



90 Glen Court ♦ Pearl River, Louisiana 70452  
Phone: (985) 863-2991 ♦ Fax: (985) 863-2845  
Website: [omnipinnacle.com](http://omnipinnacle.com)

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*Emergency Response Specialists*

Thursday, December 13, 2012

Craig R. Marston, Division Chief  
Emergency Management & Training  
Post Office Box 1409  
Key West, Florida 33041-1409

Re: RFP №: 09-007 Disaster Response Service Responder, Contract

Chief Marston:

In response to your letter dated December 7, 2012, the following documents are attached to this letter:

- ✓ Tab 1 – Omni's General Operations Plan
- ✓ Tab 2 – Insurance Certificate
- ✓ Tab 3 – Omni's Equipment List
- ✓ Tab 4 – Omni's State of Florida Licenses
- ✓ Tab 5 – Omni's Current Financial Statement (Privileged & Confidential Information)
- ✓ Tab 6 – Statement of Litigation
- ✓ Tab 7 – List of Current Contracts
- ✓ Tab 8 – Omni's Emergency Contact List

We, at Omni Pinnacle, look forward to continuing our relationship with you and the City of Key West. Please let me know if I may be of further assistance regarding this matter.

Sincerely,

Nighesha Richardson  
Senior Contract Specialist & Project Manager



*Emergency Response Specialists*

# OPERATIONS

*90 Glen Court, Pearl River, Louisiana 70452*

*Phone: (985) 863-2991 ■ Fax: (985) 863-2845*

*[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnit@omnipinnacle.com](mailto:omnit@omnipinnacle.com)*

## Tab 1

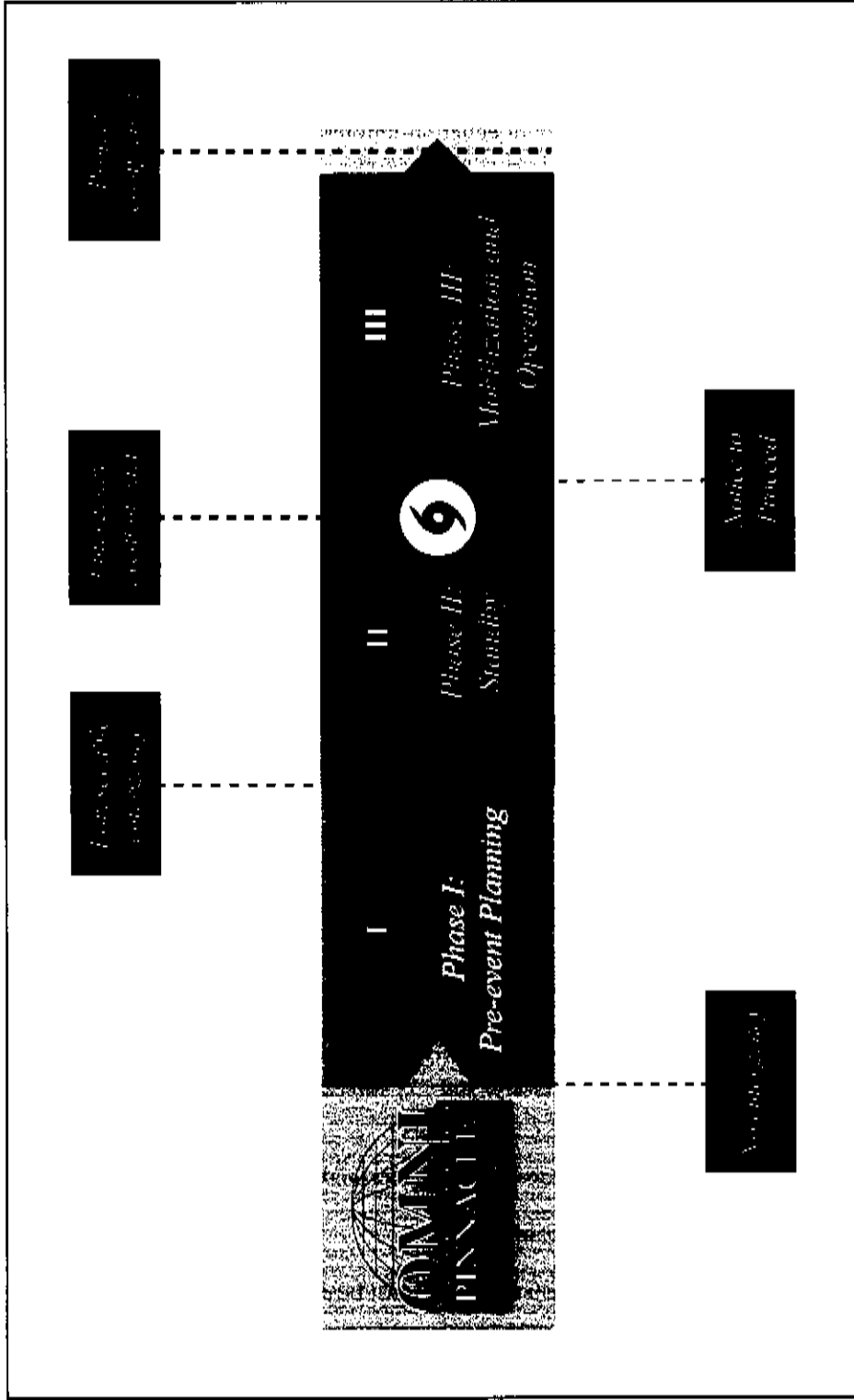
# General Operations Plan

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
General Operations Plan

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Figure 1: Phases of Technical Approach



- A. Connecting with City representatives, in person whenever possible, to establish the professional rapport necessary for working together during an emergency event;
- B. Keeping current with, reviewing, and, if requested, providing feedback on the most updated version of the City's Debris Management Plan;
- C. Meeting with the City to synchronize the City's and Omni Pinnacle's Communications Plan, Mobilization Plan, and Debris Management Plans;
- D. Touring the City's designated Temporary Debris Management Sites (TDMS). If TDMS have not been designated by the City, the Omni Pinnacle emergency management team will identify potential sites and develop a plan of action with the property owner(s);
- E. Establishing collection zones. If these are not already available, and at the City's behest, the Omni Pinnacle emergency management team will assess the City's potential impact zone and, using established grids (neighborhoods, major streets, waterways, and other boundaries), assign zone names to these areas;
- F. Meeting with City representatives to forecast emergency event scenarios, including anticipating all potential opportunities and setbacks that might present themselves, estimating debris volume, and making specific plans for high-priority zones;
- G. Completing all training and certification requirements prescribed by the City;
- H. If necessary, provide on-site training for City personnel with pre-event training in emergency response programs, such as the FEMA Public Assistance (PA) for compliance, reimbursement procedures, implementation of emergency protective measures, and hazard mitigation measures. The training shall also address FEMA debris removal guidelines for determination of debris eligibility and change order guidelines. In addition to this the training shall cover local, state and federal regulations, including OSHA and the provisions of the Robert T. Stafford Act, which governs FEMA's PA Program and guidelines. (It should be noted, however, that compliance with other individual laws, such as the Endangered Species Act, the National Historic Preservation Act, and the Clean Water Act, is still required, even when a project is excluded from NEPA review);
- I. Aiding the City in developing a comprehensive Public Information Strategy.

- A. Omni Pinnacle scales up its communication with the City, confirms all key contact information, and ensures that the lines of communication are failsafed and that redundancies are in place. Potential areas, or “hold points”, are scouted for the location of temporary storage and housing facilities to support the potential influx of personnel, equipment, and supplies. Local “rally points” for vehicles and equipment are also established.
- B. Omni Pinnacle’s home office notifies all contacts and subcontractors to put all personnel on standby. Meeting places are arranged within and around the City limits.
- C. Year-round, Omni Pinnacle’s bonding company and financial institutions secure the necessary funding for deployment for an event on any scale. Prior to impact, Omni Pinnacle’s home office management coordinates all resources necessary for deployment.
- D. Regardless of the status of an emergency event, Omni Pinnacle’s suppliers are contacted on a monthly basis to ensure that the necessary quantities are readily available. In the event of a looming emergency event, all contractor supplies necessary for the project are put on “will call” until real potential for impact and precise geographical data of the event can be determined. To all reasonable extent, every effort is made to keep a stockpile of supplies stored in transport containers ready for immediate deployment to the disaster site.

operations within the first 70 hours of work or until all streets and roads have been cleared, as put forth in both the City's RFP, Section 01010, Part 1.02 B, and the guideline put forth in FEMA 325, p. 18.

- D. Until project completion, to enforce at all times and with all employees and subcontractors (1.) Omni Pinnacle's commitment to the deliverance of timely and quality service, (2.) the application of Omni Pinnacle's comprehensive Safety Plan and environmental protection standards, and (3.) the keeping of accurate and honest reporting, accounting, and documentation. The best practices for these objectives can be found in Tab 4 ("Proposed Solution/Technical Response") of this Proposal.
- D. In the case of the above Sections A through D, to fulfill these objectives in a manner exceeding the City's performance expectations outlined in its RFP, and in the interest of maximizing all eligible federal reimbursements for the City.

#### 4.03 RESPONSE TIMELINE

Omni Pinnacle's is prepared and qualified to assist the City in responding to an emergency event of any size and magnitude. On the following page, Table 1 depicts Omni Pinnacle's response timeline following a debris-generating emergency event, beginning with the identification of the event to the first 70 hours following an event. Per the City's RFP requirements, the first wave of equipment, operators, and laborers Omni Pinnacle shall deploy within the first twenty-four (24) hours following the City's issuance of a Work Order and Notice to Proceed shall be organized into twenty (20) crews consisting of, at a minimum: 2-3 trucks, a loader, two (2) flag persons, a truck driver, and operator, and two (2) laborers with rakes and/or gas-powered blowers.

#### 4.04 FIVE-STAGE DEBRIS MANAGEMENT PLAN


Following its initial staging and deployment in response to the issuance of the City's Work Order and Notice to Proceed, Omni Pinnacle puts into effect its Debris Management Plan.

- A. In order to effectively manage debris cleanup and processing operations in the aftermath of an emergency event, Omni Pinnacle has put forth a 5-stage Debris Management Plan. This plan not only allows for operational continuity, but also ensures that Omni Pinnacle can place post-disaster debris cleanup scenarios under control as quickly and safely as possible.
- B. The individual stages of Omni Pinnacle's 5-stage operations plan consist of: (1.) Initial assessment; (2.) Emergency road clearance; (3.) Right-of-way debris removal; (4.) Completion of debris processing, reduction, and disposal processes; and (5.) Close-out procedures. Table 2 below illustrates the entire Post-event Operations Phase process and its five stages of operation.

Table 1 (contd.): Response Timeline

**Response Timeline (contd.)**  
(Emergency Event Alert to First 70 Hours)

Phase  
III



TASK	PERSONNEL RESPONSIBLE	SCHEDULE <small>Before and after Notice to Proceed</small>
Review client's emergency clearance zone priorities	DO, ADO, QCCM	Within 24 hours
Obtain required permits (if applicable)	ADO	Within 24 hours
Set up onsite office and staging areas for personnel and equipment check-in by Omni Pinnacle and client	LO, OOM	Within 24 hours
Check in all equipment and personnel	LO, OOM	Within 24 hours
Certify and mark truck, trailer, and container capacities	LM, OOM	Within 24 hours
Address and develop new release and public relations information	QCCM, PA, PRIO	Within 48 hours
Develop a traffic control plan along potential haul routes	QCCM, FRM, PRIO	Within 70 hours
Perform emergency road clearance operation	ADO, QCCM, FPM, CDRO	Within 70 hours
Deploy last wave of mobilization manpower	ADO, LO	Within 70 hours
Begin implementing right-of-way debris removal operations	ADO, PA, LO	Within 70 hours

Legend	
DO	Director of Operations
ADO	Assistant Director of Operations
PA	Project Administrator
LO	Logistics Officer
QCCM	Quality Control & Compliance Manager
CDRO	Collection & Debris Reduction Officer
HSC	Health & Safety Officer
FPM	Field Project Manager
OOM	On-Site Office Manager
QAO	Quality Assurance Officer
DS	Documentation Specialist
PRIO	Public Relations & Information Officer
EM	Equipment Manager
CDA	Client Designated Agent
DCRC	Debris Collection Recovery Crews

5.05 FIVE STAGES OF OPERATION

A. STAGE 1: INITIAL ASSESSMENT

1. Whether by observation from the air or by “windshield” assessment, actual debris volumes are estimated, while any welfare/rescue needs of citizens are noted and channeled immediately to the responsible parties.
2. Based on these observations, and in accordance with the City’s representative(s), a route plan and a preliminary schedule is developed.
3. Specific traffic-related issues are discussed and resolved.
4. General and specific safety issues are addressed.
5. Equipment and personnel check-in sites and operations staging hubs are established.

B. STAGE 2: EMERGENCY ROAD CLEARANCE (“PUSH”)

1. Vehicles and equipment are given initial inspections.
2. Initial team assignments are made.
3. Database is established for dispatch records and equipment, crews, and contractors.
4. Any specific debris collection/sorting issues are communicated to teams in preliminary team meetings.
5. Safety issues pertaining to emergency road clearance operations, as well as PPE guidelines, are communicated to teams.
6. TDMS sites are activated: personnel and equipment are deployed; inspection towers, border fences, and containment areas are constructed; and pre-planned ingress/egress routes are opened. All TDMS actions are completed within 24 hours of Notice to Proceed.
7. Public Relations infomercials are planned and developed.

C. STAGE 3: RIGHT-OF-WAY DEBRIS REMOVAL

1. Safety issues pertaining to ROW debris removal are debriefed to team members.
2. Loading methods are established for each debris class.
3. Lane/road closure issues are discussed with the client and law enforcement.
4. Public Relations infomercials are published.
5. Hazardous tree trimming and disposal (“leaner and hanger”) operations are completed.
6. Debris removal is monitored; debris is sorted.
7. Traffic control procedures are enforced.

D. STAGE 4: COMPLETION OF DEBRIS PROCESSING, REDUCTION, AND DISPOSAL PROCESSES

1. Best practices for debris processing and reduction are observed through debris mitigation process.
2. Final disposal/recycling/end user options are determined for all debris types.
3. Debris is hauled out to respective disposal/recycling sites.
4. Site closure parameters are established.



PART 6 DEBRIS MANAGEMENT

6.01 INITIAL ASSESSMENT

During the initial assessment stage, Omni Pinnacle's First Responders Team, partnered with representatives of the City, will finalize the prioritizations of zones and sectors for debris clearance. The initial assessment squad will also observe any potential safety, health, and logistical setbacks or concerns that might be presented by the disaster scenario. The initial assessment is typically performed via air and land vehicles. All information gathered in the initial assessment will be communicated to the operations team and project manager(s).

6.02 STAGING AND CHECK-IN HUBS

At the beginning of the Post-event Operations Phase, Omni Pinnacle's equipment staging and check-in areas will become activated. For the duration of the project these areas will serve as operations hubs for incoming workers, equipment, and subcontractors. Practicality permitting, these sites will occupy hard surface area sized approximately 5 – 10 acres, and will be located in areas that do not conflict with the response efforts or compromise the general public interest. Omni Pinnacle will erect mobile command centers at each check-in site to support Omni Pinnacle, the City, and subcontractor personnel involved in the check-in process.

6.03 EMERGENCY ROADWAY CLEARANCE ("PUSH")

- A. Omni Pinnacle sets its goal completion time for emergency road clearance services to within the first 70 hours following an event, in accordance with FEMA PA standards. These services include the emergency clearing, cutting, tossing, and/or pushing of debris from the primary transportation routes to the medians or sides of the public right-of-way, and may also involve pre-event staging in order to make an emergency push into the target area. Under the direction of the City, Omni Pinnacle crews will work independently or in conjunction with City crews to temporarily clear debris from pre-designated critical arteries to facilitate the movement of emergency vehicles and other critical traffic in the immediate aftermath of a disaster.
- B. Teams usually clear a single primary-use lane at first, clearing additional lanes according to the needs and priorities of the affected community and the response effort as a whole. Entrances and routes to hospitals and emergency services facilities, such as fire and police departments, are given top priority for emergency debris and fallen tree clearance.
- C. Although emergency roadway clearance is a highly time-sensitive operation, safety of personnel and the general public is paramount to a successful operation. Extreme caution must be exercised during this phase of the debris management operation to avoid risks associated with downed live electrical wires, physical hazards, and hazardous materials.
- D. Once the emergency roadway clearance is completed, or coinciding with the progress of this task, debris removal from public easements, property, and rights-of-way begins.

6.04 DEBRIS REMOVAL FROM PUBLIC PROPERTY

- A. In general, the removal and disposal of debris in rights-of-way composes most of the action in a disaster response operation. Right-of-way debris removal operations specifically entails

challenge within the scope of work; all insurances must likewise be in order. Each crew must have a qualified line clearance tree trimmer with aerial rescue certificate. At least two members of the crew must be CPR certified and at least one other member of the crew must be an aerial rescue apprentice and all personnel must have resumes from previous employers documenting experience and ANSI certification. Certified arborists are also included in Omni Pinnacle tree removal teams in order to meet or exceed state guidelines.

- B. An eligibility key for tree removal from private property is as follows:
1. "Leancers" are defined as trees that are eligible for removal because they have been partially uprooted or are leaning beyond 30 degrees to grade. Additionally, they must be larger than 6" in diameter, have 50% of the crown exposed or a have split trunk in order to be eligible for removal.
  2. "Hangers" are defined as limbs that are eligible for removal. Hangers are identified as broken tree limbs still connected to the tree, and greater than 2" in diameter measured at the point of break.
  3. All disaster-damaged limbs and leaning trees are eligible for removal if they are in danger of falling on improved property, primary ingress or egress routes, or public right-of-ways.

#### 6.06 STUMPS

- A. Omni Pinnacle will remove all stumps uprooted on the public right-of-way and identified as hazardous by a City representative, and shall load and transport said stumps to the TDMS in accordance with FEMA standards.
- B. In order for Omni Pinnacle to remove a stump flagged as hazardous, it must first be designated by a City or FEMA official, who must inspect the stump and measure the diameter above the root ball. Various details must be added to the load ticket for proper documentation, including the measurement of the stump, the stump's point of origin, and notes by the City or FEMA representative indicating the reason the stump was considered a hazard. Voids created by stump removal will be filled with suitable fill material. Omni Pinnacle will remove all stumps identified as hazardous by the City and scheduled to be uprooted, and will load and transport said stumps to the TDMS in accordance with FEMA standards.
- C. Upon being hauled to the designated TDMS, stumps shall be categorized by their size. Stumps are generally embedded with large quantities of sediment. Most end users have no beneficial use for stumps. Without an end user, the standard protocol is for stumps to be ground or burned.

#### 6.07 CONSTRUCTION AND DEMOLITION (C&D) DEBRIS

- A. C&D Debris will be removed from curbside/roadside/or private property and disposed of the nearest approved and permitted C&D Debris Landfills.
- B. Omni Pinnacle know from past disaster debris experience there is a little or no salvage value from C&D and other non-vegetative materials. Most of this debris will have to be hauled

broken, and severed tree limbs; untreated structural timber; untreated wood products; and brush. Other disposal options exist as well:

- Local paper mills, sugar mills, and other users of vegetative materials shall be identified by Omni Pinnacle during pre-event planning. End-user agreements for vegetative debris shall be established, if possible.
- Any quality wood will be segregated from grind and burn piles and transported to local end users such as saw mills and veneer mills.

#### 6.10 WHITE GOODS

White goods—such as stoves, dishwashers, or trash compactors—can be recycled as part of a metal recycling program and can be recycled for parts by used appliance dealers. Appliances that cannot be recycled will be disposed of in a licensed landfill. Before disposal, certain appliances (refrigerators, freezers, AC units, etc.) will have CFC refrigerants and motor oil removed by a licensed contractor. These goods will be removed by certified personnel to a scrap dealer or certified landfill.

#### 6.11 ASBESTOS CONTAINING MATERIALS

- A. Asbestos containing materials will be removed according to compliance with the standards for the demolition and renovation activity pursuant to the Louisiana Emission Standard for Hazardous Air Pollutants (LESHAP) for asbestos.
- B. Procedures for asbestos containing materials, disposal of waste streams resulting from inspections and demolition activities are as follows:
  - Debris from residences that are being treated as structurally unsound and in danger of imminent collapse will be disposed of in FDEP-permitted Type I or II landfills authorized to accept asbestos or other FDEP-approved landfills that meet federal NESHAP disposal standards (such as an enhanced C&D landfill).
  - Non-regulated Category I and II ACM (Non-RACM) will be disposed of at designated areas within permitted Type III landfills that are FDEP-approved for non-regulated Category I and II disposition.
  - RACM that has been removed from residence for which a thorough inspection has been conducted will be disposed of in permitted Type I or II landfills authorized to accept asbestos.
  - C&D debris waste will be disposed of at FDEP approved construction and demolition debris waste sites.
- C. Procedures for handling debris and waste materials from demolition activity conducted on residential structures that are considered part of an installation are as follows:

plastics. These chemicals can harm workers and affect neighboring communities and the environment. This debris stream will be segregated curbside and collected for remanufacturing.

6.13 VEHICLES

Vehicles, trucks, boats, and other motorized vehicles may require removal and disposal. These items contain fuel, oil and other hazardous substances that will be removed and recycled or disposed of. Ultimately these items can be crushed and recycled. Omni Pinnacle has standing contracts with several tow and recovery operators local and throughout the state of Louisiana.

6.14 VESSELS

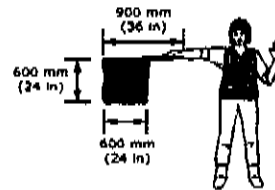
- A. The removal and disposal of derelict or abandoned vessels should be removed on a priority basis with those in danger of sinking or posing a threat to human health or safety highest on the list. Sunken vessel in three feet or greater depth is primarily conducted in the following manner. The Omni Pinnacle assessment team will travel the affected areas by vehicle, foot, vessel, or air transportation. This assessment will reveal the type and locations of debris. This information is vital to what equipment would be required to complete the given scope of work. During this assessment a point(s) of access/egress and central off-loading location(s) will locate. Prior to crew activation this location(s) will be properly identified. If it is found to be privately owned, the proper landowner permission will be obtained and a R.O.E. with a hold harmless agreement will be signed with agreeable parties granting land usage for such activities.
- B. Omni Pinnacle staff will then begin to introduce machinery to an access egress/load location(s). The properly need equipment is then placed into the waterway or on barges.
- C. The equipment may include:
  - Flat boats – for observation / monitoring / site management / transportation of personnel. Small vessels have also been utilized in conjunction with hand labor and have been affective in the water front communities that contained close proximity of houses over water, docks, and boathouses.
  - Pin-barges – These barges are 10' x 20' and are pinned together in the water to create a larger work platform or debris plat form. Dependent on the size of the waterway and the type of debris will depend on how the pin-barges would be configured and what type of machinery (track-hoe / knuckle boom) would be secured to the barge. This unit may load debris onto the deck of load on to a separate debris barge.
  - Deck barges – These barges are 20' x 40' (medium) and 20' x 80' (large) in size. A track-hoe or knuckle boom would be secured to the barge in order to conduct loading operations. This unit may load debris on to the deck or load on to a separatc debris barge.

- B. All bio-hazardous waste of category 1 will be treated by autoclave or with HIV/HBV killing agent before pick-up. Bio-hazardous waste that has chemical compounds, Ethidium bromide, or Chromium for example, needs to be disposed as Hazardous Waste Material not as Bio-Hazardous Waste.

**6.16 TRAFFIC CONTROL**

- A. Omni Pinnacle shall provide traffic control for vehicles and pedestrians at all debris removal location sites. These operations shall be in compliance with the latest edition of the Department of Transportation Federal Highway Administration’s Manual on Uniform Traffic Control Devices and FEMA EM 385.
- B. Omni Pinnacle shall not close or block public rights-of-ways unless permitted to by the City.
- C. Traffic control is extremely important on highways, in residential areas, at debris staging and disposal sites. Standard Omni Pinnacle traffic control equipment includes:

- PPE
- Flaggers
- Signs:
  - “Men Working”
  - Stop & Slow paddles
- Cones

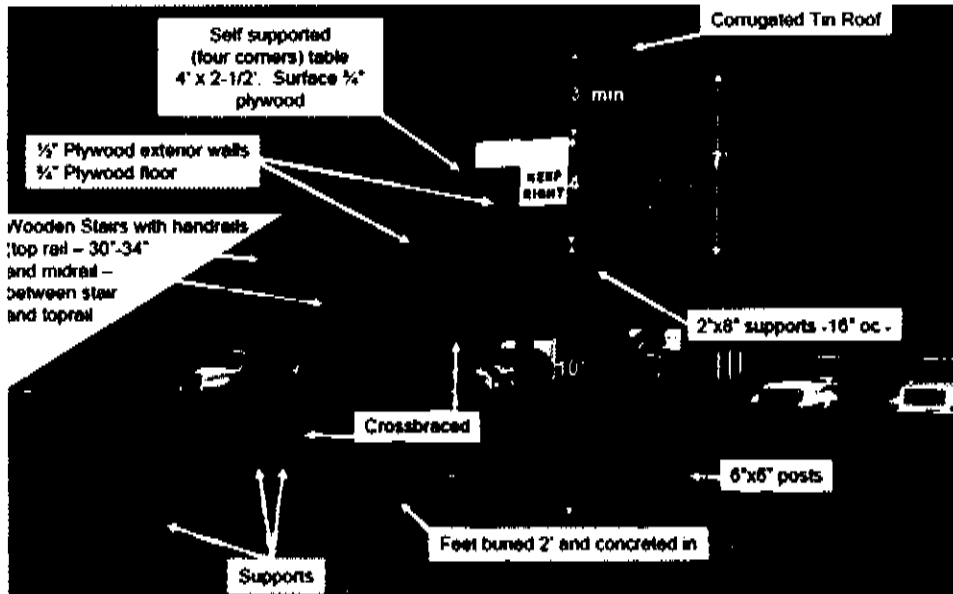


- D. When a road cannot be closed, the following precautions shall be taken:
  - “Men Working Ahead” or similar signs shall be placed along the roadway, 1,000 ft. and 500 ft. before work zone, on both sides of the work zone;
  - Sufficient number of flag persons shall be used to control traffic within the work area;
  - Flag persons shall be used and shall receive instruction in flagging operations before being placed in traffic;
  - All flag persons shall wear steel-toed shoes, Type-2 orange reflective vests, and hard hats;
  - “STOP” and “SLOW” paddles will be used for traffic control;
  - Flag persons shall be able to communicate with each other and with the foreman;
  - Two-way radios shall be used whenever visual contact between flaggers is not achieved;
  - All debris transport and removal equipment will be equipped with a back-up alarm and shall have signal person to assist in backing;

**6.17 DEBRIS REMOVAL FROM PRIVATE PROPERTY**

- A. Omni Pinnacle addressed debris removal from private property on an eligibility and authorization basis. When widespread hazards posing an immediate threat to public health

Figure 5: TDMSTower



- B. Omni Pinnacle typical TDMS equipment and crews consist of: one (1) Air Curtain Incinerator or one (1) Tub Grinder, one (1) Trackhoe, two (2) Dozers, two (2) towers, five (5) 16-20 cubic yard dump trucks, one (1) rubber-tired loader, one (1) water truck, one (1) motor grader, one (1) Tub Grinder, one (1) Site Manager, sufficient light plants and HTW containment systems. Within 48-72 hours, all TDSRSs shall be fully operational: complete with ingress and egress points, inspection towers, water runoff protection, and containment berms and/or geotextile.
- C. Before site preparation and activation, Omni Pinnacle shall assist with the following steps to record the site's pre-use baseline data:
- Take ground and aerial videos and photographs of the entire site;
  - Note important features, such as structures, fences, culverts, and landscaping;
  - Take and analyze random soil samples;
  - Take and analyze groundwater samples.
- D. The topography and soil/substrate conditions of the site should be used to determine the best layout for debris management and processing activities. Omni Pinnacle intends to limit the modification of the site in order to minimize site closure and restoration activities. However, any deficiencies will be noted and remedied upon observation by TDMS Site Managers.
- E. Throughout the debris project Omni Pinnacle's Site Managers will make daily assessments of each temporary debris site. Any deficiencies will be noted and remedied. The debris stream shall be evaluated on a daily basis to determine the continuing need for the number of TDMS relative to the stream. General maintenance includes utilizing street sweepers on

Figure 6: Air Curtain Incinerator Operation

### Overview of an Air Curtain Operation

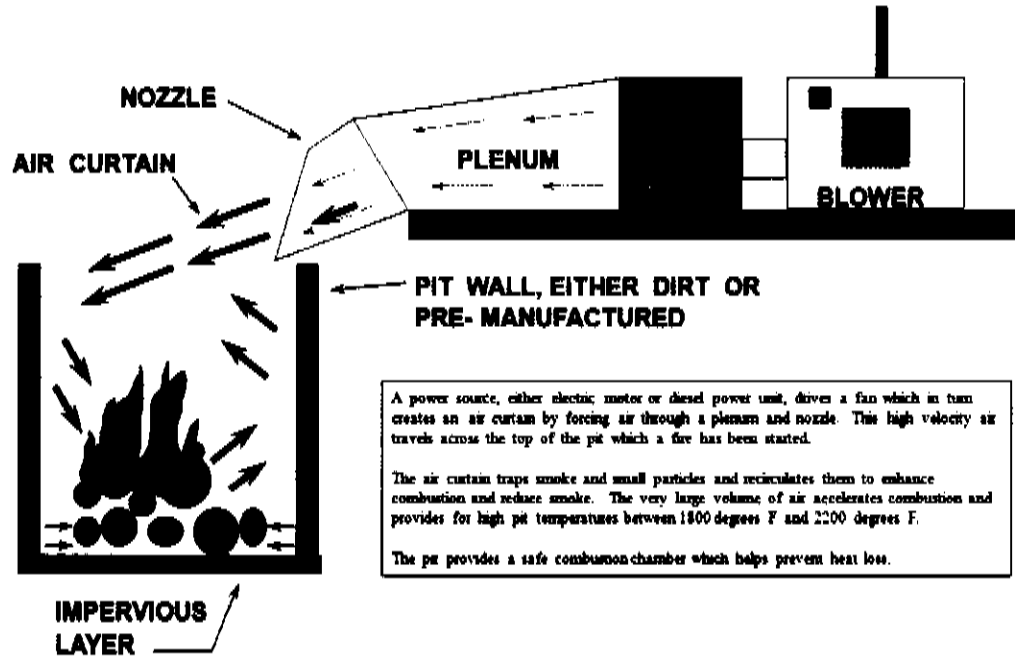
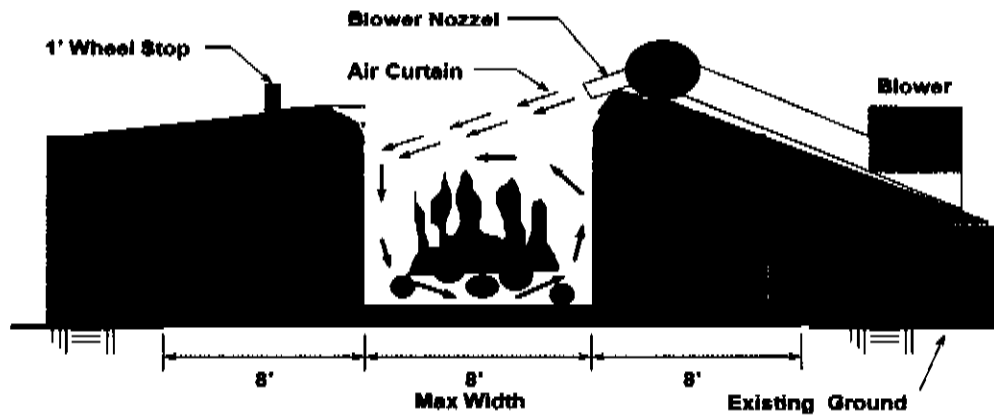


Figure 7: Diagram of an Air Curtain Pit Incineration

### Air Curtain Pit Burner



that should be based on universal precautions typically used in the health care industry, and information gathered by authoritative agencies such as the Center for Disease Control.

- E. *Radiological hazards* may be present at the disaster sight due to the presence of nuclear power systems, the use of radioactive dispersion devices, or from detonation of a nuclear device. The presence of a radiological agent within the disaster site would warrant monitoring to be conducted to determine the potential health risk associated with ionizing radiation. This may be due to the presence of radioactive source(s) within the debris field or may be due to the presence of residual radioactive material introduced to the site during the disaster event. The type and situation associated with the presence of a radioactive material should dictate the specific type and frequency of monitoring to be performed. However, the general types of monitoring to be conducted should be similar to those described above for chemical agents and may include area monitoring, perimeter monitoring, offsite monitoring, surface sampling, personnel exposure monitoring, and decontamination monitoring.

## 6.22 DEBRIS DISPOSAL

- A. All eligible debris, reduced debris, and by-products of reduced debris (such as ash residue) shall be disposed of in accordance with all applicable local, State, and Federal laws, standards, and regulations.
- B. Omni Pinnacle has taken initiative at finding effective alternative disposal methods. With the ever-diminishing landfill space, it is essential that all avenues for disposal be investigated. For instance, white goods can be recycled through scrap yards or foreign sale. Vegetative debris can be used as natural barriers for wetland restoration, biofuel, landfill cover and under power lines. Ash from burning of vegetative debris can also be used for nourishment of farmland.

## 6.23 RECYCLING

Omni Pinnacle utilizes licensed regional disposal sites in the course of its debris processing. Recycling/disposal destinations vary per material type.

- *Construction and Demolition Debris* - Historically there is no beneficial use of C&D materials. Depending on the recovery project, this debris category is hauled directly to a permitted landfill. In some instances, it is more beneficial to reduce this material at a temporary debris site and then haul to a final permitted disposal site.
- *Vegetative Debris* - Identified as the most frequently-generated debris, vegetative debris yields several quality recycling options. All resources will be utilized to recycle material. Although more costly to recycle it is still a better option than using up landfill space. Omni Pinnacle's plan is flexible and based on individual circumstances, but historically the following have proved useful in disposing of vegetative debris:
  - Local paper mills, sugar mills and other users will be identified during pre-event planning. End user agreements will be established.
  - Any quality wood will be segregated from grind and burn piles and transported to local end users such as saw mills and veneer mills.



- B. Actual close out requires a comparison between the pre-existing soil and water test results and those results of identical tests once the debris is removed. There should be no appreciable difference between the two figures. Should there be adverse test results, the close out is not complete until near matching and/or acceptable results are achieved.
- C. It is important to establish an environmental baseline of TDMS property before impacts from TDMS operations can affect the site. In this process, time is of the essence. The full Phase I Environmental Site Assessment (ESA) process, as described in ASTM E-1527-05, would not be practical during the time available in which a decision must be made to select a property. The Transaction Screening Process (TSP), as described in ASTM 1528-05, would be more appropriate under time-constrained circumstances. Additionally, a NEP A checklist should be completed simultaneously with the TSPs to assess for areas that may be potentially impacted by the proposed usage of the site. The checklist items should include potential impacts to natural areas including endangered species, historical areas or buildings, cultural areas, and economic conditions including changes in access and traffic patterns within the area. The TSPs can be accomplished within 1-2 days for prospective debris reduction sites. A complete Phase I ESA in accordance with ASTM E-1527-05 will be completed following occupation of the property for documentation. The objective of a Phase I ESA is to identify Recognized Environmental Conditions (RECs) associated with the Property. RECs are defined in ASTM Designation E 1527-05 as *"the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, groundwater, or surface water of the property."*
- D. The assessment will be intended to provide all appropriate inquiry (AAI) into the previous ownership and use of the Property (within the limits of ASTM Designation IS27-05 guidelines), to assist the User in satisfying one of the requirements to qualify for the landowner liability protection (LLP), including innocent landowner defense, contiguous property owner, or bona fide prospective purchaser, with respect to CERCLA liability.
- E. A preliminary Baseline Environmental Assessment Shall be performed by Omni Pinnacle for each TDMS. Site assessment activities will focus within areas where debris reduction operations should involve the potential for release of hazardous substances or petroleum substances, including:
- Debris storage and staging areas
  - Debris sifting and sorting areas
  - Vegetative debris incineration areas
  - Ash storage areas
  - Fuel storage and dispensing areas
  - Equipment maintenance areas
  - Equipment decontamination areas
  - Worker decontamination areas
  - Vehicle wash areas
  - Special waste accumulation/storage areas
  - Storm water retention/detention basins



# INSURANCE

90 Glen Court, Pearl River, Louisiana 70452

Phone: (985) 863-2991 ■ Fax: (985) 863-2845

[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

## Tab 2

# Insurance Certificate

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Insurance Certificate

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# EQUIPMENT

90 Glen Court, Pearl River, Louisiana 70452

Phone: (985) 863-2991 ■ Fax: (985) 863-2845

[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

## Tab 3

# Equipment

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Equipment

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Excavators 55,001 - 70,000 LB.....	3
Excavators 70,001 - 110,000 LB .....	11
Loaders 15,000 - 19,000 LB.....	1
Loaders 19,001 - 29,000 LB.....	7
Loaders 29,001 - 39,000 LB.....	9
Clearing Loaders 39,001 - 49,000 LB .....	1
Clearing Loaders 49,001 LB & UP .....	1
Loaders - Skid-steer.....	23
On Road Dumps - Flat.....	7
On Road Dumps - Tri-Axle.....	4
Water Trucks - On Road.....	1
Tub Grinders.....	0
Log Skidders .....	1
Chippers .....	2
Bucket Trucks.....	2
Jaraff Mechanical Trimmers.....	2
Pit Burners .....	6
Pumps - 6".....	12
Truck Mounted Prentice Loaders .....	1
Backhoe Loaders.....	5
Graders.....	2
Farm Tractors - Small .....	3
Farm Tractors - Large.....	6
Concrete Pulverizes.....	10
Debris Grapples.....	10
Demolition Hammers .....	10
Generators .....	12
Pickup Trucks.....	10
Service Trucks .....	8
Office Trailer.....	5
Mobile Command Center.....	2

**ATTACHMENT A**

**DISASTER RESPONSE SERVICES**

**UNIT PRICE BID FORM**

Bid costs are inclusive of all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, TDMS management, services for security, safety and traffic management, and associated actions necessary for implementation of debris management operations by the Contractor as defined in the Contract.

**BID FROM:**  
Company: Omni Pinnacle, LLC  
90 Glen Court  
**Address:** Pearl River, LA 70452  
985-863-2991 / 985-863-2845  
**Phone/ Fax:** \_\_\_\_\_

to furnish all materials, equipment and labor and to perform all work in accordance with the Contract Documents for construction of: **Disaster Response Services, Provider RFP No. 09-007**, located at various locations within CITY OF KEY WEST, Florida.

**To: CITY OF KEY WEST**  
**ATTN: CITY CLERK**  
**525 Angela St.**  
**P.O. Box 1409**  
**Key West, FL 33041**

- 1.0** The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with City in substantially the form as the Sample Contract included in the Bidding Documents to perform all Work and any Additional Services as specified or indicated in the Bidding Documents at the unit prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 2.0** Bidder accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of City.
- 3.0** In submitting this Bid, Bidder represents, as set forth in the Contract, that:

6.0 Bidder acknowledges that all unit costs include any necessary insurance and bonds.

7.0 The Bidder accepts all liability for improper disposal of solid waste, including debris, construction and demolition debris, hazardous waste, chipping or mulching, infectious waste, white goods disposal, and recycling.

**TABLE A – Time and Materials**

Heavy Equipment		Unit	Unit Price
			<i>Operators Included</i>
Skid Steer Loader	Bobcat	Hour	\$71.00
Backhoe	Cat 416	Hour	\$89.00
Wheel Loaders	Cat 950	Hour	\$129.00
Wheel Loaders	Cat 966	Hour	\$139.00
Wheel Loaders	Cat 980	Hour	\$159.00
Tracked Loaders	Cat 955	Hour	\$139.00
Towed Loader w/ Tractor	Prentice 210	Hour	\$129.00
Self Loading Knuckle boom Truck	25-35 CY Body	Hour	\$129.00
Self Loading Knuckle boom Truck	35-45 CY Body	Hour	\$149.00
Dozer	Cat D4	Hour	\$79.00
Dozer	Cat D5	Hour	\$89.00
Dozer	Cat D6	Hour	\$99.00
Dozer	Cat D7	Hour	\$129.00
Dozer	Cat D8	Hour	\$159.00
Excavators	Cat 320	Hour	\$119.00
Excavators	Cat 325	Hour	\$139.00
Excavators	Cat 330	Hour	\$149.00
Tractor w/ Box Blade	80 Hp	Hour	\$59.00
Motor Grader	Cat 120G	Hour	\$69.00
Crane	30 Ton	Hour	\$159.00
Bucket Truck	Up to 50' reach	Hour	\$75.00
Bucket Truck	50' to 75' reach	Hour	\$105.00
Trash Transfer Trailer w/ Tractor	110 yard	Hour	\$125.00
Street Sweeper	Vacuum Type	Hour	\$69.00
Water Truck	2000 gallon	Hour	\$69.00
Stump Grinder	Vermeer 252	Hour	\$89.00
Chipper w/ 2 man crew	Morbark Storm	Hour	\$145.00
12-Foot Tub Grinder	Morbark 1200	Hour	\$800.00
13-Foot Tub Grinder	Morbark 1300	Hour	\$950.00
Equipment Transport w/ Tractor	50 Ton	Hour	\$149.00
Truck Mounted Winch		Hour	\$49.00
Personnel		Size of Type	Unit Price
Superintendent w/ Pickup Truck	Individual	Hour	\$69.00
Supervisor w/ Pickup Truck	Individual	Hour	\$59.00
Safety or QC Manager w/ Pickup Truck	Individual	Hour	\$69.00
Mechanic w/ Truck and Tools	Individual	Hour	\$79.00

<b>Hauling for Final Disposal</b>		
Hauling from TDMS to Final Disposal Site <200 Miles	Per Cubic Yard	\$4.00
Dead Animal Carcass Hauling and Disposal	Per Pound	\$3.00
<b>Tree Debris Removal</b>		
Hangers Removal	Per Tree	\$105.00
Hazardous Tree Removal (Leaners)	Per Tree	
<12" to 24"	Per Tree	\$95.00
>25" to 48"	Per Tree	\$195.00
>49" to 72"	Per Tree	\$300.00
>72"	Per Tree	\$400.00
Hazardous Stump Removal (Ground Not Less Than 8" Below Grade)		
<6" to 12"	Per Stump	\$150.00
>13" to 24"	Per Stump	\$200.00
>25" to 48"	Per Stump	\$250.00
>49" to 72"	Per Stump	\$475.00
>72"	Per Stump	\$550.00
Stump Backfill	Per Hole	\$19.00
<b>Miscellaneous Services</b>		
Demolition of Structures Wood Structures	Per Square Foot	\$3.00
Demolition of Concrete Structures	Per Square Foot	\$5.00
Video Record of pre-and post-TDMS site	Each	\$45.00
Phase I Environmental Audit	Each	\$35.00
TDMS Site Restoration Grading	Per Square Yard	\$ .10
Topsoil TDMS Site Restoration	Per Cubic Yard	\$ .40
Sod TDMS Site Restoration	Per Square Yard	\$12.00
Debris Removal from Canals and Waterways	Per Cubic Yard	\$28.00
Restoration of Canal Banks and Slopes	Per Liner Foot	\$22.00
Sod Restoration of Canal banks and Slopes	Per Square Yard	\$20.00
Fire Suppression Support	Each Unit	\$315.00
Motor Vehicles Removal (from right-of-way) Including Towing to TDMS	Each	\$350.00

**CONFIRMATION SIGNATURE OF UNIT PRICE BID INFORMATION**

Brian Reine



Name of Bidder  
Manager

Signature of Bidder

Title

**8.0 Bidder's Information:**

The BIDDER states that he is an experienced CONTRACTOR and has a similar Work within the last five years. This information has been provided Attachment D- Contractor's Qualifications Statement.

**9.0 Bidder accepts the provisions of the Sample Contract.**

**10.0 The Bidder is familiar with the terms used in this Bid and the meanings indicated.**

BID SUBMITTED on May 20, 2009.

State Contractor License No. CBC056646 (If applicable)

License Type: Building Contractor

If Bidder is:

**An individual**

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
*(individual's signature)*

Doing business as: \_\_\_\_\_

Business address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

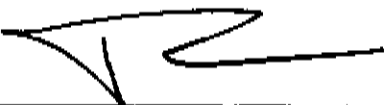


**A Corporation**

Corporation Name: Omni Pinnacle, LLC (SEAL)

State of Incorporation: Louisiana

Type (General Business, Professional, Service, Limited Liability): Limited Liability

By:   
(Signature - attach evidence of authority to sign)

Name (typed or printed): Brian Reine

Title: Manager

(CORPORATE SEAL)

Attest:   
(Signature of Corporate Secretary)

Business address: 90 Glen Court  
Pearl River, LA 70452

Phone No.: 985-863-2991 FAX No.: 985-863-2845

Date of Qualification to do business is 8/2/07



# LICENSE

90 Glen Court, Pearl River, Louisiana 70452  
Phone: (985) 863-2991 ■ Fax: (985) 863-2845  
[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

Tab 4

## License

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
License

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# *State of Florida*

## *Department of State*

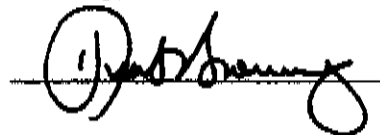
I certify from the records of this office that OMNI PINNACLE, LLC is a limited liability company organized under the laws of Louisiana, authorized to transact business in the State of Florida, qualified on April 27, 2005.

The document number of this limited liability company is M05000002289.

I further certify that said limited liability company has paid all fees due this office through December 31, 2012, that its most recent annual report was filed on January 4, 2012, and its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the Great Seal of  
Florida, at Tallahassee, the Capital, this the Fifth  
day of January, 2012*



*Secretary of State*



Authentication ID: 300216252123-010512-M05000002289

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

<https://efile.sunbiz.org/certauthver.html>



# FINANCIAL

90 Glen Court, Pearl River, Louisiana 70452

Phone: (985) 863-2991 ■ Fax: (985) 863-2845

[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

## Tab 5

# Financial Statement

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Current Financial Statement

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**OMNI PINNACLE, LLC**  
**For the Years Ended December 31, 2011 and 2010**

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<b>Statements of Cash Flows</b>	<b>4</b>
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# OMNI PINNACLE, LLC

Balance Sheet  
December 31, 2011 and 2010

<u>ASSETS</u>	<u>2011</u>	<u>2010</u>
<b>CURRENT ASSETS:</b>		
Cash and Cash Equivalents	\$ 7,725,217	\$ 7,256,474
Costs and estimated earnings in excess of billings on uncompleted contracts	<u>1,900,000</u>	<u>1,818,053</u>
<b>TOTAL CURRENT ASSETS</b>	<u>9,625,217</u>	<u>9,074,527</u>
<b>EQUIPMENT AND VEHICLES - NET</b>	<u>1,031,831</u>	<u>1,380,778</u>
<b>TOTAL ASSETS</b>	<u>\$ 10,657,048</u>	<u>\$ 10,455,305</u>
<b><u>LIABILITIES AND MEMBERS' EQUITY</u></b>		
<b>CURRENT LIABILITIES:</b>		
Accounts Payable - Trade	\$ 35,553	\$ 123,652
Accrued Expenses	<u>5,449</u>	<u>21,717</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>41,002</u>	<u>145,369</u>
<b>MEMBERS' EQUITY:</b>		
Members' Equity	<u>10,616,046</u>	<u>10,309,936</u>
	<u>\$ 10,657,048</u>	<u>\$ 10,455,305</u>

See accompanying notes and accountant's audit report.

# OMNI PINNACLE, LLC

## Statement of Cash Flows For the Years Ended December 31, 2011 and 2010

	<u>2011</u>	<u>2010</u>
<b>Cash Flows From Operating Activities:</b>		
Net Income	\$ 354,175	\$ 253,294
<b>Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:</b>		
Depreciation	376,747	202,222
(Increase) in Cost and Estimated Earnings in Excess of Billings on Uncompleted Contracts	(81,947)	(1,626,194)
(Decrease) in Accounts Payables	(88,099)	(95,807)
Increase (Decrease) in Accrued Expenses	<u>(16,267)</u>	<u>3,259</u>
Net Cash Provided by Operating Activities	<u>544,609</u>	<u>(1,263,226)</u>
<b>Cash Flows from Investing Activities:</b>		
Purchase of Equipment and Vehicle	<u>(27,801)</u>	<u>(1,142,262)</u>
Net Cash (Used) in Investing Activities	<u>(27,801)</u>	<u>(1,142,262)</u>
<b>Cash Flows from Financing Activities:</b>		
Distributions to Member	<u>(48,065)</u>	<u>0</u>
Net Cash (Used) in Financing Activities	<u>(48,065)</u>	<u>0</u>
Net Increase (Decrease) in Cash and Cash Equivalents	468,743	(2,405,488)
Cash and Cash Equivalents at Beginning of Year	<u>7,256,474</u>	<u>9,661,962</u>
Cash and Cash Equivalents at End of Year	<u>\$ 7,725,217</u>	<u>\$ 7,256,474</u>

### Supplemental disclosures of cash flow information:

Cash earned for interest and dividends during the year 2011 was \$ 117,498 and \$ 93,491 for the year 2010.

See accompanying notes and accountant's audit report.

**OMNI PINNACLE, LLC**  
**Notes to Financial Statements (Continued)**  
**For the Years Ended December 31, 2011 and 2010**

**U. S. Government management feels no allowance for market value decline is necessary.**

***Allowance for Doubtful Accounts.*** The Company used the allowances method to account for uncollectible Contract Receivable and Retainages Receivable.

***Revenue and Cost Recognition.*** Revenues are recognized on the percentage-of completion method, measured by the percentage of job costs incurred to date to estimated total job cost for each contract. This method is used because management considers job costs to be the best available measure of progress on these contracts. A contract is considered complete when all cost except insignificant items have been incurred.

Revenues from time and material contracts are recognized currently as the work is performed.

Contract cost includes all direct material, labor costs and those indirect costs related to contract performance, such as indirect labor, supplies, tools, repairs and depreciation costs. General and Administrative costs are charged to expense as incurred. Provisions for estimated losses on uncompleted contracts are made in the period in which such losses are determined.

***Equipment and Vehicles.*** Equipment and vehicles are stated at cost. The Company provides for depreciation over the estimated useful lives of the assets using accelerated methods. The estimated useful lives of these assets range from three to seven years. Maintenance and repairs are charged to expenses as incurred. Renewals and betterments which extend the useful lives of assets are capitalized.

***Income Taxes.*** The Company elected to be treated as a General Partnership for tax purposes. Accordingly, no provision or liability for federal or state income taxes is reflected in the accompanying financial statements, instead the Partners are liable for individual federal or state income taxes on their respective shares of the Company's taxable income.



**OMNI PINNACLE, LLC**  
**Notes to Financial Statements (Continued)**  
**For the Years Ended December 31, 2011 and 2010**

**6. Related Party Transactions.**

The Company conducts its operations from land and buildings owned by related parties. The Company pays no rental cost for the use of such premises.

**7. Concentration of Risk.**

Sales to various customers for the years ended December 31, 2011 and 2010, which amounts to 10 % or more of the Company's revenues, follow:

	<u>2011</u>		<u>2010</u>	
	<u>Amount</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
Henrico	\$ 1,613,147	34 %	\$ -0-	-0-
Gause	1,900,000	41 %	-0-	-0-
St. Bernard	-0-		1,818,053	53 %
Amclyde	<u>-0-</u>		<u>1,179,565</u>	<u>34 %</u>
	<u>\$ 3,513,147</u>	<u>75 %</u>	<u>\$ 2,997,618</u>	<u>87 %</u>

The Company's contract revenues are typically earned from contracts in the State of Louisiana. Management believes that its contract acceptance, billings and collection policies are adequate to minimize potential credit risk.

**8. Back Log.**

The estimated gross revenue on work to be performed on uncompleted signed contracts on December 31, 2011 totals, \$ 1,470,000 and December 31, 2010 totals, \$ 1,081,947.



# LITIGATION

90 Glen Court, Pearl River, Louisiana 70452

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[www.omnipinnacle.com](http://www.omnipinnacle.com) ■ Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

## Tab 6

# Statement of Litigation

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Statement of Litigation

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# CONTRACTS

90 Glen Court, Pearl River, Louisiana 70452  
Phone: (985) 863-2991 ■ Fax: (985) 863-2845  
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## Tab 7

# Current Contracts

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Current Contracts

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<b>Client</b>	<b>Contract Title</b>	<b>Contract Expiration Date</b>
City of Hollywood, Florida	RFP No. RFP-4088-07-AJ, Emergency Response and Recovery Service	12/31/2012
Hernando County, Florida	Contract # 07-058, Disaster Debris Removal	12/31/2012
City of Key West, Florida	Disaster Response Services	2/17/2013
Hillsborough County, Florida	RFP# S-182-06, Disaster Debris Management Services	2/28/2013
City of Bradenton Beach, Florida	Debris Management Services	5/19/2013
Manatee County, Florida	RFP# 08-0903FL Debris Management Services	5/19/2013
City of Palm Beach Gardens, Florida	Stand-by Storm Debris Disposal Services	5/31/2013
Palm Beach Gardens, Florida	2010-004, Storm Debris Disposal Services	5/31/2013
City of Miramar, Florida	RFP: 11-02-06 Debris Management, Collection, and Removal Service	6/1/2013
City of North Miami Beach, Florida	RFP: 2006-09E Disaster Debris Removal and Disposal Services	6/20/2013
FDOT-District 2	Z2098, Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
FDOT-District 2	Z2097, Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
FDOT-District 2	Z2095, Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
FDOT-District 2	Z2096, Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
FDOT-District 2	Z2094 Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
FDOT-District 2	Z2099, Emergency Debris Removal-Natural Disaster-Cut & Toss	6/29/2013
Town of Palm Beach, Florida	RFP No. 2011-13, Disaster Debris Removal and Disposal Services	9/12/2013
Polk County, Florida	RFP No 11-042, Disaster Debris Removal Services	10/10/2013
Town of Sewall's Point, Florida	Disaster Recovery - Schedule C: Vcg. Storm Debris Removal	11/4/2013
City of St. Cloud, Florida	St. Cloud Florida 2010	12/31/2013
City of Safety Harbor, Florida	Disaster Debris Removal and Disposal	6/11/2014
City of Treasure Island, Florida	Disaster Debris Services	6/11/2014
Pinellas County, Florida	Contract No. 067-0331-P (RM), Disaster Debris Removal and Disposal	6/11/2014
City of Oldsmar, Florida	Piggy-Back Agreement with Pinellas County	6/14/2014
City of Cape Coral, Florida	Contract #CON-FIN12-31/TM-D	12/31/2014
City of Venice, Florida	Disaster Recovery and Debris Management	7/28/2015
City of Williston, Florida	Agreement for Disaster Recovery Services	10/12/2015
City of Belleaire Beach, Florida	Disaster Debris Removal and Disposal	6/28/2016



# CONTACTS

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[www.omnipinnacle.com](http://www.omnipinnacle.com) • Email: [omnip@omnipinnacle.com](mailto:omnip@omnipinnacle.com)

## Tab 8

# Emergency Contacts

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Emergency Contacts

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# FEMA AUDITS

90 Glen Court, Pearl River, Louisiana 70452

Phone: (985) 863-2991 ■ Fax: (985) 863-2845

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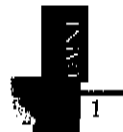
## Tab 9

# FEMA AUDITS

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Reference Document: City of Key West, FL RFP 09-007 for  
*Term Contract for Disaster Response Services*  
Insurance Certificate

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work was outside of the parameters of the standing contract, and the work needed to commence before project assessment and validation. To ensure the City would be reimbursed, Omni Pinnacle assisted them in establishing the "Imminent Danger Tree Program" which consisted of all proper documentation and work standards in accordance with FEMA rules and guidelines.

The Omni Pinnacle team has conducted over one hundred (100+) federally funded projects, and, as such, have gained an in-depth knowledge of the various FEMA disaster recovery programs, their procedures, and the expectations of FEMA personnel regarding contract performance issues. Omni Pinnacle's knowledge of Federal Guidelines for independence in accountability and reporting, as well as the recognition that it cannot perform or assume the sovereign duties of government officials, has allowed Omni Pinnacle to have successfully assisted its clients in achieving 100% of all entitled reimbursements. Omni Pinnacle remains deeply vetted in FEMA management and operational styles, and will provide this invaluable service to the City of Key West.

### 1.03 PROVISION OF TECHNICAL ASSISTANCE

The Omni Pinnacle Emergency Response Specialists will provide experienced compliance and documentation specialists to guide client representatives through the process of compliance with state and federal disaster funding agencies. Omni Pinnacle's key technical experts include former officials of the U.S. Army Corps of Engineers (USACE), the Department of Housing and Urban Development (HUD), the Environmental Protection Agency (EPA), and the Federal Emergency Management Agency (FEMA). Combined, the team's technical experts have more than ninety-eight (98) years of disaster management experience, 40% of which is directly related to the supervision and conduct of debris removal and disposal.

Omni Pinnacle's first technical assistance goal in advance of the strike of a disaster is the establishment of a comprehensive debris management plan. It is critical for client financial security and overall project success that the exercised plan is acceptable to FEMA, both from a requirements and a coordination standpoint. Omni Pinnacle recognizes that City desires to maximize all federal reimbursements as a sub-grantee for all post-disaster response and recovery work (all applicable Categories A through G). Omni Pinnacle, accordingly, complies with all FEMA- and AEMA-acceptable practices and procedures, and will not forward, partake in, or condone any fraudulent claims, or devious and illegal practices, that may disqualify the City from the receipt of any eligible FEMA reimbursement.

### 1.04 REIMBURSEMENT-MAXIMIZING ACTIONS

The Omni Pinnacle team will partake in the following activities, as applicable and at a minimum, to guarantee that the City receives the maximum eligible reimbursement from external sources:

- Provide pre-event training and recovery overview to community staff and local elected officials;
- Prepare a disaster event "After Action Report" for community management;
- Recommend and draft specific local government "resolutions" for recovery funding purposes;

In the past, Omni Pinnacle has offered the following professional assistance in the client's preparation of the PW reports (Project Worksheets, previously DSRs, or Damage Survey Reports), should the City so request. Assistance in the preparation of these reports will include the submission of the official Request for DSR inspection and the identification of expenditures eligible for reimbursement. This assistance will include:

- Analysis and recommendations of utilization of force account labor;
- Detailed analysis and reconciliation of Force Account Equipment, Materials and Force Account Labor with work orders and equipment cost codes;
- Recommendations and guidance to Government Officials on plans of action to maximize Federal and State Reimbursement;
- Assistance in the training of personnel for PW review and identification of eligible items, accurate unit costs, and scope of work;
- Preparation of scope of work justifications, which will include narratives, fiscal documentation related specifically to the PW under review, and content documentation of completed projects, i.e. photo documentation, invoices, etc.;
- Implementation of record keeping and a Documentation System that will comply with Federal Reporting and Record Keeping Requirements;
- Assistance in the Reconciliation of invoices to appropriate Purchase Orders and PW's scope of work;
- Review all PW files. Familiarization of each individual project and deficiencies of the file; fiscally, and the scope of work as relating to the PW, D.1 and D.3 reports;
- Preparation of status reports and PW/DSR tracking through State and Federal Agencies;
- Provision of training and orientation to clerical and department heads on required documentation quality and quantity requirements;
- Review supporting documentation ensuring the accuracy of PWs;
- Assistance in the preparation of draft of "Letter Requesting Closeout."

In addition to technical support for FEMA reimbursement, Omni Pinnacle shall aid the City in developing a comprehensive Public Information Strategy. Often, residents hold local, state and federal officials responsible for slow progress; therefore, enacting specific procedures to control the efficient flow of information to residents in order to counteract this unintended effect is vital to the community's recovery process.



- d. Before invoice are submitted, a database query is run that performs a truck capacity comparison of the Omni Pinnacle's truck certification and load ticket volume and load percentages. Omni E-Works™ generates a report that shows where data sets agree, disagree, or have missing information. An Omni Pinnacle data analyst is tasked with pulling all tickets in question (disagree or missing information) discrepancies. Discrepancies are then reviewed and verified against the actual tickets for data entry confirmation. A determination is made of the required corrective action. A report summarizing all ticket discrepancies with the audit comments that match or pass the reconciliation process is forwarded to the Project Administrator for further Action. The Project Administrator shall be familiar with all the terms and conditions of the City's contract and will ensure all ticket discrepancies are submitted for reconciliation to meet contract requirements. The ticket(s) are then marked invalid until reconciliation is complete.

Assigning tasks and tracking progress is a seamless process that simply populates information in the desired fields of a report. Omni Pinnacle has constructed a real-time tracking and approval capability within its structure that offers clients accessibility with a powerful, comprehensive systems solution. It is this that enables Omni Pinnacle to complete its projects on time and within budget. Omni Pinnacle employs state-of-the-art tools and processes to tightly manage operations and institute the controls. All records are maintained and are kept readily available and in a usable format for a period of five (5) years and recorded with the project number for FEMA reimbursement reports.

## 2.03 OVERSEEING THE REPORTING PROCESS

As part of the FEMA PA program, applicants are required to provide detailed documentation to substantiate reimbursement claims. The documentation process is one of the most important and time-consuming elements of a disaster recovery operation. It is the process of managing thousands of load tickets and reviewing and verifying debris quantities for invoicing. Omni Pinnacle begins documentation immediately during the response to the disaster. The Project Administrator (PA) is responsible for the maintenance of documentation and data processing. Omni Pinnacle's PA is highly skilled in this area and shall attend all client briefings that the state and federal officials will conduct.