximum reimbursement possible. Collectively, our team has assisted clients in pursuit of more than \$3 billion in federal assistance in recent years.



## ALTERNATIVE PROCEDURES

Rostan is familiar with management of FEMA Public Assistance and Hazard Mitigation projects funded under the Alternative Procedures Pilot implemented through the Hurricane Sandy Improvement Act. This makes Rostan the best choice for ensuring that all opportunities for federal assistance are sought and every eligible dollar is reimbursed. With the implementation of the Alternative Procedures Pilot, it has become more critical than ever that a sub-grant recipient of FEMA funding be disciplined and cognizant of the procedures for administration and reimbursement. States (Grantee) are not always equipped to advocate for local sub-grant recipients, therefore, tasks of documenting and fulfilling administrative requirements must be managed at the local level.

Rostan has developed a proven method for accounting for and correlating costs to federal grants for a swift and audit resilient reimbursement. This approach defines a program management strategy with standard operating procedures, communication protocols and oversight, such that our clients are several steps ahead of the state and FEMA. We are very familiar with negative financial and program audit findings that plague FEMA programs. Our approach will anticipate those issues before they can threaten funding, resulting in a successful recovery process.

## HAZARD ANALYSIS AND VULNERABILITY ASSESSMENTS

Rostan has performed numerous “threat specific” and “all hazards” vulnerability assessments for utilities, communities and industries nationwide. We have provided systematic analysis for our clients in identifying critical assets and operations, hazard exposure and/ or threat potential and the consequence impacts of losing these assets and operational capacity.

## TECHNOLOGY

Rostan has access to national networks, robust software suites, and customized data systems. We maintain project and accounting software that enables us to track projects, contract, labor and other data that is required by, or of interest to, FEMA. We consistently utilize the most currently available tools and technologies and are an industry leader in setting the bar for data tagging, tracking and management in near real time. Our project management systems have the capability to be tailored to meet unique project management needs and grant program requirements. Our systems have the ability to track workflow and project progress throughout the life-cycle of the grant. Rostan offers leading edge tools and techniques, as well as the capability to use existing FEMA tools, in order to ensure efficient and successful recovery. Our team is very familiar with the state’s existing emergency management grants database, and has hands-on experience with the use of the emergency management grants databases in FL, CO, AL, NJ, NY, TN, GA, LA, and SC.

These tools for field evaluations and for the gathering of data necessary for project worksheet development allows for the on-site and remote collection of recommended and required data, geographically tagged data, photographic documentation, document scanning, and staff time and location monitoring all from an easy to transport tablet smaller than a sheet of paper. The use of these tools greatly expedites information gathering and accurate reporting to assist with needs assessment and ensuring the timely processing of information and funding requests. Data can be viewed, sorted, and managed via a secure program website, which offers role-based security and robust reporting capabilities.

Benefits of these tools include:

Increased accuracy and efficiency when compared to traditional data collection tools
Reduced paperwork
High level of quality control
GPS and photo integration
Time savings
Monitoring of consultant activities and time
Integration with a web-based program management system



# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 6 — PRICE PROPOSAL



### SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
Tel: 813.333.7042  
Fax: 813.333.7330  
[www.rostan.com](http://www.rostan.com)



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## SCHEDULE OF VALUES (TAB #6)

### PRICE PROPOSAL 1 – DEBRIS MONITORING

PROPOSER shall provide a price on every item listed in the Schedule of Values, or shall be deemed non-responsive

<b>PROPOSED FEES</b> <b>(based on estimated one (1) million cubic yards)</b>			
ITEM NO / POSITION DESCRIPTION	ESTIMATED ANNUAL HOURS	UNIT PRICE PER HOUR	EXTENSION
1. Project Office/Principal	66	\$ 65.00	\$ 4,290.00
2. Project Manager	230	\$ 82.00	\$ 18,860.00
3. Operations Manager	630	\$ 74.00	\$ 46,620.00
4. FEMA Reimbursement Manager	165	\$ 105.00	\$ 17,325.00
5. Operations Specialist	230	\$ 62.00	\$ 14,260.00
6. Field Supervisor	2,640	\$ 45.00	\$ 118,800.00
7. Engineer/Scientist/Professional	130	\$ 115.00	\$ 14,950.00
8. Environmental Consultant	230	\$ 80.00	\$ 18,400.00
9. Environmental Field Technician	230	\$ 65.00	\$ 14,950.00
10. Data Manager	230	\$ 70.00	\$ 16,100.00
11. GIS Analyst/Specialist	66	\$ 70.00	\$ 4,620.00
12. Administrative Support	400	\$ 30.00	\$ 12,000.00
13. DMS Monitor	7,260	\$ 35.00	\$ 254,100.00
14. Field Monitor	14,200	\$ 33.00	\$ 468,600.00
15. Call Center Operator	1,420	\$ 28.00	\$ 39,760.00
16. Data Entry Clerk-Paper Ticket	165	\$ 18.00	\$ 2,970.00
<b>TOTAL PROPOSAL PRICE FOR DEBRIS MONITORING (Items 1 - 16):</b>			<b>\$ 1,066,605.00</b>

Proposed fees shall be fully loaded and include all expenses and equipment, including but not limited to, ADMS, travel related expenses, meal allowances, hotel rooms, and any other relevant out of pocket expenses, as well as vehicles, electronics, communications equipment and any other equipment, facilities, or infrastructure necessary to carry out the task.

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## PRICE PROPOSAL 2 – CONSULTING SERVICES

PROPOSER shall provide a price on every item listed in the Schedule of Values, or shall be deemed non-responsive.

<b>PROPOSED FEES</b> <b>(hours based on 40 hour week x 10 weeks)</b>			
ITEM NO / POSITION DESCRIPTION	ESTIMATED ANNUAL HOURS	UNIT PRICE PER HOUR	EXTENSION
1. Administrative/Clerical	400	\$ 30.00	\$ 12,000.00
2. Inspector	200	\$ 70.00	\$ 14,000.00
3. Engineer I	50	\$ 115.00	\$ 5,750.00
4. Grant Management Analyst	200	\$ 85.00	\$ 17,000.00
5. Grant Management Consultant	400	\$ 125.00	\$ 50,000.00
6. Engineer III	50	\$ 155.00	\$ 7,750.00
7. Senior Grant Management Consultant	400	\$ 145.00	\$ 58,000.00
8. Principal	50	\$ 185.00	\$ 9,250.00
9. Project Manager	50	\$ 170.00	\$ 8,500.00
10. Legislative Affairs Consultant	50	\$ 215.00	\$ 10,750.00
11. FEMA Policy Consultant	50	\$ 195.00	\$ 9,750.00
12. Grant Consultant	400	\$ 105.00	\$ 42,000.00
13. Safety Consultant	400	\$ 75.00	\$ 30,000.00
14. Data Management Consultant	50	\$ 115.00	\$ 5,750.00
15. Accounting Consultant	400	\$ 95.00	\$ 38,000.00
<b>TOTAL PROPOSAL PRICE FOR CONSULTING SERVICES (Items 1- 15):</b>			<b>\$ 318,500.00</b>

Proposed fees shall include all expenses and equipment, including but not limited to travel related expenses, meal allowances, hotel rooms, and any other relevant out of pocket expenses, as well as vehicles, electronics, communications equipment and any other equipment, facilities, or infrastructure necessary to carry out the task.

### PRICE PROPOSAL SUMMARY:

DESCRIPTION OF SERVICES	TOTALS
PRICE PROPOSAL ONE (1) -DEBRIS MONITORING SERVICES TOTAL PRICE	\$ 1,066,605.00
PRICE PROPOSAL TWO (2) - CONSULTING SERVICES – TOTAL PRICE	\$ 318,500.00
GRAND TOTAL PRICE OF PRICE PROPOSAL ONE (1) AND TWO (2)	\$ 1,385,105.00

The Selection Committee shall utilize the total of both Price Proposal one (1) and Price Proposal two (2), as a basis for evaluation.

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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



## SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
Tel: 813.333.7042  
Fax: 813.333.7330  
[www.rostan.com](http://www.rostan.com)

DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 7 – PROPOSER’S CERTIFICATION FORM

**ROSTAN**  
SOLUTIONS

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### PROPOSER'S CERTIFICATION (TAB #7)

I have carefully examined the Request for Proposal, General Information, Specifications and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 180 days in order to allow the Village of Wellington adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Village of Wellington or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes 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 public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 278.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Rostan Solutions, LLC  
Name of Business

By: [Signature]  
Signature

Sam Rosania, Executive Vice President  
Name & Title, Typed or Printed

3433 Lithia Pinecrest Road, Ste. 287  
Mailing Address

Valrico, FL 33596  
City, State, Zip Code

(813) 505.1313 | srosania@rostan.com  
Telephone Number Email Address

(813) 333.7330  
Facsimile Number

Sworn to and subscribed before me  
This 9th day of  
April, 2018

Cynthia K. Noel  
Notary Public  
State of Florida



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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



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DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 8— CONFLICT OF INTEREST STATEMENT

**ROSTAN**  
SOLUTIONS

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## CONFLICT OF INTEREST STATEMENT (TAB #8)

This Proposal/Agreement (whichever is applicable) is subject to the conflict of interest provisions of the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, the Florida Statutes and Chapter 2 of the Code of Federal Regulations, Part 200. During the term of this Agreement and any renewals or extensions thereof, the VENDOR shall disclose to WELLINGTON any possible conflicts of interests. The VENDOR's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of WELLINGTON. The terms below shall be defined in accordance with the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and Ch. 112, Part III, Florida Statutes.

### CHECK ALL THAT APPLY.

☒ To the best of our knowledge, the undersigned business has no potential conflict of interest for this Agreement due to any other clients, contracts, or property interests.

☒ To the best of our knowledge, the undersigned business has no employment or other contractual relationship with any WELLINGTON employee, elected official or appointed official.

☒ To the best of our knowledge, the undersigned business has no officer, director, partner or proprietor that is a WELLINGTON purchasing agent, other employee, elected official or appointed official. The term "purchasing agent", "elected official" or "appointed official", as used in this paragraph, shall include the respective individual's spouse or child, as defined in Ch. 112, Part III, Florida Statutes.

☒ To the best of our knowledge, no WELLINGTON employee, elected official or appointed official has a material or ownership interest (5% ownership) in our business. The term "employee", "elected official" and "appointed official", as used in this paragraph, shall include such respective individual's relatives and household members as described and defined in the Palm Beach County Code of Ethics.

☒ To the best of our knowledge, the undersigned business has no current clients that are presently subject to the jurisdiction of WELLINGTON's Planning, Zoning and Building Department.

---

### CONFLICT:

☐ The undersigned business, by attachment to this form, submits information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR BID/PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, WHICHEVER IS APPLICABLE.

Rostan Solutions, LLC  
COMPANY NAME

  
AUTHORIZED SIGNATURE

Sam Rosania  
NAME (PRINT OR TYPE)

Executive Vice President  
TITLE



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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 9 — QUESTIONNAIRE



### SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
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[www.rostan.com](http://www.rostan.com)

**ROSTAN**  
SOLUTIONS

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## QUESTIONNAIRE

Proposer's Name: Rostan Solutions, LLC

Principal Office Address: 3433 Lithia Pinecrest Road, Suite 287

Valrico, FL 33596

Official Representative: Sam Rosania, Executive Vice President

Individual  
Partnership (Circle One)  
Corporation

If a Corporation, answer this:

When Incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

If Foreign Corporation:

Date of Registration with  
Florida Secretary of State: \_\_\_\_\_

Name of Resident Agent: \_\_\_\_\_

Address of Resident Agent: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Members of Board of Directors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a Partnership:

Date of Organization: August 1, 2006

General or Limited Partnership\*: General

Name and Address of Each Partner:

Name

Address

1. Darius Stankunas, 400 64th Avenue, 1102 West, St. Pete Beach, FL 33706

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2. Sam Rosania, 3204 Fox Squirrel Lane, Valrico, FL 33596

3. \_\_\_\_\_

\*Designate general partners in Limited Partnership

1. Number of years of relevant experience in operating similar business: 35+

2. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled?

Yes ( )

No (X)

If yes, give details on a separate sheet.

3. Has the proposer or any principals of the applicant organization failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? NO

If yes, please explain:

4. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? NO

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

5. Person or persons interested in the proposal and Questionnaire Form \_\_\_\_\_ (have) X (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

A. List all pending lawsuits

None

B. List all judgments from lawsuits in the last five years:

None

C. List any criminal violations and/or convictions of the proposer and/or any of its principals:

None

7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state). Please also include a list of any clients within the boundaries of the Village of Wellington that the proposer or its firm has had within the last five (5) years. None

The proposer understands that information contained in this Questionnaire will be relied upon by Wellington in awarding the proposed Agreement and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the Village Manager.

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*The proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the Palm Beach Sheriff's Department. By submitting this questionnaire, the proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.*

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated April 6, 2018

By:  / Sam Rosania  
(Signature) (Print name)

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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 10 — DRUG FREE WORKPLACE FORM



### SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**  
3433 Lithia Pinecrest Road  
Suite 287  
Valrico, Florida 33596  
Email: [tmays@rostan.com](mailto:tmays@rostan.com)  
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### **DRUG FREE WORKPLACE (TAB #10)**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Bids which are equal with respect to price, quality, and service are received by Wellington for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied Bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

---

Vendor's Signature

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# DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES



RFP #012-18/ED | April 12, 2018



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DISASTER DEBRIS MANAGEMENT AND SUPPORT  
SERVICES FOR THE VILLAGE OF WELLINGTON, FL

## TAB 11— ACKNOWLEDGEMENT OF ADDENDA

**ROSTAN**  
SOLUTIONS



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**Council**

Anne Gerwig, Mayor  
John T. McGovern, Vice Mayor  
Michael Drahos, Councilman  
Michael J. Napoleone, Councilman  
Tanya Siskind, Councilwoman

**Manager**  
Paul Schofield

**RFP 012-18/ED**


**Title:** Disaster Debris Management and Support Services

**Opening Date:** April 12, 2018 at 10:00

**Request for Information Date:** April 2, 2018

**Request for Information #1**

1. **Question:** Do Proposers submit the 10 pages as front (pg. 1) and back (pg. 2) for a total of 5 pages?  
**Response:** No, a total of 10 pages back and front.
  
2. **Question:** In place of a CD, can we submit a USB/Flash/Thumb Drive with the proposal on it instead?  
**Response:** Yes.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sam Rosania

\_\_\_\_\_  
Name

\_\_\_\_\_  
Executive Vice President

\_\_\_\_\_  
Title

\_\_\_\_\_  
April 6, 2018

\_\_\_\_\_  
Date

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