

RRDS

RAPID RESPONSE DISASTER SERVICES LLC

Disaster Debris Management • Emergency Response • FEMA-Compliant Recovery

PROPOSAL IN RESPONSE TO

RFP No. 26-008

Services for Disaster Response

Solicitation: RFP No. 26-008 — Services for Disaster Response

Issued by: City of Key West, Florida — Procurement / City Clerk's Office

Submitted to: City Clerk's Office, 1300 White Street, Key West, FL 33040

Due: May 12, 2026, 3:30 PM Local Time (Sealed)

SUBMITTED BY

Rapid Response Disaster Services LLC

6515 Old Orchard Avenue, Sebring, Florida 33876

Donovan Kimmer, President & Authorized Representative

donovank@teamrrds.com • (352) 477-0842

Sealed package marked: *“Sealed Proposals for RFP No. 26-008 Services for Disaster Response.”*

One (1) original, requested copies, and one (1) electronic copy as required by the RFP.

Letter of Transmittal

May 12, 2026

City of Key West

Office of the City Clerk
1300 White Street
Key West, Florida 33040

Re: RFP No. 26-008 — Services for Disaster Response

Honorable Mayor, City Commission, City Manager, and Members of the Evaluation Committee:

Rapid Response Disaster Services LLC (“RRDS”) is pleased to submit this Proposal in response to the City of Key West’s Request for Proposal No. 26-008, Services for Disaster Response. Our proposal is grounded in direct field experience executing storm debris missions across Florida and the Gulf and Southeast — including the City of Cape Coral, City of Naples, and City of Fort Myers (Hurricane Ian, 2022); the City of Cedar Key and Town of Yankeetown (Hurricane Idalia, 2023); Suwannee County / FDOT state right-of-way (Hurricane Helene, 2024); Carter County, Tennessee right-of-way and DMS grinding (Hurricane Helene, 2024); the Georgia Department of Transportation (Hurricane Helene, 2024); USACE Puerto Rico power-grid restoration following Hurricane Maria (2017); and Chevron flooded-material and mold-mitigation work following Hurricane Harvey. RRDS personnel have also worked debris and recovery operations across Hurricanes Michael, Irma, Barry, Dorian, Hanna, Laura, Tropical Storm Fred, Henri, Ian, and Helene.

We have read and understand the entire RFP package, Addendum No. 1, the FEMA Contract Provisions exhibit, Attachment V (General Operations Plan for a Category 2 hurricane producing 200,000 cubic yards), Attachment W (City Temporary Debris Management Sites), and Exhibit A (Insurance). RRDS commits to the City’s mobilization standard: when a Notice to Proceed in advance of an event is issued, RRDS will mobilize fifty percent (50%) of required resources within twenty-four (24) hours and one hundred percent (100%) within forty-eight (48) hours of the NTP, and will complete debris hauling and removal within thirty (30) days of the directed completion timeline.

Our offer is firm, fully responsive, and binding for one hundred eighty (180) days from the proposal due date. RRDS acknowledges receipt of Addendum No. 1, which confirms no changes to the submission requirements, and our sealed package is marked exactly as required. Donovan Kimmer is the authorized representative empowered to bind the firm and to negotiate, clarify, and execute a contract on behalf of RRDS.

We understand that Key West is an island jurisdiction with unique logistics: U.S. 1 is the single road artery; Cat 3+ events trigger mandatory evacuation with no in-county shelter; and TOMS capacity, push-clearance

windows, and barge / staging contingencies must all be planned before landfall. Our General Operations Plan and subcontractor / rental capacity plan are designed around those island realities.

Respectfully submitted,

Donovan Kimmer

President & Authorized Representative

Rapid Response Disaster Services LLC

6515 Old Orchard Avenue, Sebring, FL 33876

donovank@teamrrds.com • (352) 477-0842

Authorization & Acknowledgements

Donovan Kimmer is authorized to legally bind Rapid Response Disaster Services LLC. RRDS acknowledges receipt of Addendum No. 1 and incorporates by reference 2 CFR Part 200 Appendix II, Stafford Act, FEMA Public Assistance, FHWA ER, FDOT, and FDEP requirements. RRDS will not propose or accept cost-plus-percentage-of-cost pricing or any contingency-based FEMA reimbursement fee.

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Tab 2 | Executive Summary & Win Themes

WHY RRDS IS THE RIGHT PARTNER FOR KEY WEST

Rapid Response Disaster Services LLC (RRDS) is a Florida-based disaster debris management firm built around one purpose: to clear roads, open access, protect public health, and document every load to FEMA Public Assistance and FHWA Emergency Relief standards so jurisdictions get reimbursed. This proposal demonstrates that RRDS understands the City of Key West's scope, brings appropriate equipment and operator depth, and is structured to mobilize within the City's 24/48-hour standard.

The City's scoring framework awards 60 points for non-price factors — Qualifications & Experience (10), General Operations Plan (20), Financial Stability (10), and Past Performance (20) — plus 40 points for the Lump Sum cost of handling 200,000 cubic yards. This proposal is organized to make every one of those non-price points evaluator-friendly: each tab opens with a clear thesis, supports it with field-tested operational detail, and ends with quantified commitments the City can score against.

FIVE THEMES

Theme 1 — Florida-Native, Hurricane-Tested

Florida ROW debris missions executed by RRDS personnel include Cape Coral, Naples, Fort Myers (Ian, 2022); Cedar Key and Yankeetown (Idalia, 2023); and Suwannee County / FDOT (Helene, 2024). RRDS personnel have also supported Hurricanes Michael, Irma, Barry, Dorian, Hanna, Laura, TS Fred, Henri, Ian, and Helene.

Theme 2 — Owned Production Fleet, Not a Broker Model

RRDS owns and operates 13 double-barrel grapple trucks (100–197 CY), 15 dump trailers, 15 dump trucks, 4 walking floor trailers, 5 belt-floor potato wagons, 3 end-dump coal wagons, plus 4 Marooka tracked dumps for soft / post-flood ground. Reduction is performed in-house with one Morbark 850 HP tub grinder and two Peterson 4700B 950 HP tracked horizontal grinders. Cutting and topping is performed with six dielectric-certified bucket trucks (four 65-ft, two 80-ft) with hydraulic saws.

Theme 3 — Island-Logistics Plan, Not a Mainland Plan

Our plan recognizes that Key West is on the southern end of U.S. 1, that Cat 3+ events trigger mandatory resident evacuation with no in-county shelter, and that TOMS in Key West are space-constrained. We pre-stage on the mainland, push the first wave with self-sustained crews and dielectric saws, and stand up

Truman Waterfront, 5701 College Road, and Rockland Key with a graded surface, ingress / egress separation, scaled tower (where feasible), spotter-tower volumetric verification, and FDEP-compliant stormwater and air-curtain considerations.

Theme 4 — Documentation Built for FEMA PA and FHWA ER Reimbursement

Every load is captured on a sequenced load ticket with origin, hauler, equipment ID, certified volumetric capacity, time in / time out, debris stream, monitor signatures, and TOMS receipt. RRDS supports the City’s Automated Debris Management System (ADMS) with reconciliation files. FEMA PA Debris Management Guide and FHWA Emergency Relief Manual Chapter II frameworks govern eligibility, the 180-day federal share window, and documentation expectations cited throughout this proposal. [1] [2]

Theme 5 — Safety Discipline by Design

RRDS operates under a written Job Safety Analysis (JSA) covering chainsaw operation, heavy equipment, road / travel safety, situational awareness, and crew-change re-briefing. PPE includes helmets with a face shield, chainsaw chaps, cut-resistant gloves, hearing protection, steel-toe boots, hi-vis garments, and eye protection. Spotters maintain ten-foot minimum clearance from any energized or downed line.

BID COMMITMENT SUMMARY

Commitment	RRDS Position
Mobilization (advance NTP)	50% of required resources within 24 hours; 100% within 48 hours.
Completion timeline	Complete debris hauling / removal within 30 days of City’s directed completion.
Minimum experience	Five (5)+ years of disaster debris work for state, county, and municipal entities.
Minimum reference scale	Five (5) jurisdictions of similar size / complexity (Cedar Key, Yankeetown, Naples, Fort Myers, Cape Coral, plus Carter Co. TN, Suwannee Co. FL, Anna Maria FL contract execution).
FEMA PA / FHWA ER	Familiar with PA Debris Management Guide; FHWA ER 180-day federal share window; documentation, eligibility, and reimbursement support. [1] [2]

Insurance	Will maintain coverage at or above Exhibit A: WC statutory + EL 100/500/100; CGL \$1M/\$1M; Auto \$1M; Pollution / Environmental \$2M; Professional \$1M / \$2M; City named additional insured (excl. Professional); completed ops 4 years; subs at same limits.
Pricing structure	No cost-plus-percentage-of-cost. No contingency FEMA reimbursement fee. Time & Materials only with ceiling price where suitable.
Compliance	Full compliance with 2 CFR Part 200 Appendix II, Stafford Act, E-Verify, public records, records / audit access, full and open competition, affirmative socioeconomic steps.



Tab 3 | Compliance & Submission Roadmap

SUBMISSION ACKNOWLEDGEMENTS

RRDS confirms full understanding of, and conformance with, the City’s submission requirements. The proposal is delivered in a sealed envelope, marked “Sealed Proposals for RFP No. 26-008 Services for Disaster Response,” to the Office of the City Clerk at 1300 White Street, Key West, FL 33040, prior to 3:30 PM local time on May 12, 2026. RRDS acknowledges Addendum No. 1, which confirms no changes to submission requirements.

FORMAT & PRODUCTION

RFP Requirement	RRDS Compliance
8.5 x 11 white paper	Compliant — full proposal printed on 8.5 x 11 white stock.
Bound	Compliant — tabbed, side-bound presentation copy with index tabs matching the Tab numbering used herein.
Concise narrative	Compliant — narrative is direct, organized by tab, and supported by tables and callouts.
Tabulated	Compliant — required forms presented in numbered tab order; Tab 20 includes the master forms checklist.
Black or blue ink for typed / printed forms	Compliant — all required forms executed in black or blue ink prior to sealing.
One original + electronic copy	Compliant — one original wet-signed package plus electronic media as specified.

SCORING ROADMAP (WHERE TO FIND EACH ELEMENT)

Scoring Category (Points)	Where to Look
Qualifications & Experience (10)	Tab 4 — five-year experience, FEMA PA / FHWA ER eligibility, prior similar jurisdictions, multi-jurisdiction debris ops.

General Operations Plan (20)	Tab 7 — Attachment V plan for 200,000 CY Cat 2; supported by Tabs 8 (mobilization), 11 (TOMS), 12 (collection).
Financial Stability (10)	Tab 18 — financial stability narrative and Attachment Z placeholder for sealed financial statement.
Past Performance (20)	Tab 19 — project sheets and references, including Attachment Y placeholders.
Cost Proposal (40)	Attachment O Unit Proposal Form (sealed) and Attachment V cost insertion — submitted under separate cover as required.

MANDATORY MINIMUM REQUIREMENTS — CONFIRMATION

- 5+ years of disaster response and recovery for municipal, county, and / or state entities — confirmed.
- FEMA Public Assistance and State PA program eligibility, documentation, and reimbursement experience — confirmed.
- Similar services performed for at least five (5) jurisdictions of similar size or complexity — confirmed (see Tab 4 / Tab 19).
- Experience on multiple jurisdictions and large-scale debris operations — confirmed.
- Capacity to mobilize qualified personnel and equipment within Task Order / Notice to Proceed timelines — confirmed.
- Disclosure of overlapping commitments, if any — addressed in Tab 4 disclosure block.
- FEMA Public Assistance and FHWA Emergency Relief working knowledge — confirmed (see Tab 13). [1] [2]
- Ability to complete work within 30 calendar days following directed debris hauling and removal completion — confirmed.

FEDERAL COMPLIANCE ACKNOWLEDGEMENT (2 CFR PART 200 / FEMA / FHWA / STAFFORD)

RRDS acknowledges and will comply with the federal compliance package incorporated by the City — including but not limited to: 2 CFR Part 200 Appendix II contract provisions; the Stafford Act; FEMA Public Assistance program rules; FHWA Emergency Relief; FDOT and FDEP regulations; Florida Public Records Law; Florida E-Verify; records and audit access; prohibition on cost-plus-percentage-of-cost; prohibition on contingency-based FEMA reimbursement fees; Time & Materials use only with a ceiling price where suitable; full and open competition; and affirmative socioeconomic steps.

Tab 4 | Qualifications & Experience

FIRM PROFILE

Rapid Response Disaster Services LLC (RRDS) is a Florida limited liability company headquartered at 6515 Old Orchard Avenue, Sebring, FL 33876, with field operations across Florida, the Gulf Coast, the Southeast, and the Caribbean. RRDS is led by Donovan Kimmer, who has built his career around debris management, hurricane recovery, waterway debris, excavation, temporary debris site operation, vegetative grinding, and post-event compaction and haul-out. RRDS holds itself to FEMA, USACE, EPA, FDEP, and OSHA standards in the field.

Authorized Representative

Donovan Kimmer, President & Project Manager — Rapid Response Disaster Services LLC, 6515 Old Orchard Avenue, Sebring, FL 33876, donovank@teamrrds.com, (352) 477-0842. Mr. Kimmer is empowered to bind RRDS contractually with the City of Key West.

EXPERIENCE DEPTH — FIVE-YEAR WINDOW AND BEYOND

The table below summarizes RRDS-led or RRDS-personnel-led storm debris and recovery missions in the past several years. The five-year requirement of the RFP is satisfied many times over; the deeper history is presented because evaluators frequently want to see how a firm performed across different storms, jurisdictions, and disaster types.

Year	Client / Jurisdiction	Event / Scope
2024	Carter County, TN	Hurricane Helene — storm debris removal, ROW; haul-and-grind support at Roan Mountain / Hampton DMS.
2024	Georgia DOT	Hurricane Helene — debris consolidation and removal.
2024	Suwannee County, FL (FDOT)	Hurricane Helene — state ROW debris removal.
2024	Chevron (TX)	Hurricane Harvey aftermath — flooded material removal and mold mitigation per FEMA guidelines.

2023	City of Cedar Key, FL	Hurricane Idalia — City ROW debris removal.
2023	Town of Yankeetown, FL	Hurricane Idalia — Town ROW debris removal.
2022	City of Cape Coral, FL	Hurricane Ian — City ROW debris removal.
2022	City of Naples, FL	Hurricane Ian — City ROW debris removal.
2022	City of Fort Myers, FL	Hurricane Ian — City ROW debris removal.
2017	U.S. Army Corps of Engineers (Puerto Rico)	Hurricane Maria — power-grid restoration liaison and field support.
Prior	Multiple	Hurricanes Michael (2018), Irma (2017), Barry (2019), Dorian (2019), Hanna (2020), Laura (2020), TS Fred (2021), Henri (2021).

ANCHOR PAST PERFORMANCE — CARTER COUNTY, TN (HELENE 2024)

RRDS executed ROW debris collection and DMS grinding operations for Carter County, Tennessee following Hurricane Helene. The project demonstrates RRDS’s capability to ticket, document, and reconcile a large multi-stream operation. Quantities below are pulled directly from RRDS’s field records.

Operation	Quantity
ROW pick-up / haul of vegetative debris to DMS / FDS	Major component of grand total
Mulch haul-out from DMS	Supported by walking-floor and belt-floor trailers
Compacted C&D haul-out	End-dump and walking-floor capacity
Removal of soil, asphalt, C&D, tires, hand-load debris	Captured on segregated tickets
Total ROW / haul quantity (project-wide)	≈ 247,599 CY

ANCHOR PAST PERFORMANCE — SUWANNEE COUNTY / FDOT (HELENE 2024)

RRDS supported state right-of-way debris removal in Suwannee County, Florida under Florida DOT direction in the wake of Hurricane Helene. Field records reflect approximately 428,145 CY of load-and-haul activity captured on monitored, ticketed loads — a documentation discipline RRDS will replicate for the City of Key West.

FLORIDA MUNICIPAL CONTRACT READINESS — CITY OF ANNA MARIA

RRDS holds an Independent Contractor's Agreement with the City of Anna Maria, Florida for disaster debris removal services, covering removal, processing, and lawful disposal of disaster-generated debris from public property and rights-of-way for hurricanes, tornadoes, floods, fires, red tide events, and other natural or man-made disasters. The agreement evidenced RRDS's familiarity with Florida municipal terms — public records, E-Verify, Scrutinized Companies, prompt payment, indemnification, and §252.505 emergency-response provisions.

DISCLOSURE OF OVERLAPPING COMMITMENTS

RRDS confirms that it currently has capacity to perform under the City of Key West contract. Should a named storm threaten multiple jurisdictions in which RRDS holds standby agreements, RRDS will sequence response based on (a) the order and timing of each Notice to Proceed, (b) the geographic separation of impact zones, (c) the pre-positioned subcontractor / rental capacity reserved for each jurisdiction, and (d) priority that active contracted jurisdictions receive over standby commitments without an executed Task Order. RRDS will provide written notice to the City of any conflicting active mobilization that could affect Key West timelines.

LITIGATION DISCLOSURE

RRDS is not involved in any litigation.

Tab 5 | Key Personnel & Organizational Structure

PROJECT LEADERSHIP

Role	Name	Mission Responsibility
Authorized Representative & Project Manager	Donovan Kimmer	Single point of contact with the City and EOC; binds RRDS contractually; signs all change orders, daily summaries, and FEMA reconciliation packages.
Operations Manager (Field)	Chris Barron	Daily mission execution; crew assignment; equipment uptime; coordination with City debris monitoring firm.
DMS / TOMS Manager (Truman)	Dustin Wisniski	Site setup, traffic flow, monitor tower volumetric verification, grinding pad operation, fire / dust controls.
DMS / TOMS Manager (College Rd / Rockland Key)	RRDS DMS Manager	Same as Truman, scaled to site size and stream mix.
Safety Officer	Chris Barron	Daily JSA briefings, PPE compliance, energized-line clearance enforcement, near-miss / incident reporting, OSHA 1926 compliance.
QA / QC Lead	Donovan Kimmer	Ticket audit, ADMS reconciliation, eligibility documentation, photo / GPS pile records.
Documentation / FEMA Reimbursement Lead	Vicki Leehe	Daily FEMA-ready packages — load tickets, equipment lists, payroll, photos, geotags.
Subcontractor Coordinator	Donovan Kimmer and Chris Barron	Pre-positioned hauling, grinding, environmental, sanitation, traffic control, security, fueling capacity.

OPERATOR DEPTH (OWNED CREW, EXCLUDING SUBCONTRACTORS)

Discipline	Operators (RRDS Owned)
Excavator operators	7
Skid steer operators	4
Bulldozer operators	3
Attachment specialists (stump screw, shear, grapples, mowers, mulchers)	8
Off-road equipment operators (UTVs, Marookas, recovery)	9
Bucket truck operators (dielectric, hydraulic saws)	6
Support equipment operators (fuel, water, project mgmt)	7
Grapple truck operators	13
Dump trailer operators	15
Dump truck operators	15
End-dump (coal wagon) operators	3
Mulch haul-out operators (walking floor / belt floor)	9
Grinding equipment operators (Morbark / Peterson)	3
Project managers (with vehicles)	5
Surveyors (with vehicles)	3
Total RRDS owned operator / support footprint	110+

ORG CHART (TEXT DIAGRAM)

Donovan Kimmer — President & Project Manager

		Donovan Kimmer President / PM		
Operations Manager	Safety Officer	QA/QC Lead	Documentation / FEMA Lead	Sub Coordinator
DMS Mgr Truman	DMS Mgr College Rd	DMS Mgr Rockland Key	Crew Foremen	Survey Team
Bucket / Saw Crews	Loader / Grapple Crews	Hauling Crews	Reduction Crew (Grinders)	Environmental / HHW Crew

TRAINING & CERTIFICATIONS

- **FEMA ICS:** Personnel ICS-trained per the FEMA framework (ICS-100, 200, 700, 800-level coverage by role).
- **OSHA 29 CFR 1926:** Construction-industry safety standards baseline; chainsaw / fall / electrical clearance training.
- **Dielectric bucket trucks:** Six dielectric-rated bucket trucks with hydraulic saws (four 65-ft, two 80-ft).
- **FDOT MOT / TTC:** Crews work to FDOT Temporary Traffic Control standards. [5]
- **FDEP DDMS familiarity:** Operators trained on Florida DDMS guidance for site setup, operation, closeout, and stormwater. [3]
- **Hazardous waste:** HHW handlers trained on segregation, packaging, and licensed disposal coordination.

Tab 6 | Local Understanding — Key West & the Florida Keys

WHY ISLAND LOGISTICS DEFINE THIS MISSION

Key West is the southernmost municipality in the continental United States and sits at the end of a single highway artery — U.S. 1 — that links the Lower Keys to the Florida mainland through a chain of bridges, including U.S. 1 / SR A1A bridge segments. Any large debris event in Key West is therefore not just a debris event; it is a logistics chain that runs from staging yards in South Florida, across the bridges, into a city of approximately seven square miles, and then back out to final disposal. RRDS's plan starts from that fact.

AUTHORITY COORDINATION

The City of Key West's Office of Emergency Management leads disaster response in collaboration with Monroe County Emergency Management, and operates the City's EOC during activations. [6] In Cat 3+ events, residents are subject to mandatory evacuation, visitors are evacuated ahead of residents, and there are no resident shelters in the Keys for Cat 3-5 events — meaning the City's post-storm workforce on-island will be limited until re-entry, and the contractor's ability to self-sustain is critical. [7] Monroe County publishes hurricane debris removal guidance acknowledging that Key West, Islamorada, and Marathon hold contractors for hurricane debris work. [8] After Hurricane Irma (2017), Monroe County and the cities along U.S. 1 dealt with debris on roads and in canals, emergency re-opening of Key West International Airport, and bridge integrity assessments before vehicles and contractor convoys could be cleared into the Keys. [9]

RRDS LOCAL OPERATING ASSUMPTIONS

- **Single road artery:** All convoy movement plans must account for U.S. 1 capacity, bridge load posting, MOT setup, and contraflow scenarios.
- **Re-entry windows:** First push will be coordinated with City / County re-entry windows; emergency / contractor passes must be pre-arranged.
- **Self-sustainment:** Convoys must be self-sustained for fuel, water, sanitation, lodging, and food for at least the first 72 hours.
- **Limited TOMS footprint:** Three primary sites totaling ~19 acres — Truman Waterfront (~5 ac), 5701 College Road (~4 ac), Rockland Key (~10 ac); additional secondary sites are storage-only. The reduction plan must respect these footprints.
- **Tourism / historic district:** Old Town and historic corridors require tighter MOT, smaller equipment, and night-restricted operations where applicable.

- **Stormwater and salt water:** Saltwater intrusion into vegetative debris and HHW exposure both raise documentation and FDEP compliance bars.
- **Marine / canal debris:** Recovery operations may include shoreline rake, canal pull, and dock material — coordinated with FDEP and FWC.

TOMS GEOGRAPHY (SNAPSHOT)

Site	Type	Approx. Acres	RRDS Use Plan
Truman Waterfront Property	Primary — storage + reduction	5	Vegetative reduction; tub grinder; ingress / egress separation; spotter tower.
5701 College Road	Primary — storage + reduction	4	Vegetative + mixed; horizontal grinder option; segregated C&D bay.
Rockland Operations LLC, Rockland Key	Primary — storage + reduction	10	High-volume reduction site; both grinders deployable; haul-out staging.
Trumbo Road Property	Secondary — storage	2	Vegetative overflow; receiving only.
918 Fort Street Parking Lot	Secondary — storage	0.25	Neighborhood satellite cell.
631 Green Street Parking Lot	Secondary — storage	0.50	Neighborhood satellite cell.
800 Caroline Street Parking Lot	Secondary — storage	1	Old Town receiving cell.
Fire Station #2	Secondary — storage	0.75	Neighborhood satellite cell.
Indigenous Park	Secondary — storage	1	Vegetative satellite cell (sensitive site — strict controls).
South Roosevelt Bridle Path	Secondary — storage	4	Vegetative satellite — stormwater controls critical.
1809 Bertha Street	Secondary — storage	0.50	Neighborhood cell.

1903 South Roosevelt Blvd Parking Lot	Secondary — storage	1	Neighborhood cell.
Boog Powell Court Parking Lot	Secondary — storage	0.50	Neighborhood cell.
Wickers Fields Parking Lot	Secondary — storage	1	Neighborhood cell.

Tab 7 | Attachment V — General Operations Plan (200,000 CY, Cat 2 Hurricane)

PLAN PURPOSE & SCENARIO

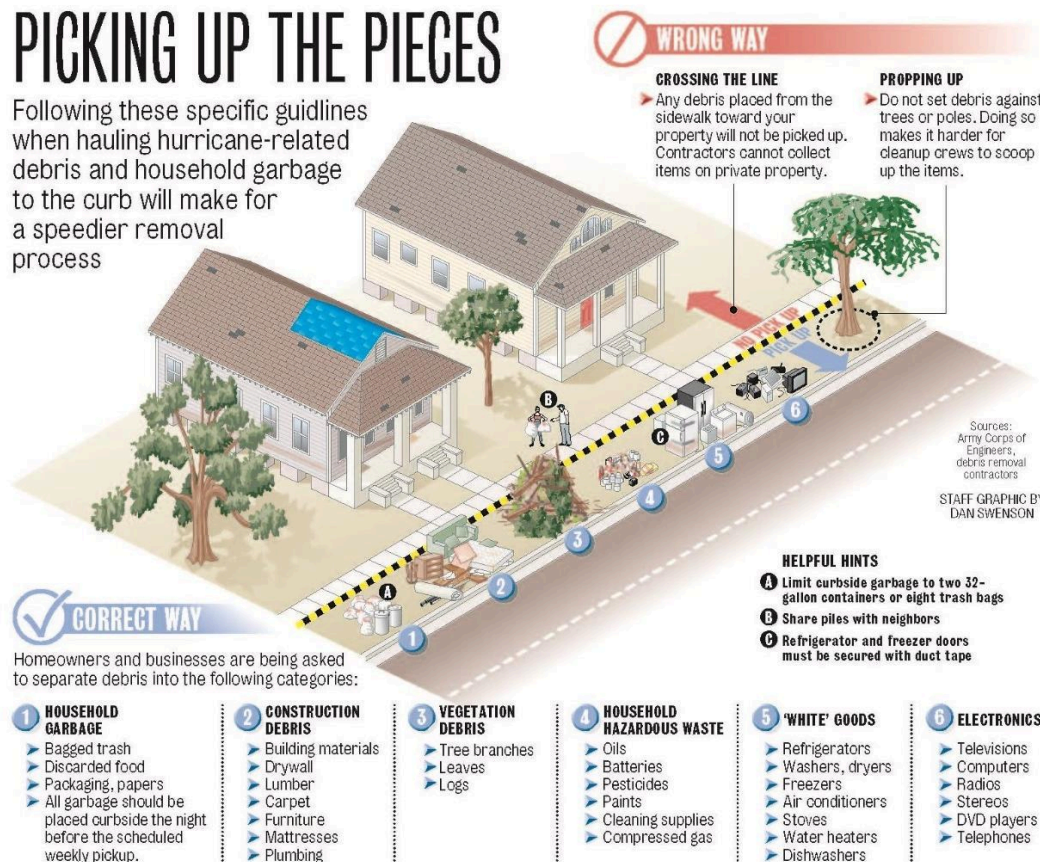
Per Attachment V, this plan addresses a Category 2 hurricane producing approximately 200,000 cubic yards of debris, with many segments of the City temporarily without electricity and water, and a City emergency workforce of approximately 150. RRDS will deliver a fully scaled response within the 24 / 48-hour mobilization standard, establish Truman Waterfront, 5701 College Road, and Rockland Key as primary TOMS, and conclude debris hauling and removal within thirty (30) calendar days of the directed completion timeline.



Curbside debris collection and grapple loading in dense residential conditions.

PICKING UP THE PIECES

Following these specific guidelines when hauling hurricane-related debris and household garbage to the curb will make for a speedier removal process



Debris sorting, set-out discipline, and public-facing debris separation guidance.

QUANTITY PROFILE (ATTACHMENT V SCENARIO)

Stream	Quantity	Unit
Vegetative Debris	146,000	CY
Construction & Demolition	48,000	CY
Mixed Debris	6,000	CY
White Goods	1,000	Units
Household Hazardous Waste (HHW)	1,000	Pounds
Total Volumetric (CY)	200,000	CY

PLAN ARCHITECTURE

- Pre-event monitoring of NOAA / NHC products, FDEM advisories, and Monroe County / City of Key West EOC alerts.
- Receipt of Notice to Proceed in advance of event — RRDS commits to mobilize 50% of required resources within 24 hours and 100% within 48 hours.
- Initial coordination call between Donovan Kimmer (RRDS PM) and the City's Project Manager / Debris Manager to confirm scope, push priorities, and TOMS activation order.
- First-push convoy stages on the Florida mainland, runs U.S. 1 with City / County / FHP coordination, and arrives in the Lower Keys as soon as the re-entry window permits.
- Emergency push (cut and toss) opens primary corridors, hospital / fire / EOC access, and evacuation routes.
- Stand-up of Truman Waterfront, 5701 College Road, and Rockland Key TOMS with FDEP-compliant pads, ingress / egress separation, monitor towers, and stormwater controls. [3]
- Sustained ROW collection by zone, with daily ticket reconciliation through the City's designated debris monitoring firm.
- Reduction by tub and horizontal grinders; haul-out by walking-floor and belt-floor trailers to lawful final disposal.
- Special streams — white goods (with CFC recovery prior to processing), HHW (segregated, manifested, licensed disposal), tree work (hangers, leaners, stumps), canal / shoreline debris.
- Ticket / ADMS reconciliation and FEMA PA / FHWA ER reimbursement-ready documentation packages submitted daily.
- Final demobilization, site remediation, closeout, and 30-day completion sign-off.

REQUIRED MEETINGS (PER RFP)

- **Pre-Season Coordination Meeting:** Annually, prior to June 1 — review plan, City contacts, monitor firm, ADMS, push priorities, evacuation triggers, COIs, sub list.
- **Pre-Event Coordination Call:** Within 24 hours of formation of a threat — confirm NTP timing, push priorities, City workforce status.
- **Activation Meeting:** At NTP — initial briefing with City PM, Debris Manager, and monitoring firm; confirm zones, TOMS, MOT, comms.
- **Daily Operational Briefing:** 0700 each operational day at field office — production targets, safety, weather, MOT, stream-specific items.
- **Weekly Executive Briefing:** With City leadership — production by zone, financial pacing, schedule risk, change management.
- **Closeout Meeting:** At completion — documentation walk-through, FEMA-ready package handoff, lessons learned.

EQUIPMENT PLAN FOR THE 200,000 CY SCENARIO (OWNED + RESERVED SUB CAPACITY)

Function	RRDS Owned	Reserved Sub / Rental Capacity (Pre-positioned)
ROW grapple collection	43 double-barrel grapple trucks (100–197 CY)	Up to 200 additional grapple trucks via pre-positioned hauling subs
Hauling — vegetative	15 dump trucks; 15 dump trailers (26–50 CY)	Additional dump trucks / live-floor trailers via subs
Hauling — mulch / reduced material	4 walking-floor (90–145 CY); 5 belt-floor (92–120 CY)	Additional walking-floor capacity via subs
Hauling — C&D / heavy	3 end-dump coal wagons (65–91 CY)	Tri-axle dumps and roll-offs via subs
Loading	Cat 349; 2 Cat D8 w/ ripper; 1 Cat D6 w/ ripper; 4 high-flow skid steers; 3 mini-excavators; 2 J. Deere 190-P; 1 wheeled J. Deere	Additional excavator + skid-steer capacity via subs
Tree / overhead	4 × 65-ft and 2 × 80-ft dielectric bucket trucks w/ hydraulic saws	Crane and aerial-lift capacity via subs (for marine / canal extraction)
Reduction	1 Morbark 850 HP tub grinder; 2 Peterson 4700B 950 HP tracked horizontal grinders	Optional rental grinder reserve
Off-road / soft ground	4 Marooka tracked dumps; 3 UTVs	Additional tracked-dump and amphibious capacity via subs
Support	2 × 1,000-gal fuel trucks; 1 × 1,500-gal water; 1 × 5,000-gal non-potable tanker; 5 PM vehicles; 3 surveyor vehicles	Pre-positioned fuel, water, sanitation, and lodging vendors

MANPOWER PLAN

RRDS will mobilize a starter on-island operational footprint of approximately 110+ owned operators / supervisors (see Tab 5) plus pre-positioned subcontractor crews. Crews are sized to the daily production target. For the Cat 2 / 200,000 CY scenario, RRDS plans for an average daily production of approximately 8,000–10,000 CY at peak across all streams to comfortably complete within 30 days, ramping production from Day 3 to Day 21 and tapering during reduction and haul-out.

COLLECTION PLAN (HIGH LEVEL)

- **Zone-based ROW sweeps:** City divided into operational zones with assigned crews, monitors, and TOMS routing.
- **Pass discipline:** First, second, and third passes published in advance with public notice through City PIO.
- **Stream segregation at the curb:** Vegetative, C&D, mixed, white goods, and HHW collected separately wherever possible.
- **Special stream support:** Dedicated white-goods truck routes and HHW-licensed handler routes.
- **Tree work:** Bucket-truck crews handle hangers and leaners; stumps over 24-inch diameter handled per RFP unit pricing.
- **Canal / shoreline:** Coordinated with FWC and FDEP; ticketed separately.

TOMS OPERATIONS (HIGH LEVEL — SEE TAB 11 FOR SITE-SPECIFIC PLANS)

- **Pad construction:** Graded, compacted base; fabric or stone where soils require; controlled stormwater discharge per FDEP DDMS guidance. [3]
- **Ingress / egress:** Separated entrance and exit; queue lanes for monitors; spotter towers for volumetric verification.
- **Reduction:** Tub grinder primary at Truman; horizontal grinders deployable to College Rd / Rockland Key based on stream and site conditions.
- **Fire / dust controls:** Water trucks on standby; pile size and turnover discipline; hot-work permits.
- **Air-quality and air-curtain considerations:** Open burning is presumed not to be authorized; if City / FDEP authorize air-curtain incineration, RRDS will operate per FDEP guidance and the Emergency Final Order.

DEMobilIZATION, REMEDIATION, AND CLOSEOUT

- Confirm zero residual debris at TOMS pads and at all secondary sites.
- Restore TOMS to pre-event condition (or better) — regrade, scarify, hydroseed where applicable, fence repair, signage removal.
- Document closeout with photos, GPS, and signed acceptance from the City Debris Manager and site owner.
- Submit final FEMA PA / FHWA ER reimbursement-ready package, including all load tickets, equipment lists, payroll, photos, and reconciled ADMS data.
- Final invoice reconciliation; release of liens; demobilization of all RRDS-owned and subcontractor equipment off-island via U.S. 1 in coordinated convoys.

SAFETY PLAN (SUMMARY — FULL PLAN IN TAB 15)

- Daily JSA briefings before any work; signed crew acknowledgements; new-crew re-briefing per RRDS JSA protocol.
- PPE: helmet w/ face shield, hearing protection, chainsaw chaps, cut-resistant gloves, steel-toe boots, hi-vis, eye protection.
- Energized-line clearance: minimum 10 feet from any electrical hazard; assume all lines live until cleared by utility.
- Heat / hydration / insect protocols; first-aid kits in every crew vehicle; documented near-miss reporting.

TRAINING DOCUMENTATION

- ICS-100, 200, 700, and 800-level coverage for command-and-control roles.
- OSHA 1926 chainsaw, fall, and electrical clearance training records.
- Bucket-truck dielectric certification records (annual).
- FDOT MOT / TTC certifications (Attachment U) — operator licenses or licensed-individual statement. [5]
- FDEP DDMS familiarity training records. [3]

Tab 8 | Mobilization Timeline — Pre-event through Day 30 Closeout

MOBILIZATION STANDARD (PER RFP)

Mobilization and MOT visual reference



Visual reference: traffic-control and work-zone discipline during disaster debris operations.

Mobilization Commitment

When a Notice to Proceed in advance of an event is received, RRDS will mobilize 50% of required resources within 24 hours and 100% within 48 hours. Hauling and removal will be completed within 30 calendar days of the City’s directed completion timeline.

DETAILED HOUR-BY-HOUR PLAN

Window	Action
D-7 to D-3 (storm watch)	RRDS leadership monitors NHC products and FDEM / Monroe County advisories; pre-positions fuel, water, sanitation, and operator lodging on the South Florida

	mainland; pre-stages first-push convoy at staging yard near U.S. 1.
D-3 to D-1	Coordination call with City PM and Debris Manager; confirm push priorities, MOT, ADMS account setup, and TOMS activation order; freeze sub call list.
NTP (advance)	Receipt of NTP triggers the mobilization clock. RRDS PM acknowledges NTP in writing and posts daily mobilization status updates.
0–24 hours	50% of required resources deployed: bucket trucks, grapple trucks, loaders, supervision, fuel / water / sanitation. Convoy moves to mainland staging yard adjacent to U.S. 1 entry to the Keys.
24–48 hours	100% of required resources mobilized; convoys cross U.S. 1 as re-entry windows open; first crews arrive in Key West with self-sustained capacity.
0–12 hours post-landfall (re-entry permitting)	Cut-and-toss emergency push: open hospital, fire, EOC, and evacuation routes; survey teams capture pre-collection photos and initial pile estimates.
12–24 hours post-push	Begin TOMS stand-up at Truman, College Rd, and Rockland Key; first ROW pickup tickets initiated under City’s monitor firm.
Day 2–3	Full ROW sweep zones operational; PM briefings start at 0700 daily; daily reconciliation begins.
Day 3–14	Sustained ROW collection across all zones; first-pass discipline; reduction starts at Truman with tub grinder, then College Rd / Rockland Key with horizontal grinders as volumes warrant.
Day 15–25	Second / third passes; mulch haul-out via walking-floor and belt-floor trailers; HHW manifested loads; white goods CFC removal and final disposal; canal / shoreline as scheduled.
Day 26–30	Final passes; site remediation; FEMA reimbursement-ready package finalization; demobilization convoys; closeout meeting.
Day 30+	All work complete within 30 days of direct completion; final invoice reconciliation; lessons-learned debrief.

PRODUCTION CURVE (NOTIONAL)

RRDS plans an S-curve production profile: ramp from approximately 2,000–3,000 CY/day in the first 72 hours, rising to 8,000–10,000 CY/day at peak between approximately Day 7 and Day 18, then tapering as reduction and haul-out dominate. Reduction at TOMS continues after curbside pickup ends.

Phase	Days	Avg CY/day target
Emergency push (cut-and-toss + start)	0–2	≈ 2,000–3,000
Ramp (sweep zones operational)	3–6	≈ 5,000–7,000
Peak production	7–18	≈ 8,000–10,000
Taper (2nd / 3rd passes + reduction)	19–25	≈ 5,000–6,000
Haul-out / closeout	26–30	Reduction haul-out dominant

Tab 9 | Equipment & Facility Capacity (Attachment Q)

OWNED EQUIPMENT INVENTORY — UPDATED 12/27/2024

Equipment capability visuals



Visual reference: high-horsepower horizontal grinding capability for vegetative debris reduction.



Visual reference: grapple truck loading vegetative debris for haul-out.

The list below is the RRDS owned inventory, current as of 12/27/2024. Equipment is maintained at RRDS staging yards in Florida; pre-event positioning will move appropriate equipment to a South Florida mainland staging yard adjacent to U.S. 1 prior to landfall. Subcontractor / rental capacity is detailed separately in Tab 10.

Category	Description	Qty	Notes
Mini-Excavators	12,000–18,000 lb class with hydro thumbs	3	ROW, tight access, canal banks
Excavators (rubber tracked)	John Deere 190-P with hydro thumbs	2	Sensitive surface work, asphalt protection
Excavators (wheeled)	Wheeled John Deere with hydro thumb and stump screw	1	Stump removal, faster road moves
Large Excavator	Cat 349 with static thumb	1	Heavy C&D and stump piles
Skid Steer Loaders	12,000–15,000 lb with high-flow aux	4	Mulchers, brush cutters, attachments
Bulldozers	Cat D6 with ripper	1	TOMS pad, push, reduce

Bulldozers	Cat D8 with ripper	2	TOMS pad, debris management, large piles
Attachments (set)	Stump screw, tree shear, C&D grapple, forestry grapple, brush cutter, auger, flail mower, mulching head	—	Match attachment to stream
Off-road dump	Marooka tracked dump	4	Soft / flooded ground; canal banks
UTVs	Utility side-by-sides	3	Reconnaissance, foreman mobility
Skid Steer Recovery Attachment	Recovery attachment	1	Stuck-equipment recovery
Bucket Trucks	65-ft dielectric, hydraulic saw	4	Hangers, leaners, overhead
Bucket Trucks	80-ft dielectric, hydraulic saw	2	Tall hangers, marine-side trees
Fuel Trucks	1,000-gallon with pump	2	Crew refueling, generator support
Water — potable / dust	1,500-gallon water truck	1	Dust suppression, pad watering
Water — non-potable	5,000-gallon non-potable tanker	1	Pad watering, fire suppression
Project Mgmt vehicles	PM vehicles + PMs	5	Field supervision, City coordination
Survey vehicles	Surveyor vehicles + surveyors	3	Pre / post photos, geotagging
Grapple Trucks	Double-barrel grapple, 100–197 CY	13	Primary ROW collection
Dump Trailers	26–50 CY capacity	15	C&D and mixed
Dump Trucks	Tonnage / yardage based	15	ROW haul
End-dump Coal Wagons	65–91 CY	3	Heavy bulk haul
Walking-floor Trailers	90–145 CY	4	Mulch haul-out
Belt-floor (Potato Wagon)	92–120 CY	5	Mulch haul-out

Tub Grinder	Morbark, 850 HP	4	Vegetative reduction (TOMS)
Horizontal Grinders	Peterson 4700B tracked, 950 HP	2	Vegetative reduction (TOMS)

FACILITY / YARD LOCATIONS

RRDS principal office is 6515 Old Orchard Avenue, Sebring, FL 33876. Pre-event positioning for a Key West mission will be staged from a South Florida mainland yard located adjacent to a U.S. 1 access route; the specific staging yard for the season will be identified to the City at the Pre-Season Coordination Meeting and confirmed in writing. RRDS will identify the staging yard, sub yards, and mainland fueling / lodging providers on the executed Attachment Q in the final sealed package.

EQUIPMENT MAINTENANCE & BACKUP

- **Daily inspections:** Pre- and post-shift checks documented on each unit; deficiencies driven to repair within 24 hours.
- **Mobile mechanic support:** Mechanic / support personnel travel with each major equipment class (see Tab 5 / equipment list).
- **Spare attachments:** Spare grapples, saw chains, blades, and hydraulic hoses staged on each crew truck.
- **Backup units:** Reserved sub / rental capacity is structured so any single equipment class has same-day backup.

FUEL, WATER, AND SANITATION LOGISTICS

Fuel for the first 72 hours is carried on the two RRDS-owned 1,000-gallon fuel trucks supported by mainland fuel-vendor agreements. Dust and pad water is supplied by the 1,500-gallon and 5,000-gallon tankers. Crew sanitation (porta-johns, hand-wash, gray-water management) is provided by a pre-positioned sanitation subcontractor deployed to TOMS and staging yard. Lodging on the island is presumed unavailable for the first 72 hours and is satisfied by mainland lodging plus self-sustained crew accommodations (RV / trailer) where the City permits.



Tab 10 | Pre-positioned Subcontractor, Rental & Industry Partner Capacity

CAPACITY PHILOSOPHY

RRDS believes evaluators should not have to take a contractor’s ‘capacity’ on faith. The plan below identifies the categories of subcontractor and rental capacity RRDS pre-positions for a Florida-based mission, the role each category plays, the capacity reserved per Notice to Proceed, and the binding mechanism. Specific firm names are treated as confidential commercial information and provided to the City under a sealed sub list during contract negotiations. All subcontractors will carry insurance at limits equal to or greater than RRDS’s under Exhibit A and will flow through all federal and state contract provisions per 2 CFR Part 200 Appendix II.

PRE-POSITIONED CAPACITY MATRIX

Category	Role	Reserved Capacity (typical)	Binding Mechanism
Hauling subs (grapple, dump, walking-floor, end-dump)	Surge fleet beyond owned capacity	Up to ~30 trucks across classes	Standby agreement with seasonal RFI; activation by RRDS Sub Coordinator at NTP
Reduction / grinding rental	Backup tub or horizontal grinder	1 backup grinder reserved	Rental reservation with priority hold
Loader / excavator rental	Backup loaders & excavators	Up to 5 units across classes	Rental house priority hold; cross-leased on Florida missions
Crane / aerial-lift	Marine, canal, or oversize tree work	1–2 cranes or oversize lifts	Crane sub standby agreement
Environmental / HHW handler	Licensed HHW packing, manifesting, disposal	Licensed Florida HHW vendor	Standby agreement; manifests RRDS-issued
CFC recovery / white goods	EPA-licensed CFC recovery technicians	1 dedicated team	Standby agreement
Asbestos / friable testing (as needed)	Sample, test, document for C&D segregation	Florida-licensed lab	Standby with priority turnaround

Fueling / lubricants	Bulk diesel + DEF deliveries	Continuous supply	Mainland fuel vendor contract
Temporary sanitation	Porta-johns, hand-wash, gray-water	TOMS + staging coverage	Standby with seasonal pricing
Traffic control / MOT	FDOT-compliant MOT crews and devices	1 MOT crew + devices	Sub agreement; FDOT TTC standards [5]
Security	TOMS overnight security; equipment yard	24/7 coverage at primary TOMS	Licensed FL security firm standby
Marine / barge support	Canal / shoreline ops if directed	Marine sub standby	Standby with priority hold
Portable scales / monitors	If City requires scaled receiving	1 set scales available	Rental priority hold
ADMS / ticketing technology	Interface with City’s monitoring firm’s ADMS	Compatible with major ADMS	Procedural — RRDS already supports ADMS workflows

FEDERAL SUBCONTRACT FLOW-DOWN

- All subcontracts include 2 CFR Part 200 Appendix II clauses: equal employment, Davis–Bacon (where applicable), Contract Work Hours and Safety Standards, Rights to Inventions, Clean Air / Clean Water, debarment, byrd anti-lobbying, procurement of recovered materials.
- Subcontractor insurance equal to or greater than RRDS limits per Exhibit A.
- Right of access for City and federal records / audit per § 200.334 (records retention).
- E-Verify, Scrutinized Companies, public records, and Florida emergency-contract penalty provisions per § 252.505.
- No cost-plus-percentage-of-cost flow-down; T&M only with ceiling price.

INDUSTRY PARTNERS AND MEMBERSHIPS

RRDS engages with industry working groups, training providers, and equipment OEM service networks (Caterpillar, John Deere, Morbark, Peterson) to maintain operator competency, parts access, and equipment uptime. The full industry partner roster will accompany the executed Attachment R Qualifications Statement in the sealed package.

Tab 11 | Temporary Debris Management Sites (TOMS) — Site-Specific Plans

GENERAL TOMS OPERATING PRINCIPLES

Temporary debris management site visuals



Visual reference: TOMS/DMS receiving and staging area with C&D-style debris stockpiling.



Visual reference: debris staging, segregation, and controlled site operations.

All TOMS will be operated consistent with FDEP Disaster Debris Management Site guidance — site selection, establishment, operation, fire / smoke / dust controls, stormwater management, eligible debris types, and closure. RRDS will work with the City and the City’s debris monitoring firm to ensure that all FDEP Emergency Final Order conditions are met and that DDMS sites are properly closed within the regulatory window. [3] [4]

STANDARD TOMS LAYOUT ELEMENTS

- Single-direction traffic loop with separated ingress and egress.
- Inspection / monitor tower at receiving for volumetric verification by the City’s debris monitoring firm.
- Dedicated bays for vegetative, C&D, mixed, white goods, HHW, and recovered metals.
- Stormwater controls — perimeter berms, silt fence, inlet protection, sediment trap as required.
- Fire / dust controls — water truck on standby, no-smoke / no open-burning policy unless specifically authorized by FDEP / City.
- Reduction pad with sufficient setback from receiving line, monitor tower, and grinder safety perimeter.
- Haul-out lane for walking-floor / belt-floor / end-dump trailers.
- Public exclusion — secured perimeter and 24/7 security at primary sites.
- Spill response kit (absorbent, booms) at each site for hydraulic / fuel incidents.
- Documentation point — site logs, daily ticket reconciliation, generator-run logs.

PRIMARY SITE 1 — TRUMAN WATERFRONT PROPERTY (~5 ACRES)

Truman Waterfront is the most accessible site to Old Town and the highest-volume initial-receiving site. RRDS deploys the Morbark 850 HP tub grinder here as primary reduction. Layout prioritizes a short receiving loop, a deep vegetative pile bay, a smaller C&D segregation bay, a metals / white-goods bay, and a haul-out lane to U.S. 1 routes. Sensitivity to nearby waterfront / public spaces drives strict dust, noise, and stormwater controls; air-curtain operations are presumed not authorized at this site without specific FDEP / City authorization. [3]

- **Reduction:** Morbark 850 HP tub grinder primary; mulch hauled by walking-floor / belt-floor trailers to lawful disposal.
- **Operating hours:** Per City-approved schedule; night ops avoided unless directed.
- **Stormwater:** Perimeter berms, silt fence, inlet protection toward storm drains; salt-water / saltwater proximity managed.
- **Spotter tower:** Dedicated structure for monitor firm volumetric verification; lighting supplied by RRDS generator.

PRIMARY SITE 2 — 5701 COLLEGE ROAD (~4 ACRES)

College Road is well suited to mixed-stream receiving and segregated C&D work. RRDS deploys one Peterson 4700B horizontal grinder here for vegetative reduction, with capacity to add the second. C&D piles segregated for potential recycling and lawful disposal.

- **Reduction:** Peterson 4700B 950 HP tracked horizontal grinder.
- **Streams:** Vegetative + C&D bays; metals / white-goods bay; HHW staged for licensed-handler pickup only (not stored long-term).
- **Stormwater:** Sized for the larger Peterson footprint; stone / fabric pad as required by soils.
- **Haul-out:** Walking-floor / belt-floor and end-dump access.

PRIMARY SITE 3 — ROCKLAND OPERATIONS LLC, ROCKLAND KEY (~10 ACRES)

Rockland Key is the largest of the three primaries and is RRDS's preferred high-volume reduction site. Both Peterson 4700Bs deployable; backup Morbark deployable as warranted. Larger footprint enables longer pile rows, wider pad, and full haul-out staging.

- **Reduction:** Two Peterson 4700B 950 HP horizontal grinders deployable.
- **Streams:** Vegetative dominant; C&D and mixed bays sized to volume; metals; HHW handler pickup.
- **Stormwater & dust:** Larger berm perimeter, water truck rotation; bench / step pad for safety.
- **Haul-out:** Wide haul-out lane for walking-floor and end-dump fleets.

SECONDARY SITES (STORAGE ONLY)

The City’s secondary sites — Trumbo Road, 918 Fort Street, 631 Green Street, 800 Caroline Street, Fire Station #2, Indigenous Park, South Roosevelt Bridle Path, 1809 Bertha Street, 1903 South Roosevelt Boulevard, Boog Powell Court, and Wickers Fields — are storage-only neighborhood / overflow cells. RRDS operates these as satellite cells with rotation to primary sites for reduction. Each cell is operated under a small-cell SOP with stormwater, fire, and security controls scaled to site size.

Secondary Site	RRDS Operating Approach
Trumbo Road (~2 ac)	Vegetative overflow; rotation to Truman / Rockland Key for reduction.
918 Fort Street (~0.25 ac)	Neighborhood receiving cell; small-cell SOP with frequent rotation.
631 Green Street (~0.50 ac)	Neighborhood receiving cell; small-cell SOP.
800 Caroline Street (~1 ac)	Old Town receiving; tight MOT and pedestrian controls.
Fire Station #2 (~0.75 ac)	Neighborhood cell; coordination with fire personnel for ingress / egress.
Indigenous Park (~1 ac)	Strict sensitivity controls; vegetative only; rapid rotation.
South Roosevelt Bridle Path (~4 ac)	Vegetative; aggressive stormwater controls due to proximity to surface waters.
1809 Bertha St (~0.50 ac)	Neighborhood cell.
1903 S. Roosevelt Pkg Lot (~1 ac)	Neighborhood cell.
Boog Powell Ct Pkg Lot (~0.50 ac)	Neighborhood cell.
Wickers Fields Pkg Lot (~1 ac)	Neighborhood cell; recreational use restored at closeout.

CLOSEOUT & RESTORATION

- Final reduction pass complete and pads scraped clean.
- Stormwater controls removed per FDEP guidance and / or kept in place pending final inspection. [3]
- Pad regraded to original or improved grade; revegetation / hydroseed where applicable.
- Fence and signage removed; site walked with City Debris Manager and site owner.
- Closeout documentation package — photos, GPS, receipts, and site acceptance signatures.

Tab 12 | Collection Plan — ROW, Beach, Canal, White Goods, HHW, C&D, Trees

COLLECTION ARCHITECTURE

ROW and mixed-stream collection visuals



Visual reference: vegetative debris loading from storm-impacted rights-of-way.



Visual reference: C&D loading and monitor-observed field operations.

Collection is zone-based, multi-pass, and stream-segregated. The City will be divided into operational zones in coordination with the City's Project Manager and the City's debris monitoring firm. Each zone is assigned RRDS crews (loader + grapple + monitor), a published pass schedule, a designated TOMS, and a documented MOT plan. Public information about pass timing, what is eligible, and how to set out is coordinated through the City PIO.

RIGHT-OF-WAY (ROW) VEGETATIVE DEBRIS

- Eligible vegetative debris within City ROW is collected via grapple truck or knuckle-boom and hauled to the assigned TOMS.
- Crews work to a published pass schedule (first pass, second pass, third pass) with clear starting and ending boundaries each day.
- Stumps over the unit-priced threshold are tracked separately on dedicated tickets.
- Hangers and leaners (limbs and trees that pose a public-safety hazard) are addressed by dielectric-certified bucket-truck crews with hydraulic saws.

CONSTRUCTION & DEMOLITION (C&D)

- C&D is segregated at the curb where practicable; mixed loads are tickets-flagged and segregated at TOMS.
- Loaders with C&D grapples handle material into dump trucks, dump trailers, or end-dump coal wagons depending on stream characteristics.
- Segregated metals are handled separately for potential recycling under the City's direction.
- Disposal is to a permitted Class I or other appropriate facility per City direction.

MIXED DEBRIS

- Mixed-stream piles are loaded as mixed and segregated at the TOMS receiving lane.
- RRDS minimizes mixed-stream load tickets by applying curb-side segregation discipline and PIO-backed messaging.

WHITE GOODS

- White-goods route runs separately from vegetative and C&D routes.
- EPA-licensed CFC recovery technician drains and certifies prior to processing or shipping.
- Dedicated tickets per Attachment P sample load ticket framework, captured as discrete units.
- Final disposition is metal recycling where possible; otherwise lawful disposal.

HOUSEHOLD HAZARDOUS WASTE (HHW)

- HHW is collected by trained handlers under a separate manifest stream, never mixed with other streams.
- Containers, paints, solvents, batteries, and similar materials are packed, labeled, and manifested for licensed disposal.
- Receipts and manifests are filed in the FEMA reimbursement-ready package.
- Per the Attachment V scenario, RRDS plans for approximately 1,000 lb of HHW.

TREE DEBRIS — HANGERS, LEANERS, AND STUMPS

- Bucket-truck crews work hangers and leaners under dielectric protocols and FDOT MOT. [5]
- Stumps are extracted with stump-screw or grapple as appropriate.
- Stumps over the unit-priced diameter threshold are individually ticketed and photo-documented.
- Where re-planting is not feasible, RRDS coordinates fill / cap restoration per City direction.

BEACH, CANAL, AND WATERWAY DEBRIS

- Shoreline rake and pickup coordinated with FDEP and FWC where applicable.
- Canal pull operations use Marooka tracked dumps and small excavators on accessible banks.
- Marine / barge operations are activated through pre-positioned subs only where the City directs and conditions warrant.
- Saltwater-affected vegetative debris is segregated where possible to reduce contamination of mulch streams.

ROUTING, MOT, AND PUBLIC COORDINATION

- Daily MOT plans are published per FDOT TTC standards. [5]
- Truck routes are coordinated with City Public Works and Police to minimize residential disruption.
- Crew start / stop times in residential zones honor City noise ordinances unless the City authorizes extended hours.
- PIO coordination ensures residents know how to set out debris and what is eligible.



Tab 13 | Documentation, ADMS, Load Tickets & FEMA Reimbursement Support

DOCUMENTATION PHILOSOPHY

Eligible debris that is not documented is debris that is not reimbursed. RRDS treats documentation as a production discipline equal to collection itself, to maximize FEMA Public Assistance and FHWA Emergency Relief reimbursement to the City. [1] [2]

LOAD TICKET STANDARD

Field	Captured On Each Ticket
Ticket #	Sequenced; no skips; matched to ADMS record
Date / Time	Time loaded; time received at TOMS
Origin (street / coord)	Street name and / or geocoord; City zone
Hauler	Hauler name (RRDS or sub) and driver
Equipment ID	Unit number; class; certified volumetric capacity
Stream	Vegetative / C&D / mixed / white goods / HHW
Load Estimate (CY)	Field estimate; volumetric verified at TOMS spotter tower
Receiving TOMS	Truman / College Rd / Rockland Key / secondary
Time Out / Receipt	Receipt # at TOMS; signature of monitor
Photos / Geotag	Pre-pickup pile and post-pickup curb where required
Disposal Location	If hauled directly to lawful disposal, final receipt #
Signatures	Hauler / monitor / TOMS / disposal as required

ADMS / AUTOMATED DEBRIS MANAGEMENT SYSTEM

- RRDS supports the City’s and the City’s monitoring firm’s ADMS workflows; tickets digitized, geotagged, and reconciled daily.
- Daily reconciliation file delivered to the City PM and Debris Manager.
- Where ADMS is not available, RRDS reverts to paper ticket workflow with same-day digitization.

FEMA PA REIMBURSEMENT-READY PACKAGE (DAILY / WEEKLY)

- Force-account-style daily summary: equipment by unit, hours, operators, fuel, ticket counts, CY.
- Reconciled load tickets with disposal receipts.
- Photos / geotags supporting eligibility (within ROW, hazard to public, etc.).
- Operator-time sign-in / sign-out records.
- Subcontractor tickets and certificates of insurance on file.
- Records and audit access for City and federal reviewers per 2 CFR § 200.334.

FHWA EMERGENCY RELIEF — FEDERAL-AID ROUTES

For debris on federal-aid routes that may be eligible under FHWA Emergency Relief, RRDS will support the City in capturing the documentation needed to substantiate ER eligibility — direct-result-of-disaster nexus, emergency repairs documentation, and the 180-day federal-share window per FHWA Emergency Relief Manual Chapter II. [2]

PUBLIC RECORDS & AUDIT ACCESS

RRDS will comply with Florida Public Records Law and §119.0701 contract provisions, and will provide records and audit access to the City and to federal reviewers as required by 2 CFR Part 200 and the FEMA Contract Provisions exhibit incorporated into the RFP.

Tab 14 | Quality Assurance / Quality Control

QA/QC FRAMEWORK

RRDS QA/QC is built around two parallel programs: (1) Production QA — confirming work is done to standard in the field, and (2) Documentation QA — confirming each ticket is reimbursable. The Documentation Lead and QA/QC Lead report directly to the Project Manager and have stop-work authority for documentation deficiencies.

DAILY CONTROLS

- Daily 0700 production briefing — yesterday’s output, today’s zones, MOT, safety items, weather.
- Mid-day field check — RRDS QA/QC Lead audits 5–10% of in-progress tickets and crews per zone.
- End-of-day reconciliation — every ticket numbered, accounted for, and reconciled to TOMS receipts.
- Daily exception report — voided tickets, mismatches, photo gaps; cleared before next-day briefing.

WEEKLY CONTROLS

- Weekly executive briefing with the City — production by zone, financial pacing, schedule risk.
- Cross-audit between RRDS internal records and City monitor firm’s ADMS exports; variances investigated within 24 hours.
- Weekly safety committee review — incidents, near-misses, corrective actions.

TICKET INTEGRITY RULES

- No back-dated tickets, ever.
- No retroactive volumetric changes without monitor signature and exception note.
- Volumetric capacity changes per equipment unit require new certification before that unit is reused.
- Ticket books / digital sequences are sole-issued and reconciled.

CONTINUOUS IMPROVEMENT

After-action reviews are conducted at Days 7, 14, 21, and at closeout. Findings are integrated into the next operational period’s briefing materials and into the next pre-season Coordination Meeting.

Tab 15 | Safety, JSA, PPE & Training

SAFETY PHILOSOPHY

Crew safety and controlled loading visual



Visual reference: controlled grapple loading near storm-damaged trees using PPE and trained operators.

RRDS works storms because debris is dangerous, and the only acceptable safety outcome is zero injuries to the public, City personnel, RRDS personnel, and subcontractors. RRDS operates under a written Job Safety Analysis (JSA) covering hurricane cleanup operations, and adapts that JSA to each project's specific conditions.

JOB SAFETY ANALYSIS (JSA) — HAZARDS ADDRESSED

- **Chainsaw operation:** Lacerations, kickback, flying debris, body-mechanic strains.
- **Heavy equipment:** Crush, struck-by, rollover, blind-spot incidents.
- **Road / travel:** Wet roads, traffic hazards, blocked / debris-strewn roads.
- **Outdoor labor:** Heat, dehydration, insect-borne illness, uneven ground.
- **Situational awareness:** Unstable structures, falling limbs, energized lines.

PPE STANDARDS (PER JSA)

Role	PPE Required
Chainsaw operators	Helmet w/ face shield; hearing protection; chainsaw chaps; cut-resistant gloves; steel-toe boots; hi-vis; safety glasses / goggles.
Heavy equipment operators	Hard hat & hi-vis when outside the cab; heavy-duty gloves; steel-toe boots; eye protection in debris areas.
General crew	Sunscreen; long sleeves and pants; hydration; first-aid access.

ENERGIZED-LINE CLEARANCE & ELECTRICAL HAZARDS

- Assume all lines are live until cleared by the utility.
- Maintain minimum 10-foot separation from any electrical hazard.
- Coordinate with utility for de-energization where contact is possible.
- Bucket-truck crews use dielectric-certified equipment only.

ROAD & TRAVEL SAFETY

- Pre-trip vehicle inspection; tires and brakes confirmed for conditions.
- Reduce speed and increase following distance on wet roads; consider stop-and-wait.
- Always wear seatbelts; communicate delays / route changes to dispatch.
- Use FDOT MOT / TTC discipline at every active work zone. [5]

HEAT, HYDRATION, AND INSECT PROTOCOLS

- Cool-down rotations, water available at every crew vehicle, electrolytes at peak heat.
- First-aid kits in every crew vehicle; trained first-aid responders on every crew.
- Insect / vector controls — repellent, long sleeves where practical; tick / mosquito hazard awareness.

CREW LEADER RESPONSIBILITIES & CREW-CHANGE RE-BRIEFING

Per the RRDS JSA, crew leaders are responsible for ensuring that any new or replacement crew member is fully briefed before beginning work, and that Donovan Kimmer is informed of crew changes so the new member signs the JSA. This rule prevents drift in safety expectations as crews rotate over the course of a 30-day project.

TRAINING DOCUMENTATION

- ICS-100, 200, 700, 800-level coverage by role.
- OSHA 1926 chainsaw, fall, electrical-clearance, and PPE training records on file.
- Dielectric bucket-truck certifications (annual).
- FDOT TTC / MOT certifications. [5]
- FDEP DDMS familiarity. [3]
- Hazardous materials and HHW handler training as applicable.

Sign-Off Discipline

All crew members sign the project-specific JSA before any work begins. Supervisors maintain printed and digital copies of signed JSAs at the field office and submit them with daily reimbursement-ready documentation packages.

Tab 16 | Environmental Compliance & FDEP Controls

REGULATORY FRAME

RRDS operates TOMS to FDEP DDMS guidance: site selection, establishment, operation, monitoring, fire / smoke control, stormwater management, eligible debris types, and closure timing. RRDS will monitor the FDEP Emergency Final Order conditions issued for the event and will close all DDMS operations before the order expires unless an extension is authorized.

STORMWATER CONTROLS

- Perimeter berms and silt fence around vegetative and C&D bays.
- Inlet protection at storm drains within and adjacent to the site.
- Sediment trap or basin where soils and slope warrant.
- Truck wheel-wash or tracking-pad where pad surface is unconsolidated.
- Inspection log maintained and produced on demand.

AIR QUALITY / OPEN BURNING / AIR CURTAIN

- Open burning is presumed not authorized.
- If FDEP / City authorize air-curtain incineration in writing, RRDS will operate per FDEP guidance and the Emergency Final Order.
- Smoke management plan, setbacks, and air-quality monitoring per FDEP guidance.

ELIGIBLE DEBRIS VS. INELIGIBLE DEBRIS

- Disaster-generated debris from City ROW and authorized public property is eligible per FEMA Public Assistance criteria.
- Pre-event debris, demolition not authorized by the City, and non-disaster-related yard waste are not eligible and not collected.
- Friable asbestos and other regulated streams are segregated and handled by licensed subcontractors only.

HAZARDOUS MATERIAL ENCOUNTER

If hazardous or industrial material is encountered during debris removal, the crew stops work, secures the area, notifies the RRDS Safety Officer and the City PM, and engages the licensed environmental subcontractor to characterize, package, manifest, and dispose of the material. The encounter is fully documented for FEMA / FDEP review.

STORMWATER INLET PROTECTION DURING CURBSIDE COLLECTION

Environmental and waterway debris visuals



Visual reference: waterway debris access and removal support in constrained areas.



Visual reference: tracked equipment access for off-road and waterway-adjacent debris removal.

Per the RFP, contractors should attempt to rake or sweep debris piles to minimize the amount washing into storm drains. RRDS crews are trained on this discipline, and after each pass crews leave a curb line as clean as practical, with photographic evidence captured for the FEMA reimbursement-ready package.

DMS CLOSURE TIMING

RRDS commits to operating each TOMS in compliance with the FDEP Emergency Final Order timing window and to completing reduction and haul-out before the order expires. If an extension is required for the City, RRDS will support the City in the extension request.

Tab 17 | Public Coordination & City / EOC Integration

SINGLE POINT OF CONTACT

Donovan Kimmer is the City's single, accountable point of contact, on call 24/7 from receipt of NTP through closeout. The City's Project Manager and Debris Manager have his direct cell, e-mail, and a published backup channel for off-hours.

EOC INTEGRATION

- RRDS PM and Operations Manager are available to attend EOC briefings during activations as the City directs.
- RRDS field schedule integrates with City Police, Fire, Public Works, and Solid Waste schedules.
- RRDS will respect the City's ICS / NIMS structure and accept assignments through the published chain of command.

PUBLIC INFORMATION COORDINATION

- Public messaging is the City's prerogative; RRDS supports the City PIO with truck-route updates, pass schedules, and stream eligibility messages.
- RRDS does not communicate directly with media or with residents on policy matters; field crews refer all such inquiries to the City PIO.

COORDINATION WITH CITY WORKFORCE (~150 PERSONNEL SCENARIO)

Under the Attachment V scenario, the City has an emergency workforce of approximately 150. RRDS aligns its field crews with City Public Works crews to avoid double-coverage of corridors, integrates with City Police MOT and traffic-control assignments, and avoids competition for fuel, water, and lodging resources by routing all RRDS support logistics through mainland providers.

Public coordination visual reference

Hurricane Clean Up - Separating Your Debris

Debris should be placed curbside, without blocking the roadway or storm drains.

NO PICKUP ZONE
Any debris placed from the sidewalk toward your property will not be picked up.

DEBRIS SEPARATION
Separate debris into the six categories shown.

DO NOT STACK OR LEAN
Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.

Normal Household Trash
Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

VEGETATIVE DEBRIS
• Logs
• Plants
• Tree branches
• Leaves (do not put in bags) * If you have a lot of leaves and small twigs in plastic bags, please set those aside from any brush piles. ▼

CONSTRUCTION & DEMOLITION DEBRIS
• Building materials
• Carpet
• Drywall
• Furniture
• Lumber
• Mattresses
• Plumbing

APPLIANCES & WHITE GOODS
• Air conditioners
• Dishwashers
• Freezers
• Refrigerators
• Stoves
• Washers, dryers
• Water heaters

ELECTRONICS
• Computers
• Radios
• Stereos
• Televisions
• Other devices with a cord

HOUSEHOLD HAZARDOUS WASTE
Please, no chemicals at the curb. They can create a fire hazard. Please take them to:
6441 Topaz Ct.
Fort Myers, FL 33966

UNSURE WHERE TO PLACE DEBRIS?
If you don't have a sidewalk, ditch, or utility line in front of your house, place debris at the edge of your property before the curb.

FREQUENTLY ASKED QUESTIONS ABOUT HURRICANE CLEAN UP

What is the difference between storm-related debris and regular household trash?
Storm debris includes any trees, tree limbs and shrubs that went down in the hurricane. Regular household trash is what you would throw away in a typical week.

When will the storm debris be collected from my curb and what should I do to prepare?
There is no schedule for when storm debris will be collected from your neighborhood, but be assured that it will. Cleanup efforts take time.

When will my regular household collections resume?
Regular collections of garbage, recycling and your normal weekly yard waste resume as soon as it is safe for collection crews to do so.

Visual reference: public communication for separating hurricane cleanup debris streams.

COORDINATION WITH THE CITY'S DEBRIS MONITORING FIRM

RRDS will work seamlessly with the City's designated debris monitoring firm. RRDS does not serve as monitor or as both contractor and monitor on the same project. Daily ticket reconciliation, ADMS data exchange, and TOMS receiving operations will be coordinated through the monitoring firm's on-site management.

COMMUNICATION TOOLS

- Cellular and SMS primary; satellite phones in reserve.
- Two-way radios for crew-level comms within zones.
- Daily situation reports (SitReps) by 1900 each day.
- Cloud-based ticket and document repository (City-accessible read-only).

Tab 7B | Expanded Operations Methodology

OPERATIONAL PERIODS AND BATTLE RHYTHM

RRDS organizes a debris mission as a sequence of operational periods, each opened with a 0700 briefing and closed with a 1900 SitRep. The battle rhythm minimizes drift, makes every shift’s expectations explicit, and produces a continuous documentation trail for the City and for FEMA reviewers. Each operational period is characterized by an objective (push, sweep, reduce, haul-out, closeout), a measurable production target, a defined safety focus, and a set of MOT and PIO actions.

DAY IN THE LIFE — RRDS CREW ON A SWEEP DAY

Time	Activity
0530	Crew muster at field office; vehicle inspection; PPE check; signed JSA review for any new crew member.
0630	Fuel-up at mobile fuel truck; load saw chains, blades, ticket book / device, water, first-aid kit.
0700	Project Manager briefing — yesterday’s production, today’s zone, MOT, weather, safety focus, City updates.
0730	Convoy to assigned zone with monitor link-up; MOT setup at first work zone.
0800–1130	Sweep operations: bucket-truck crew on hangers / leaners ahead of grapple-truck pickup; loader feeds dump trucks; HHW route runs in parallel.
1130–1230	Lunch at staging area; hydration; equipment fluids check; mid-day audit by QA/QC Lead.
1230–1700	Sweep continues; transitions between sub-zones; haul-out alternates to assigned TOMS; ticket reconciliation in real time.
1700–1830	Wrap; final loads tarped or ‘trimmed’; MOT teardown; convoy back to staging; equipment refueling and lubrication; daily JSA debrief.
1830–1930	Documentation completion: ticket reconciliation, photos / geotags filed, sub time submissions; SitRep submitted to City PM by 1900.

PUSH PHASE METHODOLOGY (DAYS 0–2)

- **Recon:** RRDS surveyors and PMs conduct first-light recon by UTV and PM vehicle; initial pile estimates via GPS / photo.
- **Cut-and-toss:** Bucket-truck crews and chainsaw teams open hospital, fire, EOC, and primary corridors before sweep operations begin.
- **MOT:** Initial MOT is rapid-deploy (cones, signs, flagger); upgraded to FDOT TTC-compliant on Day 2.
- **Comms:** Push-phase comms rely on cell, SMS, and 2-way radio; satellite phone backup for crews in degraded coverage.
- **Documentation:** Push tickets are flagged and segregated from later sweep production for FEMA eligibility analysis.

SWEEP PHASE METHODOLOGY (DAYS 3–18)

- **Pass discipline:** First, second, and third passes published per zone; resident messaging supports curb-side set-out and stream segregation.
- **Stream-aware crews:** Vegetative crews and C&D crews work distinct routes whenever practical; mixed loads minimized.
- **Production governance:** Daily target = (target CY for week / 5 days) ± 10%; misses trigger reroute, additional crew, or sub activation.
- **Safety governance:** Safety Officer rotates between zones; documented spot-checks; immediate corrective action.

REDUCTION PHASE METHODOLOGY (DAYS 7–25, OVERLAPPING)

- **Tub vs. horizontal:** Tub grinder primary at Truman for vegetative; horizontal grinders deployed at College Rd / Rockland Key for vegetative + C&D.
- **Pile management:** Pile size limited to safe operating dimensions; turnover discipline to avoid heat / fire risk.
- **Output management:** Mulch loaded to walking-floor / belt-floor; metals to recycling; non-vegetative C&D to lawful disposal.
- **Air-curtain (if authorized):** Operated only with FDEP / City authorization per the Emergency Final Order. [3] [4]

HAUL-OUT PHASE METHODOLOGY (DAYS 18–30)

- **Trailer mix:** Walking-floor trailers (90–145 CY) and belt-floor potato wagons (92–120 CY) dominate; end-dumps for C&D.
- **Routing:** Outbound routes coordinated with City PD and FHP for U.S. 1 movements; load times leveled to avoid bridge / corridor congestion.
- **Receipts:** Each load receipted at lawful disposal / recycler; receipts attached to original load tickets.
- **Closeout indicators:** Reduction pad scraped; pile rows zero; final weight / volumetric reconciliation.

Tab 7C | Risk Register & Mitigations

TOP MISSION RISKS

Risk	Likelihood	Impact	RRDS Mitigation
U.S. 1 closure or bridge load posting	Medium	High	Multiple staging yards; convoy timing aligned with FHP / City re-entry windows; smaller / lighter convoys deployable.
Cat 3+ event triggers prolonged evacuation	Event-dependent	High	Self-sustained crews; mainland lodging; food / water / fuel pre-positioned; coordinate with City re-entry.
TOMS pad failure under high vegetative load	Low–Medium	Medium	Stone / fabric where soils warrant; D8 pad maintenance; relocate reduction to alternate primary if needed.
Subcontractor capacity falls short	Low	Medium	Multiple pre-positioned subs per category; backup rentals reserved; RRDS owned production capacity is itself substantial.
Air-curtain not authorized, mulch market saturated	Medium	Low–Medium	Multiple lawful disposal end-points; outbound routes ranked by capacity; reduction governed to throughput.
Unexpected HHW or hazardous discovery	Low	Medium	Stop-work; secure; Safety Officer + licensed environmental sub mobilization;

			documented characterization.
Documentation gaps / ticket discrepancies	Low	High (reimbursement)	Daily reconciliation; QA/QC Lead audits; cross-check with City monitor firm’s ADMS.
Operator fatigue over 30-day deployment	Medium	Medium	Crew rotation, mandatory rest, hydration / heat protocols, near-miss reporting.
Bridge / route damage delays haul-out	Low	Medium	Hold mulch / debris in TOMS within FDEP timeframe; pre-arrange alternate haul routes.
Public criticism / media miscommunication	Low	Medium	All public messaging through City PIO; field crews refer inquiries to PIO.



Tab 7D | Communications Plan

INTERNAL COMMUNICATIONS

- 0700 daily PM briefing at RRDS field office.
- Mid-day check-in at 1200 with each zone foreman.
- 1900 SitRep submitted to the City PM and Debris Manager.
- Two-way radio for crew-level comms; cell / SMS for management; satellite phones in reserve.
- Cloud-based document repository for shared photos, tickets, and SitReps.

EXTERNAL COMMUNICATIONS

- Single point of contact: Donovan Kimmer (RRDS PM) — donovank@teamrrds.com / (352) 477-0842.
- All public-facing statements routed to the City PIO.
- Subcontractor coordination through RRDS Sub Coordinator only.
- Vendor and rental coordination through RRDS Logistics Coordinator only.

REPORTING CADENCE

Report	Frequency	Recipient
Daily SitRep	Daily by 1900	City PM, Debris Manager, EOC liaison
Daily Reimbursement-Ready Package	Daily by 2200	City Documentation Lead
Weekly Executive Briefing	Weekly	City Manager, PM, Solid Waste
Incident Report	Within 4 hrs of incident	City PM, Safety Officer, City Risk Mgmt
Closeout Report	At completion	City PM, City Manager, Auditor

Tab 13B | Reimbursement Documentation — Detail

FEMA PA DOCUMENTATION BUNDLE (DAILY)

Documentation-supported production visual



Visual reference: debris reduction, loading, and documentation-controlled site activity.

- Cover summary of the day's production, by zone, by stream.
- Force-account-style equipment usage list: unit, hours, operator, fuel.
- Reconciled load tickets for the day — vegetative, C&D, mixed, white goods, HHW.
- Disposal receipts paired to each load ticket.
- Photo / GPS log: pile pre / post; representative TOMS pad and pile photos.
- Operator sign-in / sign-out and JSA acknowledgement records.
- Subcontractor activity report with insurance status check.
- Exception log: voided tickets, mismatches, photo gaps, with corrective action.

FHWA EMERGENCY RELIEF DOCUMENTATION HOOKS

- Federal-aid route segments identified in pre-event planning.
- Direct-result-of-disaster nexus captured on tickets and photo logs.
- Emergency repairs and debris removal segregated by route segment.
- 180-day federal-share window tracked for the City.

RECORDS RETENTION

RRDS retains all project records for the period required by 2 CFR § 200.334 and the FEMA Contract Provisions exhibit, with City and federal access on demand.

ELIGIBILITY DECISIONS

FEMA Public Assistance eligibility decisions belong to the City and to FEMA / FDEM. RRDS supports those decisions with documentation, segregation, and a recommendation memo where eligibility is ambiguous (for example, debris on the line between public ROW and private property). RRDS does not unilaterally determine eligibility; the contractor's job is to ticket every load with sufficient information that the City and FEMA can decide.

Appendix A | Glossary of Terms

Term	Definition
ADMS	Automated Debris Management System — software used to capture, geotag, and reconcile load tickets electronically.
CFC	Chlorofluorocarbon — refrigerant gas regulated by EPA; recovered prior to white-goods processing.
C&D	Construction and Demolition debris — building materials, drywall, lumber, roofing, etc.
Cat 2 hurricane	Saffir–Simpson Category 2 hurricane — 96–110 mph sustained winds, the design scenario for Attachment V.
DDMS	Disaster Debris Management Site — FDEP-regulated temporary site for storage and reduction of disaster debris.
EOC	Emergency Operations Center — coordination hub for City / County emergency response.
ER	Emergency Relief — FHWA program providing federal share for repairs and debris on federal-aid routes following a disaster.
Force account	Government use of its own employees and equipment; FEMA reimbursement equivalent applied to contractor records.
HHW	Household Hazardous Waste — paints, solvents, batteries, etc., requiring segregated handling and licensed disposal.
JSA	Job Safety Analysis — written hazard analysis and control plan.
MOT / TTC	Maintenance of Traffic / Temporary Traffic Control — FDOT-regulated worker / public protection at active work zones.

NIMS / ICS	National Incident Management System / Incident Command System — federally-defined response coordination framework.
NTP	Notice to Proceed — written instruction from the City authorizing work to begin.
Operational Period	Defined block of time (typically a shift or day) governed by a single operational briefing and SitRep.
PA	Public Assistance — FEMA grant program reimbursing eligible disaster response and recovery costs to public entities.
PIO	Public Information Officer — City’s designated public-facing communications role.
ROW	Right-of-Way — public road / utility corridor.
SitRep	Situation Report — periodic status update.
TOMS	Temporary Debris Management Site — City’s term for DDMS in this RFP.
Volumetric verification	Independent measurement of load volume at TOMS receiving — typically by spotter tower.

Appendix B | Commitment Summary — City-Facing

RRDS ONE-PAGE COMMITMENT SUMMARY

#	RRDS Commitment	Source / Authority
1	Mobilize 50% of required resources within 24 hours of advance NTP, 100% within 48 hours.	RFP Section 3.4 mobilization standard
2	Complete debris hauling and removal within 30 calendar days of directed completion.	RFP minimum requirements
3	Documented FEMA Public Assistance and FHWA Emergency Relief familiarity.	FEMA PA Debris Mgmt Guide; FHWA ER Manual Ch. II
4	Operate TOMS to FDEP DDMS guidance; close within the Emergency Final Order window.	FDEP DDMS guidance
5	FDOT-compliant MOT / TTC at every active work zone.	FDOT TTC site
6	JSA, PPE, training, dielectric bucket-truck and energized-line clearance discipline.	RRDS JSA
7	Insurance per Exhibit A; subs at same limits.	Exhibit A
8	No cost-plus-percentage-of-cost; no contingency FEMA reimbursement fee; T&M only with ceiling price where suitable.	FEMA Contract Provisions; 2 CFR Part 200
9	Records and audit access; public records compliance.	2 CFR § 200.334; F.S. §119.0701
10	City named additional insured (excl. Professional); completed ops 4 years.	Exhibit A

11	Single accountable point of contact: Donovan Kimmer.	Tab 5 / Tab 17
12	Pre-positioned subs and rentals reserved for City of Key West NTP activation.	Tab 10
13	City coordination with EOC, PIO, and Debris Monitoring Firm.	Tab 17
14	Familiar with all primary and secondary TOMS per Attachment W.	Tab 11



Tab 18 | Financial Stability (Attachment Z)

FINANCIAL STABILITY NARRATIVE

Rapid Response Disaster Services LLC is a Florida-based limited liability company that has executed paid debris and recovery contracts across hurricane events including Helene (2024), Idalia (2023), Ian (2022), and prior events. RRDS funds field operations through a combination of contract receipts, established banking relationships, and equipment-finance partnerships with major OEMs. The company is positioned to self-fund the first 30–60 days of a 200,000 CY mission while FEMA Public Assistance and / or City progress payments process. RRDS does not depend on contingency-based FEMA reimbursement fees and does not propose cost-plus-percentage-of-cost pricing.

WORKING CAPITAL & CASH FLOW

RRDS maintains operational cash and lines of credit appropriate to large-scale debris missions. The owned production fleet (see Tab 9) reduces the company’s dependence on rental capacity and stabilizes unit-economics exposure. Pre-positioned vendor and rental capacity (see Tab 10) is structured to be activated only on Notice to Proceed, limiting standing carrying costs.

INSURANCE POSITION (PER EXHIBIT A)

Policy	Required Limit	RRDS Position
Workers’ Compensation	Statutory	Will procure and maintain at statutory minimum prior to NTP.
Employer’s Liability	\$100,000 / \$500,000 / \$100,000	Will procure and maintain.
Commercial General Liability	\$1M occurrence / \$1M aggregate	Will procure and maintain.
Automobile Liability	\$1M each accident	Will procure and maintain.
Pollution / Environmental	\$2M	Will procure and maintain.
Professional Liability	\$1M occurrence / \$2M aggregate	Will procure and maintain.
City as Additional Insured	All policies except Professional Liability	Will endorse.
Completed Operations	10 years post-completion	Will maintain.
Subcontractor Insurance	Equal to RRDS limits	Flowed-down requirement.

BONDING CAPACITY

RRDS has the capacity to obtain payment / performance bonds when required by Task Order, and will provide bonding capacity letters from its surety on request. Key West's RFP package will be reviewed for any bond requirement; if required, bonds will be issued in the amounts specified before Notice to Proceed.



Tab 19 | Past Performance & References (Attachment Y)

REFERENCE PROJECT 1 — CARTER COUNTY, TN (HURRICANE HELENE, 2024)

Field	Detail
Client	Carter County, Tennessee
Event	Hurricane Helene, 2024
Scope	Right-of-way storm debris collection, hauling, and DMS grinding (Roan Mountain / Hampton DMS).
Production records	Approx. 147,599 CY ROW haul; approx. 30,322–30,378 CY DMS grinding throughput.
Documentation discipline	Field-ticketed loads with ADMS-style data backup; FEMA reimbursement-ready packages.
Reference	To be inserted in the final sealed package in Attachment Y reference letter format.

REFERENCE PROJECT 2 — SUWANNEE COUNTY / FDOT (HURRICANE HELENE, 2024)

Field	Detail
Client	Suwannee County, Florida (Florida DOT)
Event	Hurricane Helene, 2024
Scope	State right-of-way debris removal.
Production records	Approx. 28,145 CY load-and-haul on monitored, ticketed loads.
Documentation discipline	Monitor / ticket fields captured for FDOT reconciliation.
Reference	To be inserted in the final sealed package in Attachment Y reference letter format.

REFERENCE PROJECT 3 — CITY OF CAPE CORAL, FL (HURRICANE IAN, 2022)

Field	Detail
Client	City of Cape Coral, Florida
Event	Hurricane Ian, 2022
Scope	City right-of-way debris removal.
Documentation discipline	Ticketed loads, FEMA-reimbursement-eligible documentation.
Reference	To be inserted in the final sealed package in Attachment Y reference letter format.

REFERENCE PROJECT 4 — CITY OF NAPLES, FL (HURRICANE IAN, 2022)

Field	Detail
Client	City of Naples, Florida
Event	Hurricane Ian, 2022
Scope	City right-of-way debris removal.
Reference	To be inserted in the final sealed package in Attachment Y reference letter format.

REFERENCE PROJECT 5 — CITY OF FORT MYERS, FL (HURRICANE IAN, 2022)

Field	Detail
Client	City of Fort Myers, Florida
Event	Hurricane Ian, 2022
Scope	City right-of-way debris removal.
Reference	To be inserted in the final sealed package in Attachment Y reference letter format.

ADDITIONAL REFERENCES (AVAILABLE ON REQUEST)

Project	Year	Event	Scope
Cedar Key, FL	2023	Idalia	City ROW debris removal
Yankeetown, FL	2023	Idalia	Town ROW debris removal
Anna Maria, FL	Standby	All-hazard	Florida municipal disaster debris contract
Georgia DOT	2024	Helene	Debris consolidation & removal
USACE Puerto Rico	2017	Maria	Power-grid restoration field support
Chevron, TX	2024	Harvey aftermath	Flooded material / mold mitigation

Tab 20 | Required Forms Checklist (Attachments A–AA + Exhibit A)

FORMS & ATTACHMENTS — SUBMISSION CHECKLIST

Attachment	Title
A	Anti-Kickback Affidavit
B	Sworn Statement Under §287.133(3)(a) F.S. on Public Entity Crimes
C	City of Key West Indemnification Form
D	Equal Benefits for Domestic Partners Affidavit
E	Cone of Silence Affidavit
F	Non-Collusion Affidavit
G	City of Key West E-Verify Affidavit
H	Affidavit Attesting to Noncoercive Conduct for Labor / Services
I	Vendor Certification Regarding Scrutinized Companies Lists
J	Conflict of Interest Statement
K	Acknowledgement of Conformance with OSHA Standards
L	FL Corporate Filings, Articles, Sunbiz print, Key West Business Tax Receipt
M	Copy of Draft Contract Documents
N	Acknowledgement of Conformance with FEMA / NIMS Standards
O	Unit Proposal Form

P	Sample Load Ticket
Q	List of Contractor’s Equipment and Facilities (with Location)
R	Contractor’s Qualifications Statement
S	Trench Safety Act Form
T	Acknowledgement of Conformance with OSHA Standards (Trench)
U	Licenses for MOT-Certified Personnel (or licensed-individual statement)
V	Contractor’s General Operations Plan (Cat 2 / 200,000 CY)
W	Verification Letter — Familiarity with City TOMS
X	Disaster Response Services Provider Draft Contract Documents
Y	Letter Regarding Experience
Z	Most Current Financial Statement
AA	Other / Addenda Acknowledgements
Exhibit A	Insurance — Certificate of Insurance & Declaration of Coverage

HONEST SUBMISSION NOTE

This proposal is a draft prepared in advance of the May 12, 2026 sealed submission. Where placeholders appear (executed forms, financial statement, current Certificate of Insurance, current Sunbiz print, City of Key West Business Tax Receipt, specific subcontractor and rental firm names, exact insurance carriers, and any specific bonding documents), final executed and current items will be inserted into the bound sealed package. RRDS has not made specific representations in this draft regarding precise company tenure in years, total employee count, currently-in-force insurance carriers / dates, or signed subcontractor names beyond what RRDS source records support.

— END OF PROPOSAL — Rapid Response Disaster Services LLC • RFP No. 26-008