

3-D)



City Council Agenda Item

Meeting of June 7, 2016

TO: The Honorable Mayor and Members of the City Council
FROM: James R. O'Connor, City Manager
DATE: May 31, 2016

SUBJECT: Disaster Debris Removal Management Contract Renewal – Contract 1614-C

REQUESTED BY: City Manager/Public Works Department

The following is requested as it relates to the above-referenced agenda item:

- Request Council review and approval based on the attached documentation.
 - No action required. (Information only)
-



DEPARTMENTAL CORRESPONDENCE

TO: James R. O'Connor, City Manager
DEPT: City Manager

FROM: Monte K. Falls, PE, Director
DEPT: Public Works *MLF 5/25*

VIA: Donald H. Dexter, Jr., Manager *ML*
DEPT: Public Works

DATE: May 25, 2016

RE: **Disaster Debris Removal Management Contract Renewal
Thompson Consulting Services, LLC
Contract #1614-C**

Background:

The purpose of this contract is for pre-event planning so that we have a debris removal management contract in place in case of an event that goes beyond the capabilities of our own staff. The contract will not be activated unless such an event takes place.

On July 16, 2013 the City Council awarded the existing contract to Thompson Consulting Services, LLC. The original contract called for a three year term with the option to renew for up to two (2) additional 1-year terms.

Thompson Consulting has agreed to renew their contract for an additional 1-year term with no price increase and all terms and conditions remaining the same.

Funding:

Funding for this contract will initially come from a City account established for the specific event with partial reimbursement from the Federal Emergency Management Agency (FEMA) and the State of Florida. The reimbursement is typically 87.5% of eligible costs but may vary due to regulations put in place by FEMA and the State for the particular event.

Recommendation:

We recommend that the City Council renew the existing contract for debris removal management with Thompson Consulting Services, LLC for an additional one year term for the current contract prices and terms.

Analysis:

Strengths: Debris Management firm will oversee contractors performing debris clean-up thereby freeing staff to focus on recovery of City services. In addition they will provide record keeping in compliance with the latest FEMA and State regulations.

Weaknesses: None

Opportunities: Debris Management firms are staffed and trained to optimize the reimbursement of disaster recovery funds thereby speeding up the filing of paperwork and return of City funds used to pay recovery contractors.

Threats: With reduced staffing levels the City would struggle to keep up with the required record keeping in addition to the normal operations in Finance and Public Works. Inadequate record keeping slows down the reimbursement process and puts the City in jeopardy of not being fully reimbursed for storm recovery expenses.

Cc: John O'Brien, Purchasing Manager

MKF/ntn

DEPARTMENTAL CORRESPONDENCE

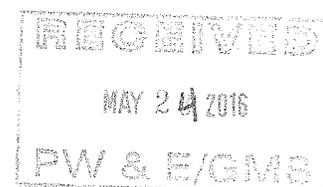
Date: May 23, 2016
To: Don Dexter, Manager, Public Works
Through: Phyllis Walton, Assistant Manager Purchasing & Warehouse Operations *PJW*
From: Carol S. Shoaf, Contract Administrator *CS*
Re: Renewal of Debris Removal Management Contract, Thompson Consulting Services Contract 1614-C

On July 16, 2013 City Council approved debris removal management Professional Services to Thompson Consulting Services, LLC. The contract was for three (3) years with two (2), one (1) year renewal options. The contract with Thompson Consulting Services, LLC will be expiring on July 17, 2016. This is the first of the two (2) one (1) - year renewals. The Vendor has agreed to renew for the first year with no price increase and all terms and conditions remaining the same. I have attached a copy of the renewal form from the vendor; along with the form that City staff needs to execute after council's approval.

The new term of this contract once approved will be July 18, 2016 through July 17, 2017. There is no cost associated with these contracts unless they are activated. Please place on Council Agenda for approval. Your request must be received in the city manager's office by noon the week prior to the next scheduled council meeting.

Should you have any questions regarding the contract, please do not hesitate to contact me at ext. 5474.

Cc File



CONTRACT AMENDMENT FORM
CITY OF VERO BEACH

RE: Renewal of Contract 1614-C Debris Removal Management Bid 040-13/JO

The undersigned has carefully examined the original Contract Documents, Contract Renewal form and Introductory Letter, and is familiar with the nature and extent of the conditions that may in any manner affect the materials or services required.

The Contractor shall agree to furnish all supplies, materials, manpower, tools, solutions, chemicals, and services called for in the manner prescribed in the original Contract Documents and at the unit prices stated in the original contract, for each of the items or combination of items stipulated. It shall be understood that the City has provided the quantities shown in the bid schedule as estimates and that the quantities could increase or decrease. It is further understood that payment shall be in accordance with actual quantities delivered, as more specifically described in the Contract Documents.

I agree to continue deliveries or services as specified, in accordance with the Contract Documents, in the time and to the places identified, and complete deliveries or services not later than the number of days specified in the Contract Documents or by a City Authorized Representative, with zero cost increase for this renewal term.

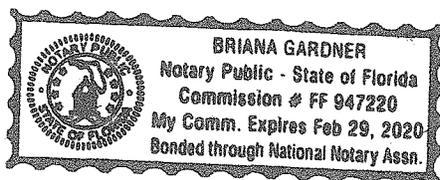
Renewal Contract period begins July 18, 2016 through July 17, 2017.

Thompson Consulting Services, LLC.

PRINT: Jon Houle
SIGNED: [Signature]
TITLE: President

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this 18 day of May, 2016, by Jon Houle as President, on behalf of the corporation. They are personally known to me or have produced personally known as identification and did (did not) take an oath.

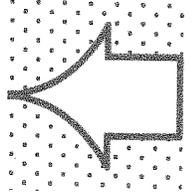


NOTARY PUBLIC
Sign: [Signature]
Print: Briana Gardner
State of Florida at Large (seal)
Commission No.: FF947220
My Commission Expires: 2/29/2020

**CONTRACT RENEWAL FORM
CITY OF VERO BEACH**

RE: Renewal of Contract 1614—C Bid 040-13/JO, Debris Removal Management.

Renewal Contract period begins July 18, 2016 through July 17, 2017.



ATTEST:

Sign: _____
Print: TAMMY K. VOCK
Title: City Clerk

CITY OF VERO BEACH:

Sign: _____
Print: Jay Kramer
Title: Mayor

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Jay Kramer, Mayor of the City of Vero Beach, and attested by Tammy K. Vock, as City Clerk of the City of Vero Beach, Florida. They are both known to me and did not take an oath.

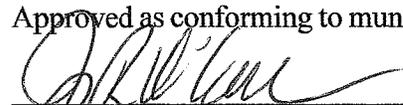
NOTARY PUBLIC

Sign: _____
Print: _____
State of Florida at Large (seal)
Commission No.: _____
My Commission Expires: _____

Approved as to technical requirements:

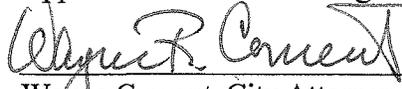
Monte Falls Director of Public Works

Approved as conforming to municipal policy:



James R. O'Connor, City Manager

Approved as to form and legal sufficiency:



Wayne Coment, City Attorney

Approved as to budget sufficiency:



Cynthia D. Lawson, Director of Finance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/05/2016

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

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

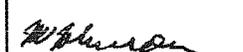
PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	CONTACT NAME: Carly Underwood PHONE (A/C, No, Ext): 770.552.4225 E-MAIL ADDRESS: carly.underwood@greyling.com	FAX (A/C, No): 866.550.4082
	INSURER(S) AFFORDING COVERAGE	
INSURED Thompson Consulting Services, LLC 1135 Townpark Avenue Suite 2101 Lake Mary, FL 32746	INSURER A: James River Insurance Co	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 16-17 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			653441	01/01/2016	01/01/2017	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			653441	01/01/2016	01/01/2017	Per Claim/Agg \$5M/\$10
A	Contractors Pollution Liab			653441	01/01/2016	01/01/2017	Per Claim/Agg \$5M/\$10

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: RFP #040-13/JO - Monitoring of Debris Removal & Related Services. The City of Vero Beach is named as an additional insured with respects to General Liability where required by written contract. Waiver of Subrogation is applicable where required by written contract & allowed by law. Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder named below.

CERTIFICATE HOLDER City of Vero Beach 3455 Airport West Drive Vero Beach, FL 32960	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED—AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT

This endorsement modifies insurance provided by the Coverage Part(s) checked below:

- All Coverage Parts or
 Only the following checked Coverage Part(s)

- COVERAGE PART A - COMMERCIAL GENERAL LIABILITY
N/A COVERAGE PART B - CONTRACTOR'S POLLUTION LIABILITY
N/A COVERAGE PART C - PROFESSIONAL LIABILITY
N/A COVERAGE PART D - SITE ENVIRONMENTAL LIABILITY
N/A COVERAGE PART E - PRODUCTS POLLUTION LIABILITY
N/A COVERAGE PART F - OTHER

Solely with respect to coverage afforded by the Coverage Part(s) checked above:

SECTION II – Who Is An Insured is amended to include as an additional insured any person or organization you are required to include as an additional insured on this Policy by written contract or written agreement in effect during this "policy period" and executed prior to the "occurrence" of any "bodily injury" or "property damage" but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by:

1. Your acts or omissions, or
2. The acts or omissions of those acting on your behalf.

Liability for the above acts or omissions includes the liability you are required to assume in a written contract or written agreement with an additional insured that is specifically related to "your work", provided that assumption of the additional insured's liability is permitted by law.

The insurance provided to the additional insured(s) under this endorsement is limited as follows:

1. In the event that the Limits of Insurance provided by this Policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations.
2. Any coverage provided by this endorsement to an additional insured(s) shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance apply on a primary and noncontributory basis.
3. With respect to the insurance afforded to the additional insured(s), the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, (other than service, maintenance or repairs) on the project to be performed by

or on behalf of the additional insured(s) at the location of the covered operations, has been completed; or

- b. That portion of "your work" out of which the "bodily injury" or "property damage" arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project;

provided that item 3.a. and 3.b. above shall not apply if such coverage is required by written contract or written agreement in effect during this "policy period" and executed prior to the "occurrence" of any "bodily injury" or "property damage".

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/4/2016

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

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

PRODUCER The Insurance Center, A Division of BancorpSouth Insurance Services P. O. Box 228 Biloxi MS 39533	CONTACT NAME: Patty Savage PHONE (A/C, No, Ext): 228-374-2000 E-MAIL ADDRESS: patty.savage@bxsi.com	FAX (A/C, No): 228-863-1957
	INSURER(S) AFFORDING COVERAGE	
INSURED THOMINC-03 Thompson Consulting Services, LLC 1135 Townpark Ave, Ste. 2101 Lake Mary FL 32746	INSURER A: National Fire Insurance Co of Hartf 20478	
	INSURER B: Transportation Insurance Company 20494	
	INSURER C:	
	INSURER D:	
	INSURER E:	

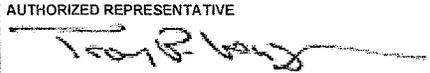
COVERAGES **CERTIFICATE NUMBER:** 1588402047 **REVISION NUMBER:**

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			2097385745	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	2097385843	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

RE: RFP 040-13/JO - Monitoring of Debris Removal and Related Services; The City of Vero Beach is named as an additional insured Auto Liability as required by written contract. A Waiver of Subrogation is also provided as required by written contract. A notice of cancellation will be given 30 days for material change or 10 days for non-payment of premium.

CERTIFICATE HOLDER City of Vero Beach 3455 Airport West Drive Vero Beach FL 32960-	CANCELLATION 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 

POLICY NUMBER: 2097385745

COMMERCIAL AUTO
CA 04 44 03 10

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: Thompson, Inc. Endorsement Effective Date: 01/01/2016

SCHEDULE

Name(s) Of Person(s) Or Organization(s): ANY PERSON OR ORGANIZATION FOR WHOM OR WHICH YOU ARE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT TO OBTAIN THIS WAIVER FROM US. YOU MUST AGREE TO THAT REQUIREMENT PRIOR TO LOSS. Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
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The **Transfer Of Rights Of Recovery Against Others To Us** Condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

00000444031020973857450005



POLICY NUMBER
C 2097385745

INSURED NAME AND ADDRESS
THOMPSON, INC
2970 COTTAGE HILL RD
STE 190
MOBILE, AL 36606-4749

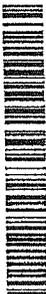
POLICY CHANGES
DESIGNATED INSURED CA2048

This Change Endorsement changes the Policy. Please read it carefully. This Change Endorsement is a part of your Policy and takes effect on the effective date of your Policy, unless another effective date is shown.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED BLANKET

ANY PERSON OR ORGANIZATION THAT THE NAMED INSURED IS OBLIGATED TO PROVIDE INSURANCE WHERE REQUIRED BY A WRITTEN CONTRACT OR AGREEMENT IS AN INSURED, BUT ONLY WITH RESPECT TO LEGAL RESPONSIBILITY FOR ACTS OR OMISSIONS OF A PERSON OR ORGANIZATION FOR WHOM LIABILITY COVERAGE IS AFFORDED UNDER THIS POLICY.



Thomas F. Motamed
Chairman of the Board

Jonathan Kauter
Secretary



**Professional Services Agreement
General Terms and Conditions**

This Professional Services Agreement ("Agreement") is dated July 18, 2013, by and between Thompson Consulting Services, LLC ("Consultant"), with offices at 1135 Townpark Avenue, Suite 2101, Lake Mary, FL 32746 and the City of Vero Beach, Florida ("Client"). In consideration of the mutual covenants to be performed by the parties pursuant to this Agreement, each party hereby represents, warrants, and agrees as follows:

1. TERM & APPLICABILITY

The term of this Agreement shall be for three (3) years from the date of full execution hereof and with the written consent of both parties, is renewable in annual increments for a period not to exceed two (2), one (1) year periods. This Agreement shall apply to all work performed at the request of the Client or for the benefit of the Client during the term hereof (the "Work") unless both parties agree in writing that the terms and conditions hereof shall not apply.

2. SCOPE OF WORK

Consultant shall perform such Work as the Client may direct from time to time during the term hereof and in accordance with Exhibit A attached hereto. Consultant and Client will agree to specific services to be provided via the issuance of a written task order executed by both parties.

3. INDEPENDENT CONTRACTOR

Consultant is an independent contractor and is not an employee of Client. Services performed by Consultant under this Agreement are solely for the benefit of Client. Nothing contained in this Agreement creates any duties on the part of Consultant toward any person not a party to this Agreement.

4. STANDARD OF CARE

Consultant will perform services under this Agreement with the degree of skill and diligence normally practiced by professional consultants performing the same or similar services. No other warranty or guarantee, expressed or implied, is made with respect to the services furnished under this Agreement and all implied warranties are disclaimed.

5. CHANGES/AMENDMENTS

This Agreement and its exhibits constitute the entire agreement between the Parties and together with its exhibits supersede any prior written or oral agreements. This Agreement may not be changed except by written amendment signed by both Parties. The estimate of the level of effort, schedule, and payment required to complete any services directed by the Client will be dictated through a written task order executed by both parties. Consultant shall promptly notify Client if changes to the Scope of Services or any resulting task orders affect the schedule, level of effort, or payment to Consultant and the schedule and payment shall be equitably adjusted.

6. FEE FOR SERVICES

The fee for the services under this Agreement will be based on the actual hours of services furnished multiplied by Consultant's Billing Rates as set forth in Exhibit B, plus all reasonable expenses directly related to the services furnished under this Agreement. Consultant's rates are subject to annual Consumer Price Index (CPI) escalations on

the annual anniversary of the execution date of the Agreement upon mutual written agreement by each party.

7. PAYMENT

Client shall pay Consultant for services furnished under this Agreement upon submission of monthly invoices in an amount equal to actual hours of services furnished multiplied by the billing rates attached as Exhibit B. Client shall pay Consultant in accordance with F.S. 218.70 Florida Prompt Payment Act.

8. INDEMNITY

To the extent permitted by law, Consultant agrees to indemnify and hold harmless Client from and against any and all loss, damage, claim or liability (including, without limitation reasonable attorney's fees) incurred by or imposed on the Client, to the extent caused by the negligent acts or actions performed by the Consultant during the performance of the Scope of Services under this Agreement; provided, however, that Consultant shall not, and shall not be obligated to, indemnify or hold harmless Client from or against any loss to the extent the loss arises from the gross negligence or willful misconduct of the Client.

To the extent permitted by law, Client agrees to indemnify, defend and hold harmless Consultant and its directors, officers, shareholders, employees and sub-consultants (each an 'Indemnified Party') from and against any and all loss, damage, claim or liability (including, without limitation reasonable attorney's fees) incurred by or imposed on the Indemnified Party by reason of or in connection with negligent acts or actions of the Client or its breach of its obligations under this Agreement; provided, however, that Client shall not, and shall not be obligated to, indemnify or hold harmless any Indemnified Party from or against any loss to the extent the loss arises from the gross negligence or willful misconduct of the Indemnified Party.

9. INSURANCE

Consultant shall maintain insurance with the following required coverage and minimum limits and upon request, will provide insurance certificates to Client:

Worker's Compensation:	Statutory
Employer's Liability:	\$100,000 each accident
Commercial General Liability:	\$1,000,000 per occurrence \$2,000,000 aggregate
Comprehensive General Automobile:	\$1,000,000 combined single limit
Umbrella:	\$2,000,000 per occurrence

10. WORK PRODUCT

Client shall have the unrestricted right to use the documents, analyses and other data prepared by Consultant under this Agreement ("Work Products"); provided, however Client shall not rely on or use the Work Products for any purpose other than the purposes under this Agreement and the Work Products shall not be changed without the prior written approval of Consultant. If Client releases the Work Products to a third party without Consultant's prior written consent,



Professional Services Agreement General Terms and Conditions

or changes or uses the Work Products other than as intended hereunder, (a) Client does so at its sole risk and discretion, (b) Consultant shall not be liable for any claims or damages resulting from the change or use or connected with the release or any third party's use of the Work Products and (c) To the extent provided by law, Client shall indemnify and hold Consultant harmless from any and all claims or damages related to the release, change or reuse.

11. NO CONSEQUENTIAL DAMAGES

In no event and under no circumstances shall Consultant be liable to Client for any principal, interest, loss of anticipated revenues, earnings, profits, increased expense of operation or construction, loss by reason of shutdown or non-operation due to Client late completion or otherwise or for any other economic, consequential, indirect or special damages.

12. INFORMATION PROVIDED BY OTHERS

Client shall provide to Consultant in a timely manner any information Consultant indicates is needed to perform the services hereunder. Consultant may rely on the accuracy of information provided by Client and its representatives.

13. SAFETY AND SECURITY

Consultant has established and maintains programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Consultant specifically disclaims any authority or responsibility for job site safety and safety of persons other than Consultant's employees. Consultant shall not provide any such services and disclaims any responsibility under this Agreement related to site security or the assessment, evaluation, review, testing, maintenance, operation or safety practices or procedures related to security.

14. TERMINATION; DEFAULT; REMEDIES FOR DEFAULT

Either party may terminate this Agreement upon fifteen (15) days prior written notice to the other party. Client shall pay Consultant for all services rendered to the date of termination plus reasonable expenses for winding down the services. The following shall be deemed to constitute a default of the terms of this Agreement: (1) the failure by either party to pay any amount of money due under this Agreement and/or (2) the failure by either party to comply with any other provision or condition of this Agreement. The parties shall have all remedies for any default by the other party as provided for at law or in equity. Upon termination, the terms and conditions found in this Agreement concerning ongoing or future obligations and contractual responsibilities and interpretation thereof shall survive its termination, including but not limited to those obligations found in sections 4, 7, 8, 10, 11, 12, 15 & 16.

15. GOVERNING LAW AND CHOICE OF FORUM

This Agreement shall be governed by the laws of the State of Florida and any suit brought by either party shall be brought in a court of competent jurisdiction in Indian River County.

16. DISPUTE RESOLUTION

All disputes arising out of or in connection with this Agreement shall be attempted to be resolved through good faith negotiation between the parties, followed if necessary by non-binding mediation conducted by a Florida Circuit Court certified mediator agreeable to both parties. The mediation will be treated as a settlement discussion and therefore will be confidential. The parties shall share the mediator fee equally, and otherwise bear their own costs for mediation. Failing resolution through negotiation or mediation, either party may seek resolution of any remaining dispute by any other remedy they may have available at law or in equity. Each party shall bear their own attorney's fees in any matter or dispute under this Agreement. Except as otherwise expressly provided in this Agreement, the parties' rights and remedies under this Agreement are cumulative.

17. COOPERATIVE PURCHASING

It is the intent of Client to allow other governments and other governmental agencies to utilize this contract by entering into a Cooperative Purchasing Agreement to the extent permissible by local and state law. The Cooperative Purchasing Agreement will stipulate that any modifications or changes to this document and resulting contract(s) including but not limited to Consultant requirements, scope, or price shall be submitted to Client in writing for acceptance and approval as the originator of the contract.

18. ASSIGNMENT

This Agreement is binding upon and will inure to the benefit of Client and Consultant and their respective successors and assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party.

19. NOTICES

Any notice required or permitted by this Agreement to be given shall be deemed to have been duly given if in writing and delivered personally or five (5) days after mailing by first-class, registered, or certified mail, return receipt requested, postage prepaid and addressed as follows:

Client: City of Vero Beach
Attention: Donald H. Dexter, Jr.
Address: PO Box 1389
Vero Beach, FL 32961-1389

Consultant: Thompson Consulting Services, LLC
Attention: Jon Hoyle, President
Address: 1135 Townpark Avenue
Suite 2101
Lake Mary, FL 32746



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Professional Services Agreement General Terms and Conditions

With a copy to:

Attention: Chad Brown, Chief Legal Officer
Address: 2970 Cottage Hill Road
Suite 190
Mobile, AL 36606

20. COMPLIANCE WITH LAW

Parties shall comply with applicable laws, rules, ordinances, and regulations of the City, County, State and Federal governments and agencies thereof.

21. MISCELLANEOUS

A. If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect and the provision declared invalid or unenforceable shall continue as to other circumstances.

B. Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract and shall be in compliance with the Florida Public Records Law and the state of Florida records retention schedule. The Client shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the Agreement. This information shall be made accessible at the Client's place of business for purposes of inspection, reproduction and audit without restriction.

C. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original instrument, but all of which taken together shall constitute one instrument.

22. PUBLIC RECORDS AND RETENTION

Contractor and its subcontractors shall comply with public records laws, specifically to:

A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.

B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

If a contractor or its subcontractor does not comply with a public records request, the public agency shall enforce the contract provisions in accordance with the contract.

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**Professional Services Agreement
General Terms and Conditions**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives.

WITNESSED BY:

THOMPSON CONSULTING SERVICES, LLC:

Sign: Daniel M. Gardner

Sign: [Signature]

Print: DANIEL M. GARDNER

Print: Jon Hoyle
Title: Manager

Sign: Eric E. Harrison

Sign: [Signature]

Print: Eric E. Harrison

Print: Nathaniel Counsell
Title: Manager

(CORPORATE SEAL)

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me this 25 day of June, 2013, by Jon Hoyle as Manager, and Nathaniel Counsell as Manager, on behalf of the corporation. They are personally known to me or have produced personally known as identification and did (did not) take an oath.

NOTARY PUBLIC

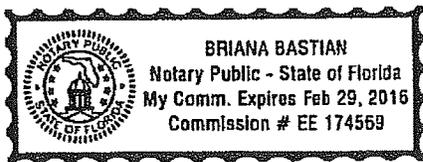
Sign: [Signature]

Print: Briana Bastian

State of Florida at Large (seal)

Commission No.: EE 174569

My Commission Expires: 2/29/2016





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**Professional Services Agreement
General Terms and Conditions**

TITLE: DEBRIS MONITORING

ATTEST:

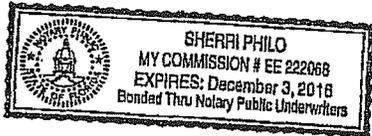
Sign: Tammy K. Vock
Print: TAMMY K. VOCK
Title: City Clerk

CITY OF VERO BEACH:
Sign: A. Craig Fletcher
Print: A. Craig Fletcher
Title: Mayor

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this 18th day of July, 2013, by A. Craig Fletcher, Mayor of the City of Vero Beach, and attested by Tammy K. Vock, as City Clerk of the City of Vero Beach, Florida. They are both known to me and did not take an oath.

NOTARY PUBLIC



Sign: Sherri Philo
Print: Sherri Philo
State of Florida at Large (seal)
Commission No.: _____
My Commission Expires: _____

Approved as to technical requirements:

Matekalle
Public Works Director Date

Approved as conforming to municipal policy:

[Signature] 7/9/13
City Manager Date

Approved as to form and legal sufficiency:

Matekalle 7/9/2013
City Attorney Date

TECHNICAL APPROACH

Our Understanding

The City of Vero Beach (City) is located along the Atlantic Ocean in Indian River County, FL. Although the City has not been significantly impacted by the Hurricanes since the 2004 Hurricane season, the City's proximity to the warm tropical waters of the Atlantic Ocean make it imperative for the City to maintain a high level of all hazards disaster awareness and preparedness. Consequently, the City is seeking proposals from qualified Consultants to provide debris monitoring support on a stand-by, as needed basis to comply with the following agency grant programs and requirements:

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

Given the geographic location and landscape of the City, the table below summarizes the impact a Category 3 storm could have on the City:

Table 5-1: Disaster Impact and Recovery Estimates

Description	Quantity
Vegetative Debris	225,000 Cubic Yards
C&D Debris	150,000 Cubic Yards
Total Debris	375,000 Cubic Yards
Required Land Area for Debris Management Sites	13 to 15 Acres
Estimated Time to Complete Debris Removal	90 Days

With our corporate headquarters in Lake Mary and support field branch offices located throughout Florida, Georgia, Alabama, Mississippi, and Louisiana, Thompson is strategically located and uniquely qualified to quickly mobilize a debris management and FEMA PA grant administration team to address the City's needs and begin monitoring and documenting emergency push and debris removal activities performed by City force account and contractor equipment.

The following table summarizes the resource requirements necessary to responsibly respond to the City's RFP and monitor and document work performed by the City's debris removal contractors.

Table 5-2: Recovery Personnel and Resources Estimates

Description	Quantity	Thompson
Collection Monitors	25	>1,000
DMS Monitors	2-3	>100
Field Supervisors	2-3	>100

EXHIBIT A

Description	Quantity	Thompson
Truck Certifications	100	10,000
Load Tickets	10,665	500,000
Unit Rate Tickets	8,632	250,000

*ADMS Capability detailed below

Incident Response / Mobilization Plan

When a potential disaster threatens the City, a Thompson response representative will meet with City officials two to three days prior to the anticipated impact at the City's Emergency Operation Center to assist with response operations and prepare to document emergency debris removal operations and organize the Contractor mobilization. Within twenty-four (24) hours of receipt of a notice to proceed or task order from the City, Thompson will deploy a debris management and FEMA PA grant administration team to assist the City's recovery efforts and operations. Thompson's project understanding and approach to assisting the City in disaster debris monitoring operations and the associated management and accounting requirements is detailed in the following sections. The table below provides an overview of our approach and associated deliverables.

Table 5-3: Project Approach and Deliverables

Task	Mobilization Timeframe	Description
1. Program Management	72 hours prior to event	Program Management Team will be tailored to address the City's disaster specific needs
2. Debris Removal Procurement Review	Conducted prior to disaster event.	Thompson will review debris removal procurements upon award of pre-positioned contract with the City.
3. Debris Program Implementation	12-24 hours following notice to proceed	Thompson will prepare programs to address the specific needs of the City such as parks debris removal, leaner/hanger removal program, emergency storm drain debris removal, and emergency de-watering from low lying areas.
4. Onboarding and Training of Employees	12-24 hours following notice to proceed	Thompson will work to identify and hire local residents to onboard and train to be debris monitors.
5. Health and Safety Plan Implementation	12-24 hours following notice to proceed	Health and Safety Plan will be periodically reviewed and updated to address any disaster specific hazards.
6. Measure and Certify Trucks by FEMA 327 Standards	12-24 hours following notice to proceed	Thompson will perform truck certification simultaneous to monitoring emergency road clearance. Peak truck certification occurs during the first week of debris removal operations. Thompson will perform "spot field audits" and recertify trucks throughout the debris removal operation
7. Document Emergency Road Clearance	12-24 hours following notice to proceed	Emergency road clearance is eligible for Category B FEMA Reimbursement on a time and materials basis for 70 working hours.
8. Deploy Loading Site Collection Monitors	24-48 hours following notice to proceed	Thompson will deploy collection monitors based on the debris removal contractor's mobilization and certification of trucks. Truck must be certified prior to beginning collection operations.
9. Deploy Debris Management Site Monitors	24-48 hours following notice to proceed	Thompson will deploy two (2) DMS Monitors per site. DMS must have all necessary emergency environmental permits prior to handling storm generated debris.
10. Deploy Field Supervisors / Field Supervisors	24-48 hours following notice to proceed	Thompson will deploy one (1) Field Supervisor for every ten (10) collection monitors to appropriately supervise collection operations. The 1:10 supervisor to monitor ratio is encouraged in FEMA 327.
11. FEMA Consultation	Scheduled after applicant kick-off	Applicant kick-off generally takes place within one week of disaster event.
12. Monitor the Removal of	2-3 weeks after debris	Thompson is prepared to expedite the program based on



EXHIBIT A

Task	Mobilization Timeframe	Description
Leaning Trees, Hanging Limbs, and Hazardous Stumps	removal operations begin	availability of specialized tree equipment. GPS coordinates and photos will be taken for tree work.
13. Monitor the Removal of Storm Generated Debris from Storm Drains and Catch Basins	2-3 weeks after debris removal operations begin	Thompson is prepared to deploy staff to work with the City and FEMA to identify storm impaired drainage infrastructure and develop a program to remove debris from storm drains and catch basins.
14. Coastal restoration/Beach Operations	2-3 weeks after debris removal operations begin (subject to need)	Thompson management staff has experience with coastal recovery, including the design of barrier reefs, berm restoration, and debris laden sand recovery.
15. Ordinance Review to Determine Best Method to Perform Private Property Debris Removal (PPDR)	2-3 weeks after debris removal operations begin (subject to need)	Thompson management staff has experience analyzing and designing PPDR programs based on Voluntary/Right-of Entry, Imminent Danger of Collapse, and Public Nuisance Programs.
16. Private Property Debris Removal Monitoring	TBD – based on disaster specific input from FDEM and FEMA	PPDR programs may include vegetative and C&D debris, as well as leaners, hangers, stumps, and structural demolitions.
17. Accumulate Daily Field Data	48 hours following notice to proceed	Thompson will maintain field data for all debris recovery programs monitored
18. Reconcile Contractor Invoices	1 week after debris removal operations begin	Thompson will comply with the invoicing and payment term in the debris removal contract.
19. Develop FEMA Project Worksheets	On-going throughout recovery operation	Thompson will prioritize Category A and B Project Worksheets and provide support to the City with Permanent Work (Categories C-G) Project Worksheets upon request.
20. Public Information Support	On-going throughout recovery operation	Thompson will mobilize the necessary personnel and equipment to operate a call center.

1. Program Management

Thompson is committed to providing the City with a team of debris management and FEMA PA experts to supply debris monitoring and grant administration support following a future debris generating event such as a hurricane or tropical storm. The Thompson debris monitoring and grant administration support team will ensure that debris removal from public access roads, Rights-of-Way (ROW), parks, lakes, and other City maintained property performed by the City and its contractors is properly documented to substantiate FEMA PA, FHWA ER, and NRCS funding.

2. Debris Removal Procurement Review (If Required)

Thompson understands that the City may secure one or multiple stand-by debris removal contracts to remove debris from public access roads, Rights-of-Way (ROW), and other City maintained property following a debris-generating disaster event. Upon review of the City's procurement process, and subject to proper procurement by the City, Thompson will assemble the City's procurement documents to substantiate an eligible, compliant procurement process to FDEM and FEMA. This will help the City develop a debris removal Project Worksheet based on an estimated project total within days of project initiation, which in turn will begin obligating FEMA Category A funding to the City.

3. Debris Program Implementation

Prior to an event and at the request of the City, Thompson management staff will work in conjunction with the debris removal Contractor to develop collection routing plans using the City's GIS layers and



EXHIBIT A

our advanced mapping capabilities. All plans will be submitted to the City for review and approval. This will ensure a cohesive, well organized approach to debris removal upon activation following a hurricane or other debris generating event. In addition Thompson is prepared to assist with the review and/or design and development of a disaster debris management plan (DDMP) that meets all applicable FEMA requirements.

As described above, Thompson is prepared to deploy a debris management and FEMA Public Assistance grant administration team to oversee start-up procedures and execute the scope of work requested by the City. Thompson will work with the City's debris removal contractors to determine the number of debris removal crews to be deployed and use this projection to immediately begin deploying and/or onboarding the appropriate number of collection, DMS, and Field Supervisor or field supervisor staff. Parallel to staff onboarding efforts, Thompson will immediately begin the process of measuring and certifying trucks by FEMA standards and City-wide damage assessment in order to create FEMA Project Worksheets (PW's). During the Program Implementation phase, Thompson will assist the City with the preparation of specialized programs necessary to address immediate needs of the City such as:

Debris removal from city parks: Thompson's management team is experienced in a variety of programs designed to remove storm generated debris from parks and environmentally sensitive habitats, including debris removal from lakes and creeks. The precipitation that characterizes tropical storms and hurricanes coupled with strong winds could deposit thousands of cubic yards of debris into parks and City maintained bodies of water. Leaners and hangers and debris strewn on accessible walking, biking, and recreational trails present an immediate safety hazard for local residents and visitors alike. Furthermore, storm generated debris could impair natural drainage in lakes and streams and create an elevated flood risk. Prior to an event, Thompson will review the City's existing maintenance records to ensure compliance with FEMA regulations. To the extent necessary, Thompson will coordinate with NRCS and FEMA to ensure expeditious debris removal from park lakes and streams to mitigate the risk of flood and additional damage to property and threat to public health and safety. The Thompson team is practiced in the operational methods necessary to effectively locate and remove debris from water bodies and sensitive animal and vegetative habitats in accordance with all local, state, and federal environmental regulations.

- Ensuring that debris identified for removal under emergency program have been preapproved by City, NRCS, and FEMA.
- Recording the date, GPS location, and time that the work was performed
- Photo documenting the work performed to facilitate an audit ready paper trail for FEMA review

4. Onboarding and Training of Employees

To the extent possible and in the spirit of the Stafford Act, *Thompson will identify, recruit, onboard, and train residents of the City of Vero Beach to participate in the City's recovery efforts as debris monitors.* This effort will help residents participate in the City's recovery efforts with a meaningful impact and earn a competitive hourly wage.

In accordance with FEMA 327 Debris Monitoring Guide, Thompson will train debris monitors, city employees, and other project stakeholders to have a complete understanding of the roles and responsibilities of the debris manager, including:

- Accurate and objective debris estimating techniques
- Process for determining debris eligibility: (1) threat to public health/safety, (2) direct result of the disaster event, and (3) existing in the public right-of-way

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- A comprehensive understanding of all phases of debris management operations, including loading sites, Debris Management Site's (DMS), and final disposal locations
- The ability to differentiate between debris types and be able to properly fill out a debris load ticket
- Understanding of Collection Site and DMS safety procedure
- Understanding of the Thompson Field Health and Safety Plan
- Understanding of the terms, conditions, and scope of the City debris removal contract and other disaster specific guidance provided by FDEM, FEMA, and the City

5. Health and Safety Plan Implementation

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

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

In addition, Thompson will ensure that all collection, DMS, and Field Supervisors report to work with the following personal protective equipment and communication equipment:

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

6. Measure and Certify Trucks by FEMA 327 Standards

Thompson will check-in, inspect, measure, record, and label trucks and other equipment so that debris removal operations can be recorded and substantiated in accordance with the terms, conditions and unit rates in the City's debris removal contracts and/or record force account equipment information in compliance with FEMA standards. In order to comply with these standards, Thompson will observe and record the following information during truck certifications:

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

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

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7. Document Emergency Road Clearance

Immediately following the safe passage of a hurricane or debris generating event, Thompson will work with the City to document emergency road clearance operations. FEMA will typically reimburse an applicant on a time and materials basis for 70 working hours for force account and contract personnel and equipment necessary to clear roadways of debris, restore passage for emergency vehicles, and open critical transportation routes. Thompson will ensure that these critical protective measures performed by City employees and contractors are captured and documented for Category B reimbursement. During Emergency Road Clearance operations, Thompson will complete the following:

- Assign asset numbers and placards to equipment performing Emergency Push work that corresponds to the proper contract rate code for the equipment
- Document Time and Materials work on customized Thompson Time and Materials Forms. Documentation will include:
 - Date and time
 - Equipment and disaster number
 - Time that equipment was operational (down or lost time due to equipment failure will be carefully noted)
 - Roadways cleared
- Maintain daily logs of work performed
- Identify hot spots, downed power lines, and other hazards and report to appropriate agency
- Report downed power lines immediately to the appropriate POC with Florida Power
- Compile a daily report of roads cleared, hot spots and other hazards for the review of the City Debris Manager
- Perform truck certification of hauling vehicles mobilized by the Contractor to perform ROW debris collection and tree, limb, and stump removal
- Data enter Time and Materials and Truck Certification Forms
- Reconcile contractor invoice for emergency push and prepare a finalized data set to support a Category B Project Worksheet

8. Deploy Loading Site Collection Monitors

Thompson will deploy a loading site debris removal collection monitor for each mechanized piece of loading equipment deployed by the debris removal contractor (if contracted) unless multiple debris loading operations can be safely and substantially observed and documented by a single monitor. The Collection Monitor's primary responsibility is to observe, document, and substantiate the removal of eligible storm debris from City ROW and other collection zones identified and approved by the City. Collection Monitors will be equipped with reliable transportation, cell phone or other communications equipment, digital camera, digital video, and other necessary equipment to safely perform the collection monitor functions. All Collection Monitors will speak English, be at least eighteen (18) years of age, pass a drug test and motor vehicle record check, and have a valid driver's license issued in the United States. The Thompson collection monitor will be responsible for:

- Ensuring that only eligible debris is removed for loading and hauling from approved public areas
- Recording the time, date, disaster number, truck number, and loading location on the debris Load Ticket
- Ensuring that debris loads are contained properly in the loading container prior to the departure of the truck from the loading location to the DMS

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- Checking for safety considerations and areas of potential problem (school zone, utility meters, mailboxes, etc.) and reporting potential issues the Thompson Field Supervisor
- Recording and reporting any damages caused to streets, curbs, utility meters, mailboxes and other public property as a result of debris removal operations

To the extent that the City chooses to conduct debris removal operations solely with force account resources, Thompson will adjust the monitoring effort to adequately document and substantiate eligible work performed.

9. Deploy Debris Management Site Monitors

Thompson will deploy Debris Management Site (DMS) Monitors to staff both the temporary and final DMS locations throughout the City and County. If a major debris generating event impacts Florida, debris that cannot be recycled may need to be reduced, hauled and disposed of at landfills outside of the City. Thompson is prepared to help the City and work with the City's debris removal contractor to identify recycling alternatives for debris and locate permitted disposal options. In the event of future activation by the City, Thompson will provide an inspector at all final disposal sites where City of Vero Beach debris is hauled in order to confirm and document legal debris disposal for the City's records to substantiate funding and to satisfy future state and federal audits. DMS Monitors are responsible for completing the load ticket and debris volumes that have been transported to the DMS for processing and storage or final disposal. DMS Monitors will be equipped with reliable transportation, cell phone or other communications equipment, digital camera, digital video, and other necessary equipment to safely perform the DMS monitor functions. DMS Monitors will speak English, be at least eighteen (18) years of age, pass a drug test and motor vehicle record check and be capable of climbing a ten foot ladder. DMS Monitors are responsible for observing and recording the following information on the debris disposal portion of the debris Load Ticket:

- Debris classification
- Debris load call/volume estimation
- Truck unloading time and date
- Spot check photographs of loads before and after unloading as a Quality Assurance measure for load call methodology and to insure that trucks are completely unloaded at the DMS

Debris Disposal Diversion

In accordance with the City's recycling initiative, Thompson will work with the City, its debris removal contractor(s), FDEM, and FDEP to develop a recycling/debris diversion plan that minimizes the amount of potentially recyclable debris that is disposed of at landfills. Thompson will analyze waste to energy and land application options and make a recommendation to the City at the time of the event. The City's options for debris diversion will be impacted by the size and severity of the event, and the subsequent market saturation of mulch, soil, concrete, and metal.

10. Deploy Field Supervisors

Thompson will deploy the appropriate number of Field Supervisors to efficiently and effectively oversee, document, and substantiate debris removal efforts. Field Supervisors will be equipped with reliable transportation, cell phone or other communications equipment, digital camera, digital video, and other necessary equipment to safely perform the Field Supervisor functions. All Field Supervisors will speak English, be at least eighteen (18) years of age, pass a drug test and motor vehicle record check, and have

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a valid driver's license issued in the United States. Typically, Thompson will assign one (1) Field Supervisor for every ten (10) collection monitors or a minimum of one (1) Field Supervisor for each City debris pickup zone.. Field Supervisors will:

- Be prepared to operate a minimum of 12-14 hours per day, 7 days per week
- Attend a one half day debris monitoring training session facilitated by Thompson and approved by the City
- Verify that only eligible debris is being removed from designated public ROW and public property within assigned pickup zones in the City
- Maintain regular communication with and ensure that collection monitors are issuing load tickets for the removal of eligible debris from approved public areas
- Confirm the completeness and accuracy of load tickets and field documentation generated by Thompson field staff to substantiate debris removal operations
- Perform other duties at the direction of the debris management team and/or the City debris manager
- Meet all other requirements of the Scope of Services

11. FEMA Consultation

Thompson will serve as a liaison between the City, the FDEM and FEMA to document and demonstrate that debris removal, response and recovery activities are eligible, allowable, and in compliance with the following FEMA publications:

- FEMA 321 Public Assistance Policy Digest (FEMA 321)
- FEMA 322 Public Assistance Guide (FEMA 322)
- FEMA 323 Applicant Handbook (FEMA 323)
- FEMA 325 Debris Management Guide (FEMA 325)
- FEMA 327 Debris Monitoring Guide (FEMA 327)
- FEMA 329 Debris Estimating Guide (FEMA 329)

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

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

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

Thompson is fully prepared to deploy the appropriate number of monitoring and inspection personnel to thoroughly document the removal of leaning trees, hanging limbs, and hazardous stumps that pose a threat to the health and welfare of City residents in compliance with FEMA 325 and 327. Furthermore, Thompson will ensure that hazardous stumps are pre-approved by FEMA and that the stump removal process is documented to include before and after photographs and GPS coordinates. For hazardous tree and limb removal from parks, Thompson will work with the City's arborist to develop a scope of work that meets FEMA 325 and 327 eligibility criteria and eliminates the safety hazards posed to the City's residents. The Thompson leaner, hanger, and stump monitor will be responsible for:

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- Ensuring that only eligible leaners, hangers, and stumps are removed as defined by FEMA 325 from approved public areas
- Recording the date, GPS location, physical address, and time that the work was performed
- Measuring the eligible tree work in accordance with the City's contract
- Photo documenting the work performed to facilitate an audit ready paper trail for FEMA review

13. Monitor the Removal of Storm Generated Debris from Storm Drains and Catch Basins

The precipitation that characterizes tropical storms and hurricanes coupled with high winds could sweep thousands of cubic yards of debris into the City's storm drains and catch basins which could cripple drainage infrastructure and overwhelm City resources. To the extent necessary, Thompson management staff will review existing maintenance records to ensure compliance with FEMA reimbursement and work with the City, the City's contractors, FEMA, FDEM, and FDEP to expeditiously remove storm generated debris from City storm drains to eliminate the imminent threat of flood due to congested surface and subsurface drainage systems. Storm Drain monitors will be responsible for:

- Ensuring that only eligible debris is removed as defined by FEMA 325 from approved public areas
- Recording the date, GPS location, physical address, and time that the work was performed
- Measure the eligible debris removal in accordance with the City's contract (i.e. linear foot)
- Photo documenting the work performed to facilitate an audit ready paper trail for FEMA review

14. Coastal Restoration and Beach Operations

Thompson has extensive coastal recovery experience, including waterway/marine debris clean-up, sand recovery and beach remediation, and vessel and vehicle recovery. This experience includes the removal of over 1,000,000 cubic yards of sand from houses and the restoration of over 8 miles of berm on Pensacola beach. In 2012 Thompson documented the removal of nutria from the beaches of Harrison County following Hurricane Isaac. We are also currently assisting New York City's debris removal contractor with the inventory management of over 3,500 abandoned vehicles that were flooded due to Hurricane Sandy.

History has taught us that each tropical event, and each associated storm surge, impacts the coast differently and that the storm surge impact does not directly correlate with the wind speeds of the Hurricane. Thompson is prepared to offer a variety of necessary services including:

- Documenting the removal of sand from residential structures (see Section 15 for Private Property Debris Removal)
- Managing and monitoring the removal of debris from sand through screening operations
- Documenting the return of clean, screened sand to the beach
- Managing the removal of animal corpses from the beach
- Managing the removal of abandoned vehicles and vessels
- Design and management of permanent beach repairs, including berms and piers

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

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

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

16. Private Property Debris Removal Monitoring

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

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

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

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

17. Accumulate Daily Field Data

Thompson will accumulate daily debris collection and disposal information into an electronic disaster debris data management system that summarizes debris quantities to include collection and disposal information by date, debris type, collection zone, and collections and disposal location.

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

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

18. Reconcile Contractor Invoices

Thompson will perform a thorough review and reconciliation of contractor invoices submitted to the City. In order for contractor payments to be verified as accurate and correct Thompson keys truck certification, load ticket and unit rate ticket information into its database independently from the contractor. When the debris removal contractor submits an invoice for debris removal services rendered, Thompson utilizes the serialized document number to reference the record and all corresponding fields against the Thompson database. The reconciliation will include a review of the collection date, time, and location, as well as the debris volume, disposal time and location submitted by the Contractor against the data maintained by Thompson on behalf of the City. If a discrepancy is identified between the contractor invoice data and Thompson's records the source document will be reviewed in order to determine the party in error. Upon completing the verification of each record being claimed for payment, Thompson will render a payment recommendation to the City.

19. FEMA Public Assistance Consulting and Project Worksheet Development

Upon request, Thompson will assist the City with developing Project Worksheets (PWs) and necessary documentation to substantiate cost claims to FEMA for the Public Assistance (PA) program. Thompson will deploy consultants to coordinate PA operations with FDEM and FEMA officials and prepare small and large project PWs to capture eligible costs incurred by the City. Throughout the PA process, Thompson carefully tracks all associated labor and expenses in accordance with FEMA DAP 9525.9, outlining eligibility requirements for reimbursement of Direct Administrative Costs (DAC), allowing the City to be reimbursed for the majority of Thompson's PA Consulting costs. Thompson's primary tasks associated with PW development include the following:

- Sub-applicant Site Identification
- Immediate Needs
- Listing Data Collection and Dissemination
- Financial Compliance Review
- Other Funding Anticipation
- Site Visits
- Project Description Development
- Project Scope Development
- Project Cost Estimation and Documentation
- Alternate Site Project Request
- Site Improvement Project Request
- PW Writing
- Additional Documentation Requests
- Alternate Projects Development
- Improved Projects Development
- Hazard Mitigation Consultation
- Direct Administrative Cost (DAC) Recovery

The tasks above will be conducted in order to develop and submit Project Worksheet form FF 90-91 and required backup information to include: category of work, damage description, scope of work, cost figures and supporting schedules, photographs, GPS coordinates, and other substantiating information required by FEMA 323 and in accordance with FEMA Disaster Assistance Policy 9525.9.

In addition to PW development, Thompson can assist the City in managing the PA process through close-out and audit. Following a large disaster event, proper PA program administration is critical to retaining obligated funding and expediting the grant management process. Through cooperation with FDEM and FEMA, Thompson is prepared to fulfill a variety of post-award grant management roles.

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- Project Payment Requests
- Project Cost Reconciliations
- Interim and Final Project Inspections
- Evaluating/Estimating Cost Overruns
- Preparing PW Versions for Cost Adjustments
- Appeal and Audit Support
- Other Program Management/Closeout Activities

20. Public Information Support

Following a disaster event, Thompson will mobilize the necessary personnel and equipment to operate a call center. The purpose of the call center is to inform the public by providing a consistent message regarding City programs and progress. Topics may include:

- Debris set-out guidelines
- Debris eligibility guidelines
- Right-of-Entry PPDR Program Requirements
- Information on First and additional debris removal passes by location/neighborhood
- Other pertinent program/disaster specific information.

Project Management Methods

Thompson has provided a detailed technical approach that outlines communication, staffing protocols, data management, and program methodology above. This is a scalable approach to accommodate both small and large scale activations and multiple debris removal contractors.

Schedule Control

As part of the Thompson technical approach, we developed a 60 day schedule and methodology to oversee the collection of 610,766 cubic yards of debris following a Category 3 hurricane. This is subject to change pending the actual severity of the event, and the special debris removal programs, including PPDR, that are required as a result of the potential storm. The Thompson response plans and schedules are dynamic, flexible, and scalable to address the challenges that we expect to be associated with responding to a future disaster situation.

Proposed Meetings

The Thompson project team is prepared to meet with the City Debris Manager, City stakeholders, and representatives from FEMA, FDEM, FDEP, and FHWA on a daily or weekly basis at a time and location specified by the City. To the extent necessary, Thompson will help the City secure a meeting location. Thompson recommends that project stakeholders conduct a daily briefing while the EOC is fully operational and re-evaluate the frequency of meetings after the first 30 days of project operations.

Methods for Communicating with City Emergency Staff & Teamwork Assignments

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

- Public Information
- Private Property Issues

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- Special Needs Assistance
- Information on FEMA
- Damage reports and resolution

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

Availability of Resources

Thompson’s command center is a Category 5 hurricane rated building. The structure is self-contained utilizing a Generac 100kW generator that is powered by natural gas. Thompson servers automatically revert to this power backup system seamlessly with no loss of power when an outage occurs. This enables our employees to continue to work and respond quickly to our clients in a disaster event. Our fiber optic-based communications are provided by Southern Light through a fiber loop that is also generator supplied during a power outage.

The Thompson Team has provided disaster recovery services to various clients over the years. On past projects we haven’t had any issues with supplying sufficient amounts of equipment and supplies. However, we do have pre-event contracts in place to provide additional supplies as needed within 24-hours.

The following items are supplied to field personnel prior to mobilization:

- Safety Equipment: Hard hats, safety glasses, and safety vests are provided to all personnel. All personnel are required to wear steel toed boots at their own expense. Field supervisors are provided medical kits.
- Communication Device: Blackberries, cell phones, and/or radios are provided to our field personnel based upon the project needs.
- Laptops and Portable Printers / Scanners / Copiers / Fax Machines: These items are provided to the Thompson Team’s management personnel for use in vehicles or mobile command centers as needed.
- Additional Field / Office Supplies: All necessary forms (load tickets, truck certification, etc.) and office supplies are kept in stock and provided prior to mobilization.

A listing of our office and field equipment is shown in the following table.

Table 5-4: Available Field Equipment

Field Equipment	Quantity	Field Equipment	Quantity
Computer – Desktop Station	175	Printers / Copier – Color Laser	19
Computer – Laptop	175	Printers – Black and White Laser	20
Air Card	18	Printer / Copier / Scanner / Fax – Portable	5
MIFI Access Point	7	Digital Cameras	100
Communication – Blackberries / Cell Phones	213	Handheld GPS Units	20
Communication – Radios	83	Boats (12' to 22')	6
Communication – Desktop Phones	350	Trucks	125
Printers – Wide Format Plotters	12	Trailers (8' to 48' – open and enclosed)	15



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In addition, the Thompson Team's environmental personnel utilize air sampling pumps, peristaltic pumps for water sampling, hand augers for soil sampling, asbestos collection tools, latex gloves, safety goggles, face shields, respirators, and Tyvek suits as needed for testing and sampling of hazardous materials.

Ability to Supervise Multiple Crews and Sub-contractors

Thompson has a proven process to supervise multiple crews and sub-contractors. Thompson's ticketing and data management software applications are designed to track the production and performance of the prime debris removal contractor by sub-contractor or crew. Typically, Thompson will assign a field supervisor to each sub-contractor or crew. However, in effort to save costs and streamline operations, in many cases and as appropriate, one field supervisor will be the point of contact for multiple crews. The field supervisor will help resolve disputes, answer eligibility issues, and provide general program guidance and report unresolved issues to the operations manager and prime contractor.

Data Management and Capabilities

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

Data Management, Project Tracking, and Computer Accountability Programs

Thompson utilizes technology as integral part of its approach to providing debris removal monitoring services for purposes of quality assurance/quality control (QA/QC), contractor invoice reconciliation, and reporting. Each day Thompson collects its truck certification forms, debris removal load tickets, and unit rate tickets from the field. The documents are gathered and compiled at a satellite data office where they are electronically scanned as an image and filed numerically according to their serialized document number. From the electronic image of each document Thompson keys all data fields into its proprietary, web-based, data and document management system. This data is then used for the following purposes.

Quality Assurance/Quality Control

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

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

Reporting

The final tool employed by Thompson through its data and document management system allows us to timely report progress of debris removal to the City. This reporting tool is flexible and can be tailored to

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report debris removal by any number of parameters. In the past we have reported debris removal according to the following:

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

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

Technical Capability of ADMS

Thompson has invested considerable resources in the development of its Thompson Data Management System (TDMS), a collection of hardware, software and communications infrastructure for the management of data and documents related to disaster recovery. *TDMSweb* is a web-based, Microsoft ASP.Net application running on SQL Server 2010, that serves as the backbone of the system for storage and data management while providing the end-user with World Wide Web access for purposes of viewing, querying, sorting, reporting, mapping and managing project related data and documents. Thompson is able to control who accesses *TDMSweb* and with what rights (read, read/write, etc.) via user credentialing.

TDMSmobile is Thompson's ADMS hardware and software solution that provides clients the option to manage and monitor debris recovery missions electronically. The *TDMSmobile* solution meets the USACE ACI standard for ADMS and is configured to document the following debris removal programs:

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

TDMSmobile was designed with over 50 years and \$2.5 billion of industry knowledge and experience. The system provides near real time debris collection data to Applicants, Grantees, FEMA, FHWA, debris removal contractors, and others without disrupting the speed of the recovery.

Grant Application, Administration & Management Services

Thompson consultants possess expertise in a variety of grant programs and are able to assist the City in maximizing grant funding, retaining obligated funds, and ensuring the City is prepared for audit and closeout. Committed to providing staff with real-life experience and success in managing grant programs

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including those of FEMA, FHWA, and HUD, Thompson’s staffing and approach will be adjusted based on the situational needs of the City.

The FEMA Public Assistance (PA) Grant Program is the most common grant program funding disaster response and recovery projects for local governments. Thompson consultants have successfully assisted local governments, states, and FEMA in applying for and administering FEMA PA funding. Setting Thompson apart is our ability to maximize federal funding through efficient management of the City’s FEMA PA participation, while capitalizing on additional federal grant sources to provide the City a complete recovery including community development and mitigation opportunities. The following sections provide a brief overview of the types of services Thompson may provide to the City under the FEMA PA program and other long-term recovery grant programs.

FEMA Public Assistance Consulting

Thompson will assist the City with developing Project Worksheets (PWs) and necessary documentation to substantiate cost claims to FEMA for the Public Assistance (PA) program. Just as our team members have served the City in the past, Thompson will deploy consultants to coordinate PA operations with FDEM and FEMA officials and prepare small and large project PWs to capture eligible costs incurred by the City. Throughout the PA process, Thompson carefully tracks all associated labor and expenses in accordance with FEMA DAP 9525.9, outlining eligibility requirements for reimbursement of Direct Administrative Costs (DAC), allowing the City to be reimbursed for the majority of Thompson’s PA Consulting costs.

Thompson applies a forward-thinking, collaborative, and cost-effective approach to FEMA PA consulting. Our tried and tested consultants are knowledgeable of PA program policy, requirements, and best-practices and draw upon experience to make certain PWs are efficiently and properly prepared, and whenever possible, are audit-ready at the time of submission. Through encouraging transparency between the City, FDEM, and FEMA, Thompson will seek to expedite the City’s recovery process, maximize reimbursement, and limit the need for post-submittal administration including audit preparation and appeals support.

Thompson consultants have experience preparing and administering PWs in all categories of work (A-G), including specific experience serving the City during its’ most recent disaster declaration. Thompson’s primary tasks associated with FEMA PA application, management, and administration include the following:

Table 5-5: FEMA Public Assistance Consulting Services and Approach

Service	Description
1. Preliminary Damage Assessment (PDA)	Assist City departments with damage assessment immediately following a disaster event in order to accurately capture estimated damages and provide state and federal officials the information required to warrant a presidential disaster declaration, activating opportunities for federal funding.
2. Data Collection and Documentation Management	Establish and maintain a documentation management process to quickly and completely capture costs associated with response and recovery. Prepare supporting documentation to fulfill grant application, reporting, and audit requirements.
3. Site Visits	Conduct site visits to damaged facilities, document damages and dimensions, collect GPS location and photographs.
4. Project Description and Scope Development	Complete detailed damage descriptions and scopes of work to include as narrative in PWs. Fully and accurately capture all damages to ensure City’s applications are



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Service	Description
	submitted for maximum reimbursement of all eligible costs.
5. Project Cost Estimation and Documentation	Prepare cost estimates and supporting documentation for incomplete projects and large projects. Include in PWs to obtain small project reimbursement and expedited payment of large projects.
6. Insurance Review and Subrogation	Identify insurance proceeds due to and/or received by City for projects to be submitted for PA funding. Adjust City funding requests appropriately.
7. Small and Large Project PW Preparation and Development	Preparation of PWs, grant application development for both small and large projects in all categories of work (A-G). Maintain collaboration with City, state, and federal officials throughout the process.
8. Alternate and Improved Project Funding Consultation	Prepare justification and requests for alternate and improved projects when appropriate.
9. Hazard Mitigation Funding Support (Section 406)	Identification of Section 406 hazard mitigation opportunities to reduce or eliminate the future threat of damages. Development of grant applications and grant/program management of mitigation project activities.
10. Special Consideration Assistance	Assist City in addressing potential environmental, historical, insurance, and federal compliance concerns associated with grant funded projects.
11. Construction Inspection	Construction Engineering and Inspection (CE&I) services and contractor monitoring of construction projects.
12. Grant/Program Administration and Financial Reconciliation	Administrative support associated with program reporting requirements, payment requests, and financial management of grant expenditures and reimbursement funding.
13. Interim and Final Project Inspections	Perform interim and final inspections of large projects to ensure compliance with project schedules and grant program requirements.
14. Evaluate and Estimate Cost Under/Overruns	Review of PW estimates and actual project costs to identify discrepancies. Include in PW versions to ensure City is fully and accurately reimbursed and prepared for audit.
15. Prepare PW Versions for Closeout	Prepare final PW versions incorporating any changes or alterations to projects prior to grant closeout. Coordinate with FDEM and FEMA to complete and submit for final approval.
16. Grant Closeout Services	Final reconciliation of expenditures to grant funds and insurance proceeds received. Adjustments for cost over runs and under runs to provide applicant with complete recovery.
17. Audit Assistance/Defense	Prepare final documentation required for audit. Review audit findings and address any additional requests for clarification or adjustments.
18. Appeal Development	Develop and prepare appeals of denied reimbursement of perceived eligible costs. Submit appeals within mandated deadlines that best defend the City and seek to maximize recovery and reimbursement.
19. Direct Administrative Cost (DAC) Recovery	Accurately capture and document Thompson's eligible direct administrative costs and recover substantial portions of the costs associated with Thompson's services, and any eligible services performed by City staff, as provided in DAP 9525.9.

The tasks above will be conducted in order to develop and submit Project Worksheet form - FF 90-91 and required backup information to include: category of work, damage description, scope of work, cost figures and supporting schedules, photographs, GPS coordinates, and other substantiating information required by FEMA 323 and in accordance with FEMA Disaster Assistance Policy 9525.9.

Long-Term Recovery and Grant Management Support

Successful recovery requires a comprehensive approach aimed at fulfilling long-term City goals that not only assist in an expedited emergency recovery process, but strengthen the City's infrastructure to

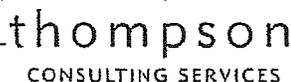


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reduce or eliminate damage during future events. Thompson's consulting team is composed of multi-faceted professionals possessing experience with a variety of long-term recovery grant programs. Each team member's detailed understanding of various grant programs makes Thompson uniquely qualified to maximize the City's federal funding opportunities and execute long-term recovery and mitigation strategies. In addition to PA and general grant management support, Thompson commits to seeking out additional grant funding and providing the City expertise in the following programs among others.

- FEMA Hazard Mitigation Grant Program (HMGP)
- FEMA Pre-Disaster Mitigation (PDM)
- FEMA Flood Mitigation Assistance (FMA)
- FEMA Repetitive Flood Claims (RFC)
- FEMA Severe Repetitive Loss (SRL)
- HUD Community Development Block Grants (CDBG)

Utilizing one or a combination of multiple of the grant programs listed above, among numerous other grant sources that may become available to the City and its residents, Thompson commits to proactively identifying opportunities to maximize federal funding in Vero Beach. Many of these grant programs are available to the City outside of a presidential disaster declaration. Regardless of the City's active involvement in disaster response and recovery, should the opportunity to fulfill City goals through obtaining federal funds arise, Thompson stands ready to provide grant-related support. Please see the sample list of long-term recovery and grant management support services, below, that Thompson can provide to the City.

Table 5-6: Long-Term Recovery and Grant Management Services

Service	Description
1. Project Identification and Ranking	Collaborate with client representatives to identify and rank projects contributing to the long-term recovery of communities.
2. Long-Term Recovery Planning	Assist officials in developing plans to execute priority projects.
3. Community Outreach	Facilitation and management of community call centers and public outreach meetings.
4. Benefit-Cost Analysis (BCA)	Utilize FEMA's established BCA software to demonstrate financial effectiveness and benefit of proposed projects.
5. Construction Inspection	Construction Engineering and Inspection (CE&I) services and contractor monitoring of construction projects.
6. Grant/Program Administration and Financial Reconciliation	Administrative support associated with program reporting requirements, payment requests, and financial management of grant expenditures and reimbursement funding.
7. Engineering, Design, and Administrative Cost Recovery	Monitor and track reimbursable engineering and administrative costs to minimize client's financial burden.
8. Interim and Final Project Inspections	Perform interim and final inspections of large projects to ensure compliance with project schedules and grant program requirements.
9. Grant Closeout Services	Final reconciliation of expenditures to grant funds and insurance proceeds received. Adjustments for cost over runs and under runs to provide applicant with complete recovery.

Emergency Management Planning and Training



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Part of Thompson's commitment to pre-positioned clients is providing planning and training services to the communities we serve. Our team is constantly expanding education, training, and field experience in the disaster debris monitoring, grant management, and emergency management fields and will share their knowledge with City leadership and staff. Following contract award, Thompson will coordinate training schedules with the City to provide departments and key staff members training which will address prioritized topics, as requested by the City.

Thompson can provide a variety of planning services, training programs, and tools and templates that can be utilized by the City in future disasters, or participate in exercises related to the City's disaster preparedness, response, and recovery. A listing of sample services that can be provided to the City is outlined in the table below.

Table 5-7: Emergency Management Planning and Training Services

Service	Description
1. Mitigation Planning and Support	Develop hazard mitigation plans (HMP) to provide the City strategies to implementing long-term resiliency measures. Conduct or train City staff to prepare Benefit-Cost Analyses, provide project management support, train City staff in environmental and historical requirements of mitigation programs, and augment City staff to complete mitigation applications and projects.
2. Comprehensive Emergency Management Planning	Prepare, review, and revise Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), and/or additional requested City plans to provide City with written and exercised guidance to assist in future disasters and emergencies.
3. Disaster Debris Management Plans (DDMP)	Provide hands-on guidance during the City's planning strategies. Manage DDMP development stages and prepare final plan. Update regularly to ensure accuracy and maintain City's eligibility for increased federal PA cost-share, as anticipated in upcoming changes to FEMA 325.
4. FEMA Public Assistance (PA) Training	Conduct training courses on the FEMA PA program for City officials and key departments expected to incur costs. Discuss eligibility and documentation requirements, as well as best-practices to help maximize likelihood of receiving reimbursement while minimizing the City's administrative burden.
5. Identification of Temporary Debris Storage and Reduction (TDSR) Sites	Identify and rank multiple potential TDSR sites and submit to City for approval and action. Thompson will collaborate with the Public Works Department, Division of Solid Waste, Volusia County, and others, to identify alternatives should the City of Vero Beach landfill at Clyde-Morris Boulevard close.
6. Identification of Temporary Debris Storage and Reduction (TDSR) Sites	Identify and rank multiple potential TDSR sites and submit to City for approval and action. Thompson will collaborate with the Public Works Department, Division of Solid Waste, Volusia County, and others, to identify alternatives should the City of Vero Beach landfill at Clyde-Morris Boulevard close.
7. Procurement Assistance	Offer procurement assistance related to contracting with debris removal contractors, engineering or architectural firms, and additional contractors relevant to the City's response and recovery efforts. Thompson will ensure procurements are in compliance with City, FDEM, and FEMA requirements so that funding is not jeopardized due to improper procurement practices.
8. Project Management	Provide long-term project management support for permanent work projects, mitigation activities, and other grant-funded projects. Management of task forces assigned to project, City stakeholders, and City contractors.
9. Executive Guidance to City Commissions, Boards, and Panels	Subject-matter and program management expertise to ensure City leadership including the City Commission, City Manager, and any assigned Boards and Panels are knowledgeable of the City's response and recovery status as well as involvement in federal programs.
10. Public Information Support	Provide technical support and assistance in the development and disbursement of public information notices. Conduct community outreach meetings, host telephone



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Service	Description
	call centers, and provide general public relations support as requested.
11. Other Training and Assistance as Requested by The City	Thompson is prepared to provide additional training or assistance requested by the City as related to debris removal and monitoring, grant management, emergency management, and additional City concerns that may arise.
12. Other Reports and Data as Required by The City	Thompson utilizes numerous reports and data sources in our daily operations serving local governments. Thompson is prepared to deliver or prepare reports and data that may be required by the City.
13. Other Emergency Management and Consulting Services Identified and Required by the City	Should the need for additional services related to the City's emergency management practices be required, Thompson stands ready to assist the City.

FEE SCHEDULE

Thompson is pleased to provide the City of Vero Beach (City) with the following hourly rates to perform disaster debris monitoring and grant consulting services. The hourly labor rates include all applicable overhead and profit and are fully loaded to absorb lodging, meals, transportation, and per diem. Special costs such as boat rental and marine expenses will be billed to the City at cost without mark-up.

Disaster Debris Monitoring Services

Positions	Hourly Rates
Project Manager	\$62.50
Operations Managers	\$60.00
Data Manager	\$55.00
GIS Analyst	\$46.50
Field Supervisor	\$46.50
Debris Site/Tower Monitors	\$35.00
Collection Monitor	\$35.00
Data Entry Clerk/Clerical	\$28.00
Billing/Invoice Analyst	\$50.00

Other Optional Rates

Positions/Products	Hourly Rates
Automated Debris Management System (ADMS) Device (handheld with printer)	\$2.50
Grant Management Consultant	\$105.00
Grant Management Analyst	\$75.00

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