CONTRACTUAL AGREEMENT

For

INVITATION TO NEGOTIATE (ITN) 2022-16MCSA

ENTITLED: DISASTER RECOVERY OPERATIONS

Between

THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES AND ROSTAN SOLUTIONS, LLC.

This Agreement is entered into and effective as of the date of the last signature hereto, by and between The University of Central Florida Board of Trustees ("University" or "UCF") and Rostan Solutions, LLC., ("Contractor"). The parties agree as follows:

1. **ACKNOWLEDGMENT.** The Contractor acknowledges that:
   - **A.** The University is a public entity of the State of Florida;
   - **B.** The University is exempt from federal and Florida taxes;
   - **C.** Except for its employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person and, then, such indemnification is limited to the express terms of §768.28, Florida Statutes. The University of Central Florida is self-insured to the extent of its liability under law, and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations in this Agreement shall be effective only to the extent expressly required by §768.28, Florida Statutes. Any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

2. **DESCRIPTION OF SERVICES.** The Contractor will provide **debris monitoring services**. Goods/services shall be provided in accordance with UCF's Invitation to Negotiate (ITN) 2022-16MCSA and the Contractor's Offer in response thereto, both of which are incorporated by reference and the terms of this Agreement. The Contractor is an independent contractor pursuant to Florida law and assumes full responsibility for completion of the services/delivery of the goods, as described in detail in Attachment "B" to this Agreement, which is incorporated herein for all purposes. Such services/goods shall be rendered/delivered in accordance with the schedule and for the amounts set forth in Attachment "A".

3. **CONTRACT TERM.** The Contractor shall commence performance of the terms of this Agreement on or about October 15, 2023, and shall end his/her performance of this Agreement on June 30, 2028. The University may renew/extend this Agreement, as mutually agreed to by both parties. Total renewals shall not exceed 5 years or twice the length of the original term, whichever is longer. An extension may not exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer.

4. PAYMENT.

A. The University shall have sufficient time (as determined by the University) after its actual receipt of ordered goods or services to inspect and approve/disapprove the goods and/or services. It is the policy of the University that invoices on goods and/or services that have been received, inspected and approved by the University will generally be paid within thirty (30) days of the University's receipt, inspection and approval thereof. Until the University receives a properly completed invoice, the payment process will not begin.

B. Advance payment for goods and services shall not be made except in accordance with applicable Florida law.

C. The University shall not be bound to any prepayment penalty clauses.

D. Bills for approved travel expenses shall be submitted in accordance with §112.061, Florida Statutes. The University may establish rates not to exceed the maximum allowed as provided in §112.061, Florida Statutes. The University reserves the right not to pay travel expenses unless the University approves such expenses in advance, in writing. The University has the right to make travel arrangements for the Contractor.

E. Bills for fees or other compensation for services or expenses shall be submitted in sufficient detail with supporting documentation sufficient for pre-audit and post-audit.

5. CONTRACTOR OMBUDSMAN STATEMENT. The University has established a Contractor Ombudsman who acts as an advocate for contractors who may be experiencing problems in obtaining timely payment(s). The Contractor Ombudsman may be contacted at (407) 882-1082.

6. ANNUAL APPROPRIATION. The University's performance and obligations under this Agreement are subject to and contingent upon annual appropriations by the Florida Legislature and other funding sources.

7. ASSIGNMENTS. Under no circumstances shall the Contractor assign to a third party any right or obligation of the Contractor pursuant to this Agreement without prior written consent of the University. If the Contractor is, or during the term of this Agreement becomes, an individual on the payroll of the State of Florida, the Contractor represents that he or she has complied with all applicable provisions in the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

8. BILLING. The University shall only submit payment to the Contractor if the Contractor has provided the University with approved invoices. Mere statements in lieu of approved invoices will not be accepted by the University. All invoices must specifically describe the services and/or goods provided, the dates and hours that the services were rendered and/or goods delivered and the fee charged. The Contractor shall deliver the invoices to UCF's Division of Finance, unless the Contractor has been otherwise instructed by the University. The Contractor must display the applicable purchase order number on the face of each of

the Contractor's invoices to the University. The University will not be responsible for any goods or services delivered without a properly completed University purchase order or other order provided in writing by a duly authorized University signatory or designee. If the Contractor's invoice lists any freight or cartage charges, such invoice must attach all of the Contractor's receipted transportation bills.

9. **CANCELLATION/TERMINATION.** This Agreement may be unilaterally cancelled by UCF for refusal by the Contractor to allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes and made or received by the Contractor in conjunction with this Agreement. UCF also may terminate this Agreement without cause on thirty (30) days' advanced written notice to the Contractor. The parties to this Agreement may terminate the Agreement at any time by mutually consenting in writing. Either party may terminate this Agreement immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered/goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.

10. **COMPLIANCE.** The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

11. **EXPORT CONTROL.** The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of this Agreement. The parties agree that no technology, related data or information will be exchanged or disseminated under this Agreement nor any collaborations conducted pursuant to this Agreement that are export controlled pursuant to the export control laws of the United States, including the EAR, ITAR, and any other applicable regulations. The Parties agree that the Contractor will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of this Agreement will be in the exclusive possession of the Contractor, and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of this Agreement. If the Contractor wishes to disclose export-controlled technology or technical data to the University, the Contractor will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information and (b) any task requiring receipt of such information. In the event the Contractor sends any such technical data or product that is subject to export control without

notice of the applicability of such export control, the University has the right to immediately terminate this Agreement. The Contractor understands and agrees that to the extent the Contractor's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

12. **CONFLICTS OF INTEREST.** Acceptance of this Agreement shall certify that the Contractor is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. The Contractor certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by Contractor shall be grounds for cancellation of this Agreement.

13. **DELIVERY.** Delivery is to be made to the "Ship To" location shown on the face of this purchase order. When delivery is specified to a location other than the University's Central Receiving Department, the Contractor shall direct its carrier to telephone the University's Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m., Mondays through Fridays only, except on State of Florida or U.S. holidays, or University holidays or closures. Indicated on the face of this purchase order is the "Delivery Desired By" date; failure to make delivery by or before "Delivery Desired By" constitutes cause for cancellation of this Agreement by the University. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x 48" pallet. The Contractor shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of this purchase order.

14. **EMPLOYMENT OF ALIENS.** The Contractor's employment of unauthorized aliens, if any, shall be considered a violation of §§274(e) of the Immigration and Nationality Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the Agreement by the University.

15. **FORCE MAJEURE.** No default, delay or failure to perform on the part of UCF shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, pandemics, wars, embargoes, fire, earthquakes, acts of God, or default of common carrier. In the event of such default, delay or failure to perform due to causes beyond UCF's reasonable control, any dates or times by which UCF is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF.

16. **GOVERNING LAW AND VENUE.** This Agreement and any attachments and addenda hereto are subject to and governed by Florida law. Venue for any action arising hereunder shall be in Orange County, Florida. The University is entitled to the benefits of sovereign immunity, including immunities from taxation.

17. **HEADINGS.** Headings have been included in this Agreement for convenience only and shall not affect the interpretation of any terms found herein.

18. **INDEMNIFICATION.** The Contractor shall hold the University of Central Florida Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of the Contractor, its employees, its agents or of others under the Contractor's control and supervision. If any part of a delivery to the University pursuant to this Agreement is protected by any patent, copyright, trademark, other intellectual property right or other right, the Contractor also shall indemnify and hold harmless the University of Central Florida Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

19. **INDEPENDENT CONTRACTOR.** Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.

20. **NO JOINT VENTURE.** Nothing contained in this Agreement shall be construed to create a joint venture, partnership, or other like relationship between the parties.

21. **LEASED EQUIPMENT.** The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to the Contractor contrary to AGO 79-72 and AGO 80-9 is null and void. Limitations of remedies provisions, which are unconscionable under applicable Florida law, are void.

22. **MATERIAL SAFETY DATA SHEET (MSDS).** In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under this Agreement.

23. **NON-PERFORMANCE.** Neither party shall be required to perform under this Agreement or any attachments or addenda hereto executed by the University's duly authorized signatory when such performance is delayed or prevented by any cause beyond the party's or parties' control. This Agreement and any attachments and addenda hereto executed by

the University's duly authorized signatory may not be altered, amended or assigned without the prior written agreement of all the parties.

24. **NOTICES.** Any written notices between the parties shall be sent by certified mail to the following addresses, or other addresses of which the parties shall have notified each other.

For UCF: Procurement Services	For Contractor: Rostan Solutions
12424 Research Pkwy	3433 Lithia Pinecrest Rd
Suite #355	St. 287
Orlando, FL 32826	Valrico, FL 33596
procurement@ucf.edu	tmays@rostan.com

25. **PARKING.** The Contractor shall ensure that all vehicles parked on campus for purposes relating to work resulting from this Agreement shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Contractor. The Contractor's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of the University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Contractor or Contractor's employees. UCF's Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.

26. **WORK FOR HIRE.** Any work specifically created for the University under this Agreement by the Contractor or anyone working on behalf of the Contractor (the term Contractor shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire," the Contractor who created, produced, developed or fabricated the Materials hereunder assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials. The Contractor agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Contractor bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Contractor's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Contractor's services hereunder, the Contractor must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials. The Contractor hereby represents and warrants that (a) all applicable laws, rules and regulations have been

complied with, (b) the Contractor is free and has full right to enter into this Agreement and perform all of its obligations hereunder, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Contractor agrees to indemnify and hold harmless the University of Central Florida Board of Trustees and those acting for or on its behalf, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Contractor, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Contractor's agreements or representations and warranties herein.

27. PUBLIC RECORDS, CONTRACT FOR SERVICES: COMPLIANCE WITH SECTION 119.0701, F.S.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Office of the General Counsel, (407) 823-2482, gcounsel@ucf.edu, University of Central Florida, 4365 Andromeda Loop N., Millican Hall, Suite 360, Orlando, FL 32816-0015

PUBLIC RECORDS, CONTRACT FOR SERVICES

To the extent that the Contractor meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the Contractor must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records

disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

This Contractor and any subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender, identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or physical or mental disability.

28. **RECORDS.** The Contractor agrees to keep and maintain separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to this Agreement. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under this Agreement. The University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of this Agreement, upon reasonable notice to the Contractor.

29. **TAXES.** The University shall not pay any intangible taxes, property taxes or sales taxes.

30. **VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974.** The University and the Contractor must comply with all applicable provisions of: (i) §402:60-250.4 of the Vietnam Era Veterans Readjustment Act of 1974; (ii) §503:60-741.4 of the Rehabilitation Act of 1973; (iii) Executive Order 11246, as amended; and (iv) the rules, regulations, and relevant orders of the U.S. Secretary of Labor.

31. **EQUAL OPPORTUNITY.** This Contractor and any subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting

requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or physical or mental disability.

32. **SEVERABILITY.** This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue to be fully enforceable.

33. **WAIVER/REMEDIES.** No failure or delay by a party hereto to insist on the strict performance of any term of this Agreement, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of this Agreement, but each and every term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in this Agreement are cumulative and not exclusive of the remedies provided by law or in equity.

34. **CONTRACTOR INSURANCE**. All insurance shall be procured from companies authorized to do business in the State of Florida, with a minimum of A.M. Best rating of A, or equivalent. Proof of coverage shall be provided by submitting to the University's Risk Management Office a certificate or certificates, evidencing the existence thereof or insurance binders and shall be delivered within fifteen (15) days of the tentative award date of the Agreement. In the event a binder is delivered, it shall be replaced within thirty (30) days by a certificate in lieu thereto. A renewal certificate shall be delivered to the University's Risk Management Office at least thirty (30) days prior to the expiration date of each expiring policy.

1. The University, at its sole discretion, has the right to deviate from any of the insurance requirements herein. If the University decides to deviate from the insurance requirements stated herein, the University will inform the Contractor in writing.
2. **General Liability:** The Contractor shall provide a Certificate of Insurance evidencing Commercial General Liability insurance coverage in force with minimum limits of $1,000,000 (ONE MILLION DOLLARS) per Occurrence and $2,000,000 (TWO MILLION DOLLARS) Aggregate. Upon acceptance and confirmation of coverage by the University and before beginning work, and at all times during the term of this Agreement , Contractor will maintain said General Liability insurance in force and shall provide the University with a Certificate of Insurance and Additional Insured Endorsement listing the University of Central Florida Board of Trustees as

"Additional Insured." The Certificate will provide a minimum 30 days advanced notice to in the event of cancellation.

3. **Auto Liability:** If the Contractor operates a vehicle on campus for commercial use in the performance of this Agreement (i.e. deliveries, transport of employees, etc.), the Contractor shall provide a Certificate of Insurance evidencing Auto Liability insurance with minimum $1,000,000 (ONE MILLION DOLLARS) per Accident Combined Single Limit for Bodily Injury and Property Damage. Upon acceptance and confirmation of coverage by the University and before beginning work, and at all times during the term of this Agreement , the Contractor will maintain said Auto Liability insurance in force and provide University with a Certificate of Insurance listing the University of Central Florida Board of Trustees as "Additional Insured." The Certificate will provide a minimum 30 days advanced notice to the University in the event of cancellation.

4. **Workers' Compensation:** The Contractor shall provide a Certificate of Insurance evidencing Workers' Compensation coverage consistent with Florida Statute and Employer's liability no less than $500,000 (FIVE HUNDRED THOUSAND DOLLARS) for Bodily Injury by accident, each accident, Bodily Injury by disease, each employee, and policy limit. Upon acceptance and confirmation of coverage by the University and before beginning work, and at all times during the term of this Agreement , the Contractor will maintain said Workers' Compensation and Employer's Liability insurance in force and provide the University with a current Certificate of Insurance. The Certificate will provide a minimum 30 days advanced notice to the University in the event of cancellation.

5. **Certificates of Insurance:** The University of Central Florida Board of Trustees is to be listed as Additional Insured on all Certificates issued. Contractor shall send a copy of his/her Certificate of Insurance along with accompanying Additional Insured Endorsements naming the University of Central Florida Board of Trustees to the following address:

   Email: RiskManagement@ucf.edu

35. AMENDMENTS. No changes or amendments to this Agreement are binding on the University unless made in legible writing that is reviewed and approved by an attorney in the University's General Counsel's Office and an authorized UCF signatory. The Contractor shall return this Agreement to the University's Procurement Services Department at once with a written explanation if it is not acceptable in its entirety.

36. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES. At the option of the Contractor, the use of the Agreement resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties and cities. Each governmental agency allowed by the Contractor to use this Agreement shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and

subsequent contract award.

37. **SECURE HANDLING OF UCF DATA.** The University requires Contractors and other third parties to review, accept, and integrate secure data handling requirements as part of any contract, agreement, or Service Level Agreement ("SLA") that involves the storage, transmission, processing, or collection of UCF data, or access to UCF data, by the Contractor. Additional agreements may be required depending on the data involved. This Agreement is intended to ensure that UCF's security and compliance requirements are outlined and followed by the Contractor. Visit http://www.Infosec.ucf.edu/vrm for additional information.

38. **SMOKE-FREE POLICY.** The University prohibits smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Visit http://www.ucf.edu/smokefree for additional information.

39. **CONTACT WITH MINOR CHILDREN.** To the extent that the Contractor has or will have any contact with minor children, the Contractor hereby guarantees that the Contractor and/or anyone acting on the Contractor's behalf (including, but not limited to the Contractor's employees, agents, subcontractors, etc.) has undergone/passed a Level II (two) background check with the State of Florida and hereby certifies that none of the Contractor's employees, agents, subcontractors and/or anyone else acting on the Contractor's behalf has any disqualifying offenses, including, but not limited to those listed in Section 435.04, Florida Statutes.

40. **REPORTING OF CHILD ABUSE**. To the extent that the Contractor has or will have any contact with minor children, the Contractor hereby expressly agrees to instruct its employees, agents, subcontractors and/or anyone else acting on the Contractor's behalf to report to the University of Central Florida police any instance of child abuse, abandonment, or neglect witnessed or learned about that occurred on University of Central Florida property or during an event or function sponsored by the University of Central Florida.

41. **REVISED QUANTITIES**. The University reserves the right to increase or decrease total quantities as necessary. The University may place additional orders for the same or modified scope of the commodities/services solicited under this ITB/ITN within 180 days after expiration of the contract resulting from this ITB/ITN. Total additional quantities/modified scope, if any, are unknown.

42. **E-VERIFY**. To the extent that Contractor meets the definition of "Contractor" or "Subcontractor" under Section 448.095, Florida Statutes, Contractor agrees that it and any Subcontractors it utilizes under this agreement are registered with and use the E-Verify system as required by Section 448.095, Florida Statutes.

43. **ATTACHMENTS AND ENTIRE AGREEMENT.** This Agreement and any attachments and/or addenda hereto that are executed by the University's duly authorized signatory constitute the entire and exclusive agreement between the parties. Attachments

and/or addenda may include, but are not limited to, the University's ITB/ITN, if any, including all the University's ITB/ITN specifications, and the Contractor's ITB/ITN response, if applicable. In the event of any conflict or inconsistency between this Agreement and the provisions of attached documents, the order of priority is:

A. This Agreement;
B. The University's ITN and ITN specifications, if any;
C. The Contractor's ITN response; and
D. Any other attached documents signed by the University's official signatory at the time the Agreement is executed.

UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES		**ROSTAN SOLUTIONS, LLC.**	
Signature:	Gerald L. Hector	**Signature:**	
Date:	Signed: Friday, October 13, 2023	**Date:**	10/10/2023
Printed:	**GERALD HECTOR**	**Printed:**	TRAVIS MAYS
Title:	**SR. VP AND CFO**	**Title:**	PRINCIPAL/ VICE PRESIDENT

ATTACHMENT "A" PRICE SCHEDULE

In accordance with the University of Central Florida's ITN No. 2022-16MCSA and the Contractor's response.

PERSONNEL CLASSIFICATION	Quantity Available	Regular Hourly Rate	Overtime Rate
Project Manager	5	$ 95.00	$ 95.00
Field Supervisor	10	$ 55.00	$ 55.00
Field Monitor	100+	$ 37.00	$ 37.00
TSDR Site Monitor	20+	$ 37.00	$ 37.00
Debris Site Security	10	$ 34.00	$ 34.00
Data Entry	2	$ 30.00	$ 30.00
Operations Manager	5	$ 85.00	$ 85.00
Data Manager	2	$ 80.00	$ 80.00
FEMA Debris Specialist	4	$ 125.00	$ 125.00

B.7 DEBRIS MONITORING TECHNICAL APPROACH

B.7.1 OVERVIEW

Over the past 20 years Rostan has developed a tried-and-true method for managing and implementing debris monitoring projects. Our work plan is founded on a thorough understanding of the required services and incorporates substantial experience and cutting-edge digital platforms to deliver a responsive and comprehensive effort in support of project goals.

Rostan' approach to debris monitoring projects is grounded by five key principles. Focusing on these principles ensures a safe, cost effective, and efficient recovery project. These principles are identified below:

1	SAFETY	Safety is paramount and tops the list of Rostan's project management principles. Focusing on the public's safety and wellbeing first ensures that the primary project goal is always in focus. This extends to the recovery effort itself requiring project employees to place personal safety at the forefront.
2	LISTEN	Listening requires empathy and a desire to understand each client's unique situation and project goals. Active communication guards against misinterpretation and makes certain all project stakeholders are working toward the same objectives.
3	REINVEST	One of the key goals of any disaster recovery project is to ensure the economic survivability of the community. Rostan uses locally hired residents, resources, and businesses to support our project efforts. This approach guarantees considerable portions of project revenue are reinvested back into the community either directly or through subcontractor participation.
4	RESPONSIVE	An efficient, focused response is critical when communities are dependent on your efforts to recover from devastating disasters. Confidence in the reliability of project partners provides a sense of ease knowing resources will be available during a time of need.
5	FUNDING	Post-disaster grant funding when available is a critical pursuit. Federal funding programs can be onerous and managing the administrative burden time consuming. Our work product is developed to meet the requirements of the applicable funding agencies that administer available post-disaster grants to ensure reimbursement funding opportunities are maximized.

B.7.2 UNDERSTANDING THE PROJECT

UNDERSTANDING THE CLIENT

The University of Central Florida is an Orlando-based research institution with multiple colleges/facilities in the greater Orlando area. The University is the largest university by enrollment in the State University System of Florida, with a current annual enrollment of more than 68,000 students. The University has the capacity to house roughly 20% of its students within campus-associated housing. The remainder of students commute.

The University employs more than 12,000 faculty/ staff and has an operating budget north of $2 billion annually. The University is one of 12 universities that make up the State University System of Florida. The University is managed by a Board of Trustees with the majority of Trustees either appointed by the Florida Governor or through the Florida Board of Governors.

UNDERSTANDING THE INVITATION TO NEGOTIATE (ITN)

Rostan understands that the purpose of the University's ITN is to secure services necessary to augment the University's recovery efforts should a disaster occur. Based on the ITN and the provided scope of services we anticipate the scope of work to include, but not be limited to the following components:

✓	Seasonal Planning and Training
✓	Project/Operations Management
✓	Community Relations Support Services
✓	Debris Evaluations/Assessments
✓	Permitting Support for DMS locations
✓	Coordination with the Debris Removal Contractor and University Representatives
✓	Debris Removal Vehicle Certification
✓	Right-of-Way Debris Collection Monitoring
✓	Debris Management Site and Disposal Site Monitoring
✓	Private Property and Demolition Program Management and Monitoring
✓	Providing an Automated Debris Management System
✓	Data Compilation, Processing, and Document Management
✓	Operational Progress and Project Reporting
✓	Administrative Support Services
✓	Contractor Payment Monitoring and Reconciliation
✓	Compliance and Coordination with State and Federal Agencies
✓	FEMA Project Worksheet and Reimbursement Support Services
✓	Technical Advisory and Cost Recovery Services

It is anticipated that Rostan employees will perform their dedicated functions on behalf of and at the direction of the University. Tasks will be delineated through task orders and required work will be performed within negotiated not to exceed budgets.

ROSTAN SOLUTIONS

B.7.3 DEBRIS MONITORING OPERATIONS AND MANAGEMENT

Working in coordination with the industry's most prominent debris hauling companies to achieve client goals, Rostan provides a professional, well managed, and responsive operation coupled with quality project deliverables that support funding reimbursement pursuits. This section identifies our role in providing these services, the tasks associated, and the data management and collection platforms we have developed to support these efforts. HaulPass® has become an integral component of nearly every debris monitoring task Rostan performs and as such will be mentioned frequently throughout this section. For greater detail on the HaulPass® system, please refer to *Section B.7.5 Automated Debris Management Systems (ADMS)*.

Rostan's approach to providing debris monitoring services has been honed through our response efforts in support of clients following dozens of major disasters and is consistent and compliant with FEMA guidance and program policy (e.g., *Public Assistance Program & Policy Guide FP-104-009-2/June 2020*, *Public Assistance Debris Monitoring Guide/March 2021*, and supplementals).

PLANNING AND SEASONAL TRAINING

Rostan encourages off-season engagement to prepare and plan for future potential events. Part of this planning process incorporates annual review of operating plans, service contracts, and DMS site availability and permitting. This value-added service is intended to bring project stakeholders together and define recovery strategies.

Disaster Debris Management Plans (DDMP) are typically reviewed during offseason planning sessions, amended as needed, and appended to Comprehensive Emergency Management Plans. Rostan can review the University DDMP and would welcome the opportunity to conduct a thorough review and update the components as necessary.

Included in the following Table is a sample Debris Monitoring Plan. Rostan will develop a similar plan through coordination with the University to flesh out details and responsibilities with the goal of ensuring that all support functions have accountable resources.

PRELIMINARY DEBRIS MONITORING PLAN		
DEBRIS MONITORING TASKS	**ACTION ITEM**	**TIMELINE**
PRE-EVENT TASKS		
PLANNING AND COORDINATION	Summarize operational and communications plan, DMS locations, and logistics and staging areas	During off-season and 72 hours prior to mobilization
INITIAL PRE-EVENT COORDINATION	Telecommunications and/or in-person contact with client	72 hours prior to mobilization
DEBRIS CONTRACTOR COORDINATION	Place debris contractor on stand-by	72 hours prior to mobilization
OEM AND FEMA COMMUNICATION	Coordinate OEM and FEMA client public assistance conference calls	As requested
LOGISTICS AND OPERATIONS COORDINATION	Implement preliminary mobilization of Rostan Reserves	72 hours prior to field operations launch
	Preliminary staging of field kits	72 hours prior to field operations launch
	Initiate Event Manager/HaulPass® data and GIS database	72 hours prior to field operations launch
PRE-EVENT COMMUNICATION	Prior to a disaster event the Project Manager and/or University Liaison will participate in conference call to discuss event status with staff and contractors	Occurs daily morning and afternoon within 72-hour field operations launch window
	Prior to a disaster event the Project Manager and/or University Liaison will report to the EOC or other designated forward staging area	Report as requested
DEBRIS MONITOR MOBILIZATION	Mobilization of Rostan Reserves	Incident occurence is imminent
	Implement Rostan staff recruiting plan	72 hours prior to field operations launch
	Remote staging of equipment and personnel	72 hours prior to field operations launch
POST-EVENT TASKS		
ADMINISTRATIVE TASKS	Obtain Presidential Disaster Declaration	6 to 48 hours after mobilization
	Obtain Notice to Proceed/Issue Certificate of Insurance	Incident occurence to 48 hours after
	Continue with staffing plan implementation and training	6 hours after field operations launch and until the end of the debris mission

PRELIMINARY DEBRIS MONITORING PLAN		
DEBRIS MONITORING TASKS	**ACTION ITEM**	**TIMELINE**
OPERATIONS MANAGEMENT TASKS	Perform preliminary damage and debris assessments	2 to 48 hours after incident
	Evaluate Debris Management Sites (DMS)	2 to 48 hours after incident
	Perform preliminary debris cost estimate	2 to 48 hours after incident
	Update GIS Map with debris zones	2 to 48 hours after incident
	Compile and issue Daily Report	Daily beginning 1st day of operations
	Obtain Permit or appropriate approvals for DMS locations	12 hours after incident until all necessary DMS locations are operational
MONITOR DEBRIS CONTRACTOR FIRST PUSH	Monitor equipment and labor hours of debris contractor equipment that is mobilized utilizing T&M daily log forms	70-hour T&M period
MONITOR RIGHT-OF-WAY DEBRIS COLLECTION	1st Pass — Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 1 through Week 6
	2nd Pass — Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 7 through Week 10
	3rd Pass — Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 11 through Week 12
MONITOR SPECIAL WASTE COLLECTION	Monitor debris contractor crews collecting eligible special waste disaster debris such has appliances, stumps, leaning trees, hanging limbs, and HHW etc. from public ROWs	Week 5 through Week 12
DMS OVERSIGHT AND MONITORING	Document pre-DMS conditions with photographs and other means as required by regulatory agencies	1st week until debris mission complete
	Observe debris contractor operations at the site to assure environmental compliance	1st week until debris mission complete
	Perform "load calls" of debris contractor debris loads	Throughout mission
	Monitor debris contractor upon exit of DMS	Throughout mission
	Document post-DMS conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities
MONITOR CITIZEN DROP-OFF SITES	Document pre-site conditions with photographs and other means as required by regulatory agencies	Prior to opening DMS locations
	Document and record residents and debris drop-off	Throughout mission
	Observe debris contractor operations at the site to assure environmental compliance. Document the amount of debris processed	Throughout mission
	Document post-site conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities
MONITOR FINAL DISPOSAL	Obtain documentation that final disposal location is permitted and approved for the debris material	1st week until debris mission complete
	Monitor final disposal of debris contractor and obtain scale record or load manifest	Throughout mission
DATA MANAGEMENT/ HAULPASS EVENT MANAGER	Manage and facilitate roll-based access and use of HaulPass	Throughout mission
	Establish API or system integrations with project stakeholders	As requested
	Perform debris contractor invoice reconciliation	As invoices are submitted by debris contractor
	Issue applications for payment of debris contractor invoices	As invoices are submitted by debris contractor
	Coordinate and facilitate data transfers request from debris contractor, state and federal personnel	Throughout mission
CALL CENTER	Operate and staff call center in coordination with CIC	As requested
WATERWAY DEBRIS REMOVAL MONITORING	Monitor debris collection crews collecting eligible debris from area waterways	If needed
MONITOR PRIVATE PROPERTY DEBRIS REMOVAL	Manage PPDR program	If needed
DEMOLITION OF STRUCTURES ON PRIVATE PROPERTY	Manage Demo program	If needed
PROJECT CLOSEOUT	Provide electronic documents for reimbursement support	Mission completion

STAFFING

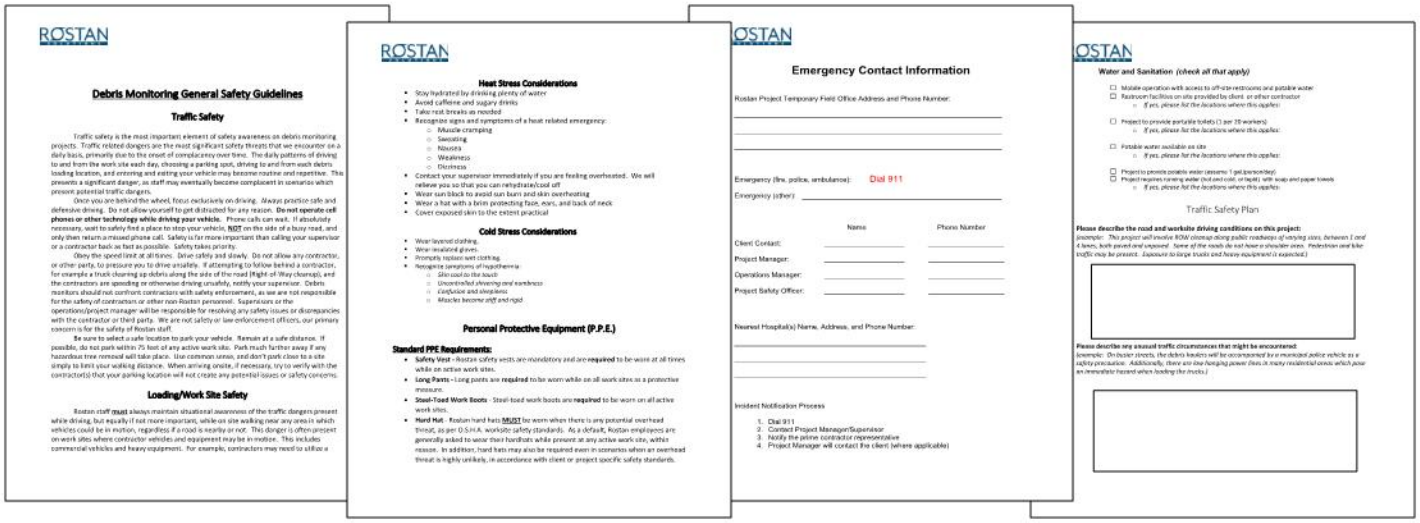
Rostan Reserves — Staff reserves consist of cadres of veteran disaster debris monitoring personnel identified and assembled over years of responding to disaster events nationwide. These staff reserves allow us to supplement our deployment efforts while engaging and training locally hired staff. Rostan staff reserves are well versed in FEMA regulations and guidelines, such as *FEMA 325*, *327*, *329*, *Public Assistance Debris Monitoring Guide / March 2021*, and *Public Assistance Program & Policy Guide FP-104-009-2 / June 2020.*

Recruiting and Additional Personnel — Due to the increase of disaster events in recent years, Rostan has developed a traveling labor force that responds to debris monitoring job opportunities nationwide. Our goal in any disaster recovery effort is to hire locally to the greatest practical extent. We believe that maximizing the use of locally hired personnel not only helps the community recover more quickly but it also provides for operational efficiencies due to familiarity with neighborhoods, roads and traffic patterns, and local culture. Rostan utilizes modern mediums of outreach such as social media and internet job posting sites, while also employing "old fashioned" techniques, such as "word of mouth," and accessing potential local candidates through veteran organizations, religious organizations, and local labor surplus offices. We generally refrain from using paid, third-party employment agencies. Our experience leads us to believe that these agencies are not properly invested in the well-being of the candidates nor the community.

HEALTH AND SAFETY

Rostan's health and safety approach is based upon our lessons learned, near misses, industry best practices, applicable federal, state, local regulations, and contractual requirements. Rostan will designate a health and safety officer for the duration of the project to support field operations with respect to health and safety protocols and procedures established in the Health and Safety Plan (HASP). Rostan will develop a HASP that addresses health and safety procedures for the overall debris monitoring field operation, each DMS, each citizen drop-off site, and final disposal sites. Images of a typical Rostan HASP are provided below:

Each debris monitor is provided with field training, including an emphasis on hazards and vulnerabilities and methods to reduce risk on the job site. These topics are covered in our field training guides. Rostan provides required personal protective equipment that field personnel must wear while working in designated work areas. Each operating day begins with a morning operational and safety meeting attended by all field personnel.



ROSTAN

Debris Monitoring General Safety Guidelines

Traffic Safety

Traffic safety is the most important element of safety awareness on debris monitoring projects. Traffic related dangers are the most significant safety threats that we encounter on a daily basis, primarily due to the onset of complacency over time. The daily patterns of driving to and from the work site each day, choosing a parking spot, driving to and from each debris loading location, and entering and exiting your vehicle may become routine and repetitive. This presents a significant danger, as staff may eventually become complacent in scenarios which present potential traffic dangers.

Once you are behind the wheel, focus exclusively on driving. Always practice safe and defensive driving. Do not allow yourself to get distracted for any reason. **Do not operate cell phones or other technology while driving your vehicle.** Phone calls can wait. If absolutely necessary, wait to safely find a place to stop your vehicle, NOT on the side of a busy road, and only then return a missed phone call. Safety is far more important than calling your supervisor or a contractor back as fast as possible. Safety takes priority.

Obey the speed limit at all times. Drive safely and slowly. Do not allow any contractor, or other party, to pressure you to drive unsafely. If attempting to follow behind a contractor, for example a truck clearing up debris along the side of the road (Right-of-Way cleanup), and the contractors are speeding or otherwise driving unsafely, notify your supervisor. Debris monitors should not confront contractors with safety enforcement, as we are not responsible for the safety of contractors or other non-Rostan personnel. Supervisors or the operations/project manager will be responsible for resolving any safety issues or discrepancies with the contractor or third party. We are not safety or law enforcement officers, our primary concern is for the safety of Rostan staff.

Be sure to select a safe location to park your vehicle. Remain at a safe distance. If possible, do not park within 75 feet of any active work site. Park much further away if any hazardous tree removal will take place. Use common sense, and don't park close to a site simply to limit your walking distance. When arriving onsite, if necessary, try to verify with the contractor(s) that your parking location will not create any potential issues or safety concerns.

Loading/Work Site Safety

Rostan staff must always maintain situational awareness of the traffic dangers present while driving, but equally if not more important, while on site walking near any area in which vehicles could be in motion, regardless if a road is nearby or not. This danger is often present on work sites where contractor vehicles and equipment may be in motion. This includes commercial vehicles and heavy equipment. For example, contractors may need to utilize a

ROSTAN

Heat Stress Considerations

- Stay hydrated by drinking plenty of water
- Avoid caffeine and sugary drinks
- Take rest breaks as needed
- Recognize signs and symptoms of a heat related emergency:
  - Muscle cramping
  - Sweating
  - Nausea
  - Weakness
  - Dizziness
- Contact your supervisor immediately if you are feeling overheated. We will relieve you so that you can rehydrate/cool off
- Wear sun block to avoid sun burn and skin overheating
- Wear a hat with a brim protecting face, ears, and back of neck
- Cover exposed skin to the extent practical

Cold Stress Considerations

- Wear layered clothing.
- Wear insulated gloves.
- Promptly replace wet clothing.
- Recognize symptoms of hypothermia:
  - *Skin cool to the touch*
  - *Uncontrolled shivering and numbness*
  - *Confusion and sleepiness*
  - *Muscles become stiff and rigid*

Personal Protective Equipment (P.P.E.)

Standard PPE Requirements:

- **Safety Vest** - Rostan safety vests are mandatory and are **required** to be worn at all times while on active work sites.
- **Long Pants** - Long pants are **required** to be worn while on all work sites as a protective measure.
- **Steel-Toed Work Boots** - Steel-toed work boots are **required** to be worn on all active work sites.
- **Hard Hat** - Rostan hard hats **MUST** be worn when there is any potential overhead threat, as per U.S.H.A. worksite safety standards. As a default, Rostan employees are generally asked to wear their hardhats while present at any active work site, within reason. In addition, hard hats may also be required even in scenarios when an overhead threat is highly unlikely, in accordance with client or project specific safety standards.

OSTAN

Emergency Contact Information

Rostan Project Temporary Field Office Address and Phone Number:

Emergency (fire, police, ambulance): Dial 911

Emergency (other):

	Name	Phone Number
Client Contact:		
Project Manager:		
Operations Manager:		
Project Safety Officer:		

Nearest Hospital(s) Name, Address, and Phone Number:

Incident Notification Process

1. Dial 911
2. Contact Project Manager/Supervisor
3. Notify the prime contractor representative
4. Project Manager will contact the client (where applicable)

OSTAN

Water and Sanitation *(check all that apply)*

- ☐ Mobile operation with access to off-site restrooms and potable water
- ☐ Restroom facilities on site provided by client or other contractor
  - *If yes, please list the locations where this applies:*
- ☐ Project to provide portable toilets (1 per 20 workers)
  - *If yes, please list the locations where this applies:*
- ☐ Potable water available on site
  - *If yes, please list the locations where this applies:*
- ☐ Project to provide potable water (assume 1 gal/person/day)
- ☐ Project requires running water (not cool cold, or tepid) with soap and paper towels
  - *If yes, please list the locations where this applies:*

Traffic Safety Plan

Please describe the road and worksite driving conditions on this project:

(example: This project will involve ROW cleanup along public roadways of varying sizes, between 2 and 4 lanes, both paved and unpaved. Some of the roads do not have a shoulder area. Pedestrian and bike traffic may be present. Exposure to large trucks and heavy equipment is expected.)

Please describe any unusual traffic circumstances that might be encountered:

(example: On busier streets, the debris haulers will be accompanied by a municipal police vehicle as a safety precaution. Additionally, there are line hanging power lines in many residential areas which pose an immediate hazard when loading the trucks.)

TYPICAL ROSTAN PERSONAL PROTECTIVE EQUIPMENT (PPE) CONSISTS OF:

SAFETY HAT | **SAFETY GLASSES** | **SAFETY VEST** | **STEEL-TOE WORK BOOTS** | **MOBILE PHONE** | **EAR PLUGS**

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

QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)

Rostan personnel at all levels are aware of the importance of providing a quality work product. We will provide a designated QA/QC Officer to oversee Rostan's operational performance and support the Project Manager, Operations Manager and Field Supervisors in implementing our QA/QC protocols and procedures..

QA/QC TASKS GENERALLY INCLUDE BUT ARE NOT LIMITED TO:
Daily review of HaulPass® ticket data, scale receipts and other manifests
DMS permit application review and approvals
Reconnaissance of current debris zones for daily progress
Random re-certifications of debris contractor vehicles
Random health and safety inspections and audits
ADDITIONALLY, THE HAULPASS® SYSTEM PROVIDES SIGNIFICANT QA/QC FUNCTIONS FOR:
ROW Monitor location tracking and performance measurement
Damage resolutions
GIS-based debris collection progress mapping
DMS Monitor performance measurement and audits
Debris contractor performance measurement and resource allocation
Debris contractor invoice reconciliation
Reimbursement support documentation audit

FIELD OPERATIONS AND REPORTING

Operations Management — Includes priority communication with debris removal contractors and community stakeholders on a daily or more frequent basis as needed. Each day begins with a meeting in the field, assigning crews and monitors to areas of operation and establishing the collective operating goals for that day. At the close of each operating day, contractors, Rostan representatives, and community stakeholders will meet to plan for the following operating day. Field monitors are deployed with debris contractor crews to monitor the loading of trucks and to issue load tickets. We provide area field supervisors that are responsible for a defined geographic area in support of monitoring efforts. Our supervisors will work closely with debris contractor supervisors to anticipate, and address changing field conditions, manage communications, deploy field staff, and adjust as necessary to efficiently manage debris collection operations.

In addition, we will coordinate and communicate with the University regarding overall debris recovery status, debris contractor performance and provide daily operations status updates.

Reporting — Rostan provides daily reporting to document each day's activities and capacity. Reports are typically released by 12:00 PM noon, on the following operating day unless another reporting deadline is required. The HaulPass® website is accessible via a web interface to view current operational information such as:

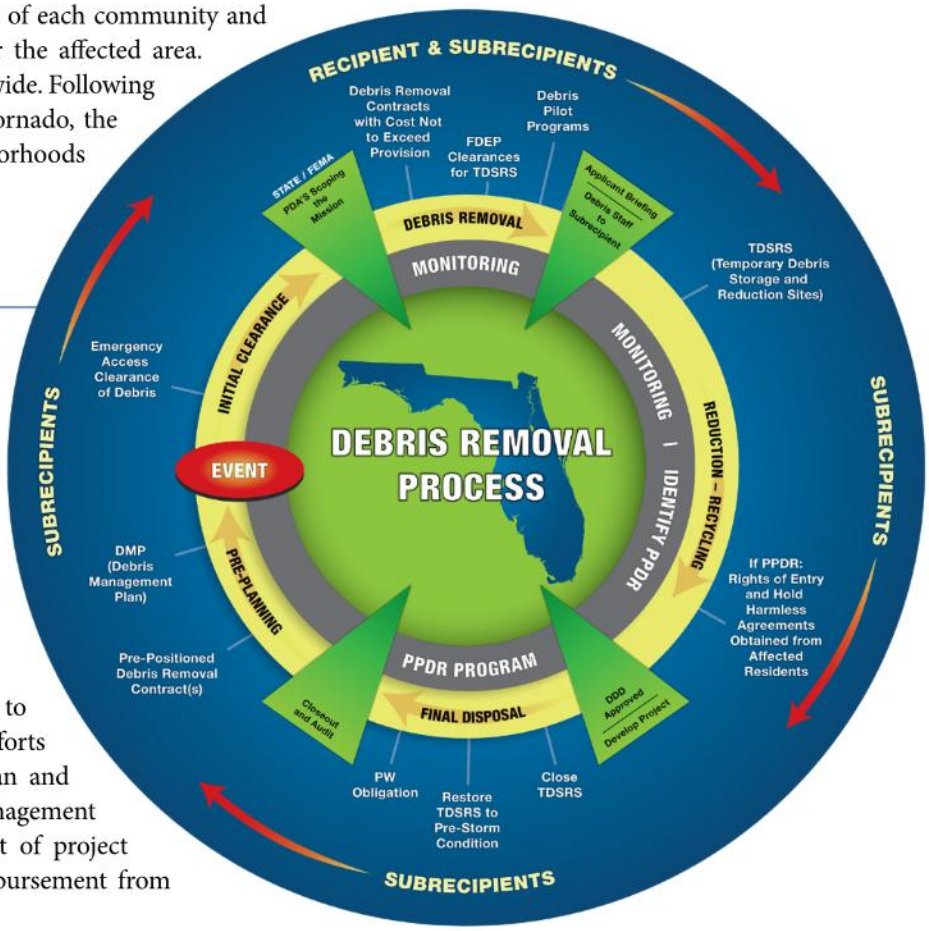
Debris volumes collected by debris type
Debris volumes hauled by type
Debris quantities by DMS
Equipment certification totals

Samples of some of Rostan's reports are included under *Section B.7.5 Automated Debris Management Systems (ADMS).*

PRELIMINARY DEBRIS ASSESSMENTS

Within 24 – 48 hours of activation, Rostan will assist the University with debris estimates similar to the function we performed following the 2019 tornado to support the major disaster declaration request. Debris estimation is critical to determining the type and size of a debris recovery operation and helps set recovery expectations, timeframes, and goals. Preliminary debris estimates are based on modeling and confirmed by aerial, topographical, and visual reconnaissance of the affected area. Field estimates are typically

gathered by surveying a representative sub-set of each community and extrapolated to develop a damage picture for the affected area. Following Hurricanes, this may be University-wide. Following floods or other more localized events like a tornado, the affected area may be isolated to certain neighborhoods or geographic subsets.



MONITORING FIRST PUSH/ CUT AND TOSS

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

If requested, Rostan will provide monitors to document and record time and materials efforts during the debris clearance phase. Rostan can and will facilitate the administration and management of documentation to be provided in support of project worksheet development for Category B reimbursement from FEMA.

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

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

RIGHT-OF-WAY (ROW) DISASTER DEBRIS COLLECTION MONITORING

Right-of-Way (ROW) monitors are trained with respect to FEMA *Public Assistance Program & Policy Guide FP-104-009-2/June 2020* and *Public Assistance Debris Monitoring Guide/March 2021* guidance. Our training also includes health and safety components, eligibility requirements specific to the local, state, and federal regulations, and debris contractor monitoring. Rostan's Operations Manager and Supervisors work closely with the University and debris contractor personnel to provide ROW Monitors for each debris crew mobilized by the debris contractor. Rostan's Operations Manager and Supervisors are responsible for ROW Monitor training, scheduling, deployment, QA/QC, as well as reacting to daily changes associated with debris contractor crews, monitor issues and FEMA inquiries.

Each Rostan ROW Monitor will be equipped with a HaulPass® handheld unit as well as all necessary field equipment and required health

and safety personal protective equipment (PPE). Rostan ROW Monitors are capable of performing any of the tasks listed below:

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

SPECIAL WASTE MONITORING

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

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

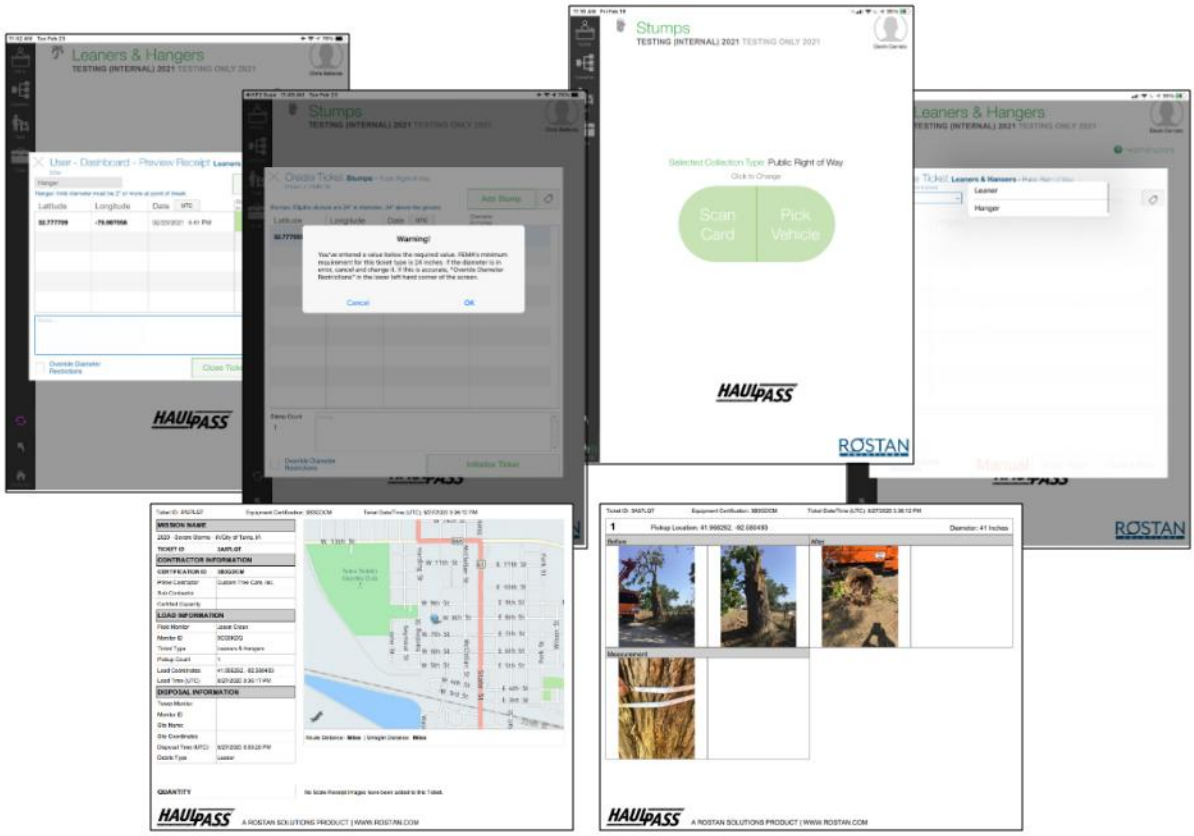
Rostan Special Waste Monitors are experienced ROW Monitors that have received additional training and experience monitoring special wastes. Rostan assigns a monitor to each debris contractor special waste crew. Rostan's Operations Manager coordinates closely with the debris contractor to facilitate a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

HAZARDOUS TREES AND STUMPS

Trees are highly susceptible to wind damage especially over prolonged periods of sustained high winds. Saturated ground conditions often exacerbate the situation. It is not uncommon for communities to remove thousands of trees and limbs following even moderate events. As a result, FEMA authorizes the removal of substantially damaged trees, damaged limbs, and stumps from trees that have fallen. As the costs for this type of work can be expensive, it is critical that a debris monitoring provider understand the governing policy and have the wherewithal to effectively document the work as it is being performed. Rostan has monitored the removal of hundreds of thousands of damages trees, limbs, and stumps, and has developed specific modules within HaulPass® to handle the documentation requirements for these unique debris streams.

HaulPass® tree modules are designed to capture the work type, the associated diameter, and photo document the required work prior to and after it is conducted. The tree work module also has built in parameters that reject trees and limbs with diameters below eligibility requirements and includes handy reference language regarding the criteria that qualify trees, limbs, and stumps.

Rostan selects only the most efficient and competent debris monitors to observe and document tree work due to the advanced eligibility and documentation requirements.



CANAL, DRAINAGE, AND WATERWAY DEBRIS MONITORING

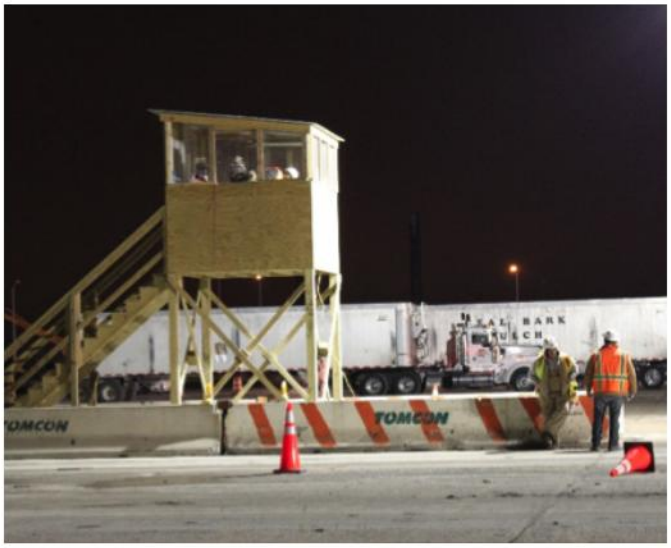
Removal and monitoring of debris from canals and waterways increases the complexity and potential danger of a typical ROW debris management event and requires special considerations. Rostan has extensive experience monitoring debris removal from navigable and non-navigable waterways. Given the cost associated with this type of debris removal, it is imperative that debris, along with hazardous limbs and trees, be completed in a "single pass" if possible. To support a single pass effort, Rostan will conduct a comprehensive survey of the area of concern to catalogue debris and tree work. Collection of this type of information allows critical planning to occur prior to mobilizing collection resources. Once completed a drone may be used to video record the area. This information is useful in dealing with concerned residents whose properties abut drainage systems such as canals. It is our policy to provide an experienced monitor for each debris collection crew.

TYPES OF DEBRIS FIELDS INCLUDE:
Storm drains, catch basins, and flood control ditches
Canals, streams, rivers, and inland waterways
Bays, beaches, and channels
TYPES OF DEBRIS MAY INCLUDE:
Displaced damaged structures such as buildings, docks, pillars, etc.
Derelict vessels and vehicles
Vegetative storm debris such as tree trunks, limbs, etc.
C&D debris
Displaced sand and soil
Dredge spoils

Rostan understands the importance of taking additional safety precautions when performing debris monitoring in waterways.

DEBRIS MANAGEMENT SITE (DMS) SELECTION AND APPROVALS

Effective debris management begins with the identification of potential DMS locations. We will assist the University in obtaining necessary approvals and permits from local, state and federal agencies for each site. Initially, our project team coordinates with the University to obtain relevant information such as current site ownership, current site use, right-of-entry considerations for privately owned sites, planned reduction methodologies for each site, and University-specific objectives for each site. We then can collect



baseline data on the designated DMS consistent with federal, state and local requirements and in general accordance with FEMA guidelines. Baseline data collection and monitoring activities are focused on achieving successful and timely site closure. Information obtained for each site is compiled into a baseline DMS report, as well as a closure report that we prepare after all debris has been removed from the site. If requested, we conduct both baseline and closure groundwater and soil sampling to document conditions prior to and after debris management activities and establish whether the DMS was adversely affected by these activities.

MONITORING DMS OPERATIONS

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

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

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

TOWER MONITORING AND LOAD CALLS

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

EQUIPMENT AND VEHICLE CERTIFICATION

Rostan has experienced and fully dedicated and equipped certification teams prepared to deploy immediately following an event in order to identify potential equipment certification site(s), establish the certification site(s), oversee certification operations, certify equipment, and provide accurate record keeping maximizing reimbursement. Certification can be generated cubic yardage and/or tonnage. Rostan certification teams are experienced with volumetric measurement and calculations for all types of debris contractor vehicles and equipment used in the industry. Our certification staff follow Rostan's standard operating procedures which are consistent with FEMA *Public Assistance Program & Policy Guide FP-104-009-2 / June 2020* and *Public Assistance Debris Monitoring Guide / March 2021* and contain some of the following components:

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

Rostan utilizes HaulPass® for digitally recording, storing and managing the information associated with each piece of equipment. More on the HaulPass® role is included in the Certifications subsection of *Section B.7.5 Automated Debris Management Systems (ADMS).*

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

PPDR PROGRAM MANAGEMENT

Typically, FEMA does not provide federal support for work conducted on private property. In certain instances, eligible applicants can apply for federal support for this type of work if the extent of damage is extensive and deemed harmful to a community at-large. Private Property Debris Removal (PPDR) and Structural Demolition work in accordance with federal, state, and local requirements can require extensive logistical coordination, detailed record keeping, and operational aptitude. Rostan is highly adept at providing and managing all three of these aspects. Since 2011, Rostan has had the opportunity to serve multiple clients in this capacity.

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

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

A Right-of Entry (ROE) agreement signed by the property owner or the owner's authorized agent is required for each project site on private property. Without this document municipalities and their representatives do not have legal authority to access the property. At times, these are easy to obtain, and residents voluntarily submit them. In other times, residents have been displaced or even worse deceased, due the disaster. In instances where volunteered authority is not an option it is critical to have a consultant with experience

in these matters. Rostan has this experience and has assisted with tracking down displaced residents and next of kin and developed paths forward whether it's through code enforcement and condemnation procedures or other alternatives. Rostan has developed a comprehensive data collection platform called Parcels tailored specifically to help manage PPDR/Demolition Programs. More on Parcels is included in *Section B.7.5 Automated Debris Management Systems (ADMS).*

ADDITIONAL MONITORING RELATED SERVICES

DRONES

Rostan may deploy drones in support of operations, data collection, and reporting objectives. Drones provide an aerial "set of eyes", generating unique perspectives and the ability to access areas that are otherwise difficult to reach by traditional means. Drones can help locate debris in remote areas, capture baseline, ongoing, and post-event site conditions at DMS locations, and be used as a debris estimating tool. While drones have been around en masse for a number of years now, their utilization to support debris removal projects is just fully being realized.




CALL CENTER

Rostan can establish a call center for residential inquiries, claims reporting, and management of claims resolution if needed. This call center can be established locally or managed from one of our permanent office locations.

PUBLIC INFORMATION ASSISTANCE

Rostan can develop public notices, documents, narratives, and memos to support University public information efforts and can support the University PIO on an as-needed basis.

CONTRACT INVOICE REVIEW AND PAYMENT APPLICATIONS

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

DAMAGE CLAIMS

Rostan will coordinate with University personnel to respond to any potential property damage claims resulting from the debris removal process. This includes damage to private property and damage observations to public facilities like road surfaces or drainage. Road damages resulting from debris removal efforts can be potentially be pursued as damages claimed as a result of a disaster event through FEMAs PA program. Rostan is pleased to provide our damage complaint tracking service built into the Tag Items feature in the Haulpass® toolbox. More information about Tag Items can be found in *Section B.7.5 Automated Debris Management System (ADMS).*

B.7.4 FEMA REGULATIONS AND PROCEDURES

As an integral part of debris monitoring consulting, Rostan provides financial consulting services to its clients as required to support the grant application and reimbursement process. We understand the dynamics of disaster recovery financial planning, resource allocation, as well as the need for financial stability. We have extensive experience in representing clients' costs to state and federal agencies responsible for administering grant programs.

Over the years, we have sought and secured more than $5 billion dollars in grant funding for our clients. This includes funding through FEMA's PA and HMGP programs, FHWA, HUD CDBG grants, HHS, and NRCS. We take great care to ensure that our data collection and documentation efforts are secure, complete, and done in accordance with the guidance and policies of the appropriate funding agency. This includes continuing education efforts and ensuring that our decision-making personnel are up to speed with disaster-specific policies.

REIMBURSEMENT REQUESTS

Rostan can effectively manage eligible and ineligible items, provide appropriate and specific documentation of expenses, and direct allocation of costs to the appropriate funding source when match is required / multiple programs provide funding. The contract instrument, allocation of funding shares is delineated, and any prevailing limits or restrictions on specific funds are clearly outlined and structured.

DOCUMENTATION

Sub-grantees are required to maintain and submit specific documentation to the grantee to ensure complete and accurate documentation to demonstrate programmatic and financial compliance with all applicable regulations and guidance. Reimbursements will be unable to be processed unless all required documentation is complete and submitted. Rostan will assist with the maintenance of all documentation in an acceptable format and dovetail with program workflows and procedures, streamlined for review and auditing purposes. During project implementation, sub-grantees must submit quarterly reports, thoroughly documented requests for reimbursement, and maintain their project file. Rostan will ensure that these requirements are fulfilled for each grant / program as requested.

COMPLIANCE

It is critical that federal aid programs comply with all Environmental, Historic, Public Health & Safety Requirements/ Legal Requirements. Rostan will work closely (training, outreach, SOPs, site visits, and desk review) with the University to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health and safety requirements. Rostan will monitor project and grant activities, including checklists, database records, quarterly reports, site visits and conference calls to assure that all legal requirements of both programs are satisfied.

CLOSEOUT

To minimize challenges with the project close-out process, Rostan begins accounting for close-out on day one of implementation, ensuring details are not forgotten or documents misplaced by the time closeout preparation efforts begin. File review and monitoring will take place throughout the project life to minimize corrective actions at the end of a project. A project close-out process will be recommended to ensure that all contractual and programmatic requirements are satisfied. A final inspection or deliverables review is conducted after the project is 100% complete.

AUDIT ASSISTANCE

Rostan will provide audit coordination and assist the University with responding to audit findings as necessary. This will be accomplished by thorough involvement in the review of audit findings with applicable auditors. In addition, the team will be available to provide feedback on corrective action plan development. Once a corrective action plan is finalized, the team will assign staff resources to follow-up on all corrective action plan elements and timelines to ensure that audits are resolved in a timely fashion.

B.7.5 AUTOMATED DEBRIS MANAGEMENT SYSTEM [ADMS]

HAULPASS®: BACKGROUND

Following Hurricane Katrina in 2005, while on deployment for the US Army Corps of Engineers (USACE), Rostan was responsible for the management, administration, and reconciliation of more than 25 million cubic yards worth of paper load tickets. This experience challenged Rostan to develop a better, more secure, and reliable approach to debris monitoring and the immense administrative burdens that encumbered the industry's traditional approach. HaulPass® was developed and piloted to USACE in early 2006, proving to be a better approach that would become the industry benchmark for years to come.

For nearly 5 years, HaulPass® remained the singular ADMS solution in the debris monitoring services industry as competitors were slow to adapt. As a result, HaulPass® was the only ADMS to have been offered by respondents in all 11 Regions under the USACE Advanced Contracting Initiative (ACI) program and the only ADMS to be validated by the USACE in 2008. Industry competitors were soon forced to adapt or risk remaining uncompetitive in the lucrative federal marketplace.

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

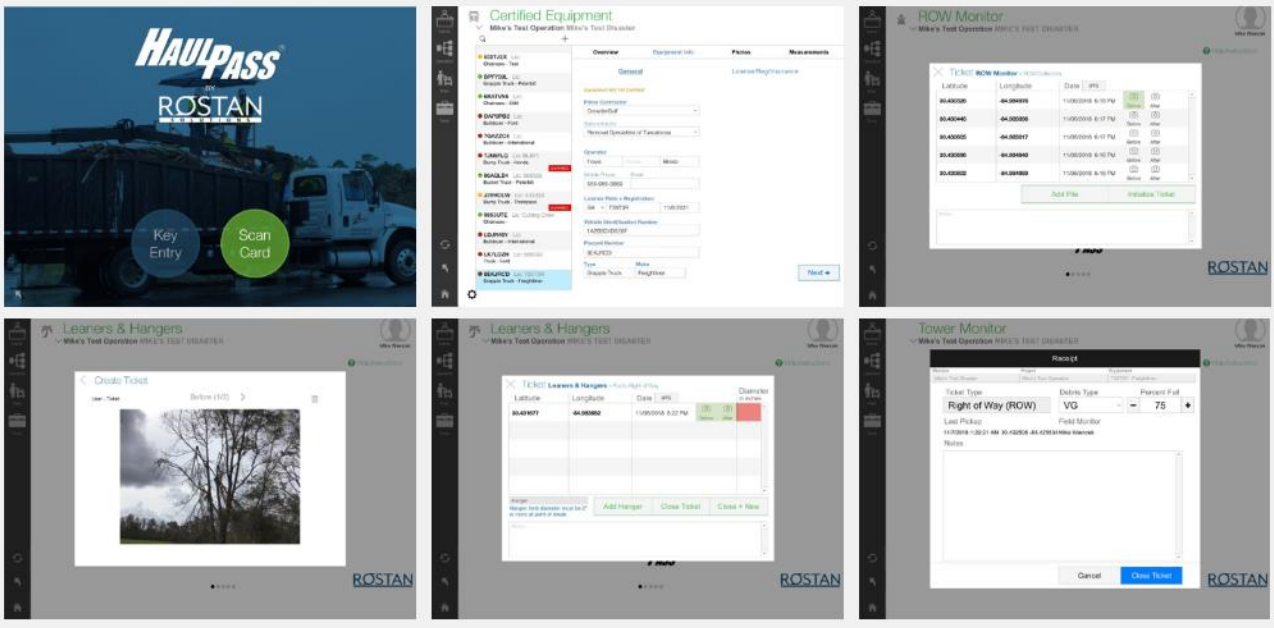
While HaulPass® in its original form remained extremely dependable until its retirement following the 2018 hurricane season, Rostan had begun a strategic rebuild to capitalize on emerging technologies and to move HaulPass® to a new operating platform to ensure its long-term viability.

The updated HaulPass® was successfully deployed on its first assignment in the fall of 2019 marking the beginning of a new era for Rostan and HaulPass®. In the years since, having been deployed on more than a dozen projects to date, the updated HaulPass® has proven to be as reliable as the original while capitalizing on new technologies to develop features maximizing cutting edge hardware and software capabilities.

HAULPASS®: SYSTEM OVERVIEW

HaulPass® combines three primary components, our field application, data systems, and the website, to provide a comprehensive operations and data management platform organized to promote efficiency and minimize administrative burdens associated with

HAULPASS® INTERFACE



federal grant programs. HaulPass® can now operate in two modes, completely connected (live) when data services are available throughout the project area, and in remote mode when connectivity may be limited, especially after a catastrophic event.

FIELD APPLICATION

Designed on the Claris/FileMaker platform, a subsidiary of Apple Inc., the HaulPass® field application includes certification interfaces, ticketing modules, tools, operations and disposal site setup, configuration menus, and administration preferences. Built exclusively for Apple iOS devices, HaulPass® was optimized specifically for iPads. Combining an iPad with an RFID reader/writer enveloped in a custom case, both produced by Infinite Peripherals, results in a hardware outfit that can run the entire field application. To produce paper receipts, HaulPass® integrates a thermal printer into select processes if necessary.

General access to the field application is restricted to authorized users only and application features including ticketing modules are further restricted based on user permission sets. The permissions structure invokes an enhanced level of control and security that was not achievable on older hardware platforms.

The field applications encompass a level of flexibility and customization options that enable HaulPass® to meet data collection demands of even the most unique projects. Supported by a full development team, HaulPass® has transitioned from a data collection and load ticketing application to an operations management platform, complete with multiple ticketing modules, equipment certifications, survey and assessment tools, and contractor damage tracking.

DATA SYSTEMS

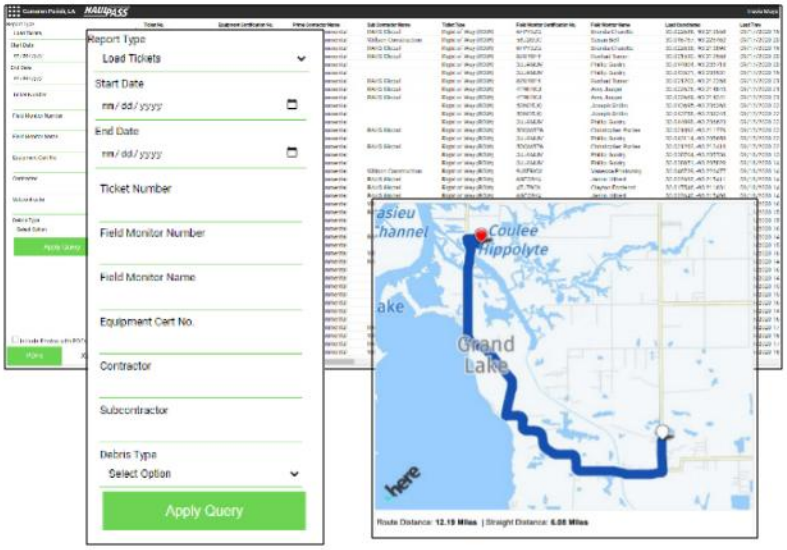
HaulPass® is supported by a variety of data platforms that are seamlessly integrated to develop, process, transfer, store, and secure/backup data. Rostan maintains ownership and control of all data systems and storage services ensuring that we will always have access to client data.

AWS S3 and Glacier	
aws	Serves as the foundation for HaulPass'® cloud storage needs. S3 is a secure, durable, and scalable object storage infrastructure that supports HaulPass® data storage demands for active and recent projects. Glacier is used for long-term/indefinite storage of past-project data long after it is typically needed.
MySQL	
MySQL	Serves to process and temporarily store data synchronized through MirrorSync. MirrorSync is the sync engine that communicates between the field application and MySQL. MySQL ultimately synchs with the FileMaker Database on standard process schedules.
FileMaker	
FileMaker An Apple Subsidiary	Serves as the HaulPass® development and architectural platform and houses the primary database structure.

Rostan can integrate an API directly with our data systems if necessary.

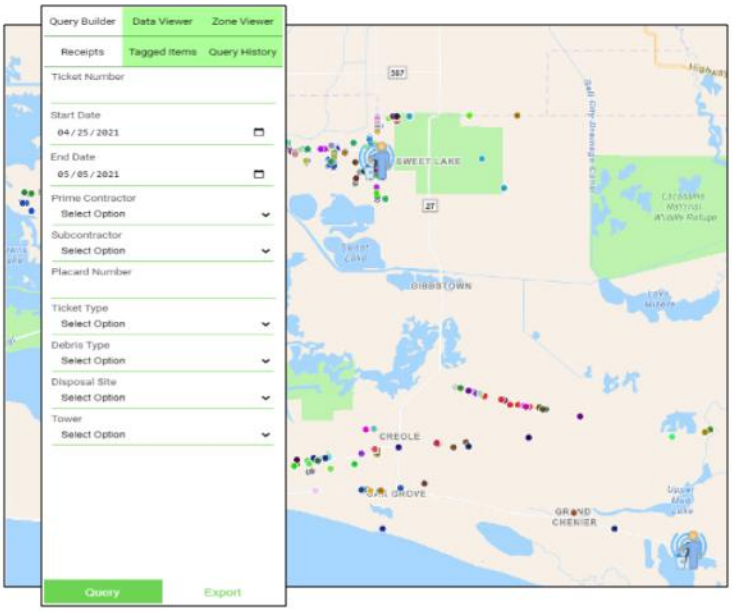
THE WEBSITE

To complement HaulPass®, Rostan has also undertaken a complete rebuild of our web interface, www.haulpass.com. The website, accessible by credentialed project stakeholders, provides users with the ability to query, export, and review data in multiple format types as well as interact with the HaulPass® GIS interface supported by ESRI/ArcGIS.



DATA ACCESS

The HaulPass® website is the primary direct access interface for project stakeholders. Project data is used to monitor work progress, review work performed and produce project reports, reconcile contractor invoices, drive operational objectives, and support reimbursement claims. HaulPass®



data is arranged in a series of standard reports and can be queried to dissect standard report data before exporting in .xlsx (Excel) or .pdf (PDF) formats. PDF records allow stakeholders to export ticket imagery that is not otherwise available in standard table format. PDF records also include a map reproduction of the pickup and disposal locations. Rostan can easily develop and make available client specific reports upon request.

MAPPING AND GIS

The HaulPass® website has an interactive GIS interface supported by ESRI/ArcGIS that is available to project stakeholders and updated as data points are generated. Queries allow users to dissect geographical data and retrieve ticket records associated with geo-points. Queries are stackable, making it easy to define a particular data subset. The map displays in traditional and satellite view and has the capacity to integrate layers for greater operational awareness.

HAULPASS®: CORE MODULES

HaulPass® core modules include two primary categories, ticketing and certifications. Certifications enables user and equipment to interact with the ticketing modules to collect data and track debris removal efforts as they occur.

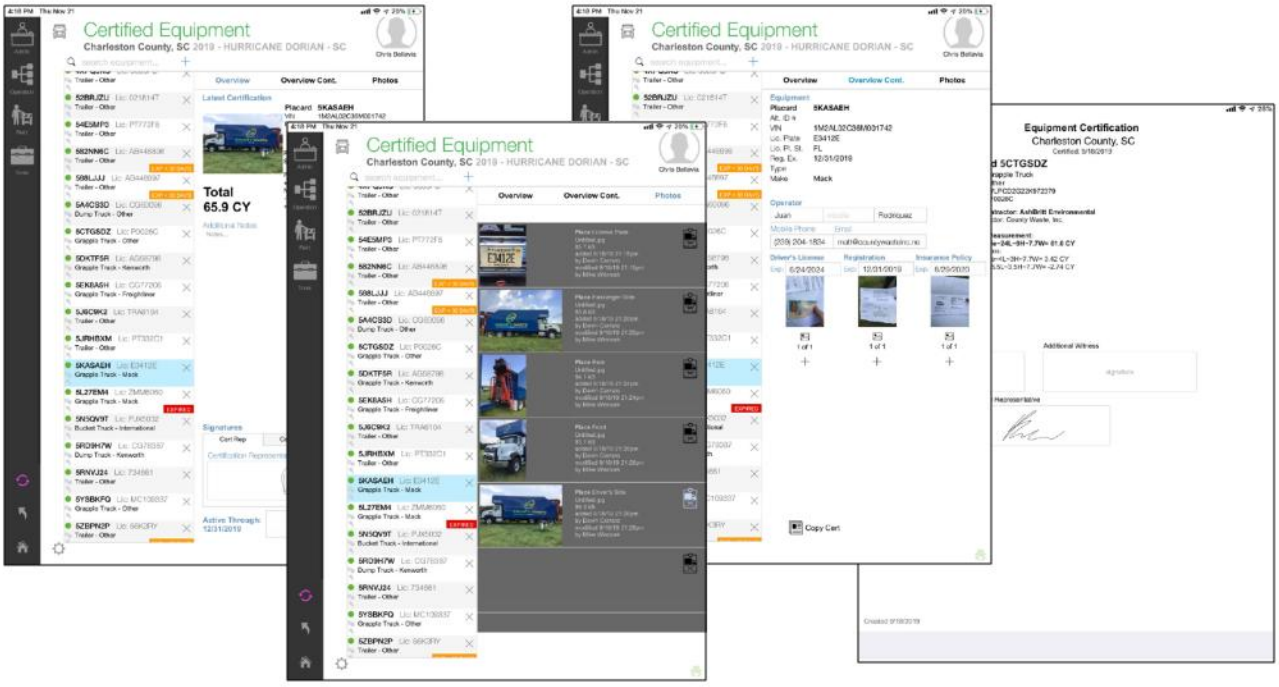
CERTIFICATIONS

HaulPass® certifications include two certification types, one focused on users, and the other focused on the equipment used to remove debris.

User certifications provide credentialed employees with access to the HaulPass® system. Users are provided with role-based access to the different features, functions, and modules included within HaulPass®. Dedicated user roles enable Rostan to keep tight control over system access minimizing a user's ability to create redundant, unnecessary, or even worse fraudulent records.

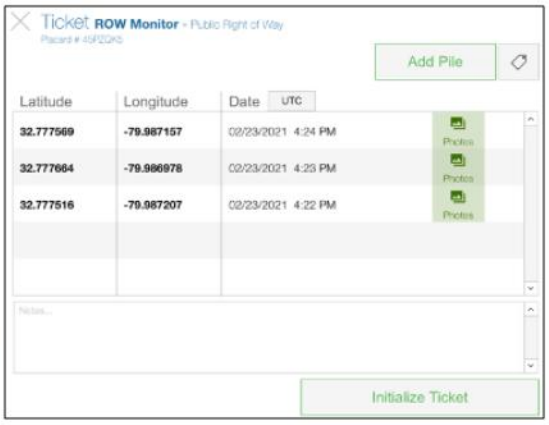
Equipment certifications are required FEMA documentation and primarily serve to establish the debris carrying capacity of each truck, container, or trailer. HaulPass® completely digitizes the certification process to include photo documentation, certified measurements, and signature verification of the certifier, contractor representative, and stakeholder witness if necessary. Each piece of certified equipment is issued a HaulPass® card used to transfer load ticket and transactional data between the point of collection and the point of temporary or final disposal.

HAULPASS® EQUIPMENT CERTIFICATION



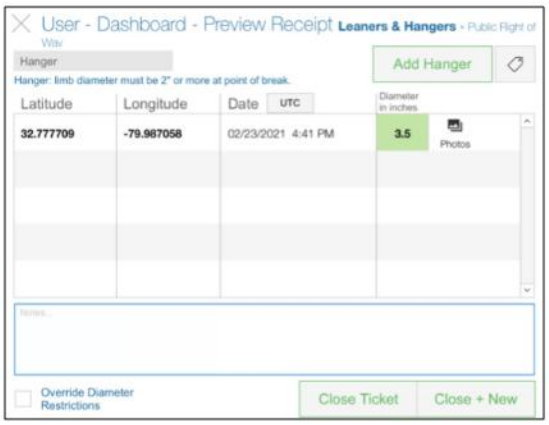
TICKETING

HaulPass® incorporates a series of ticketing modules designed to track typical post-disaster debris streams. Ticketing modules were designed with flexibility in mind to allow for easy on-the-fly adjustment when new debris types are inevitably encountered. Primary ticketing functions include ROW debris removal and disposal, hazardous trees, stumps and limb removal, and specialized debris such as white goods and vehicles and vessels. All ticketing modules require certified users to verify each equipment certification prior to initiating a transaction-based ticket.



ROW MODULE

The ROW module is designed to capture equipment specific transactions that involve one or many loading locations and one disposal location. ROW transactions are generated in two parts consisting of load (field) data and disposal (tower) data that when combined create a complete ticket record. The ROW module pairs with the Tower module to complete what are primarily volume or weight-based transactions and incorporates distance and disposal-based fees that may be associated with the hauling transactions.



HAZARDOUS TREES MODULE

The Hazardous Trees module is used to document the removal of overhead hazards to include hanging limbs and trees that require complete removal. FEMA has established specific requirements for hazardous trees to include verifiable measurements and photo documentation to prove the hazards physical relation to the ROW. Hazardous trees are treated as per unit transactions and do not require the use of the Tower module. Each transaction creates a digital ticket record which can include a paper receipt as needed.

SPECIALIZED DEBRIS MODULE

Specialized Debris modules were developed to capture less common debris streams typically produced only by the most severe disaster events. White goods (appliances) and vehicle and vessel removal are two Specialized Debris streams that require the capture of unique data points. This led to the creation of modules specifically designed to capture the necessary elements associated with each debris type.

TOWER MODULE

The Tower module pairs with all ticketing modules that required a disposal location. Authorized system users verify the hauling equipment, authorize acceptance of debris, and assign a quantity to each load received. The Tower module requires disposal site configurations which are established the HaulPass® operations setup menu. Digital ticket records are closed, and a paper receipt can be issued to the equipment operator as needed.

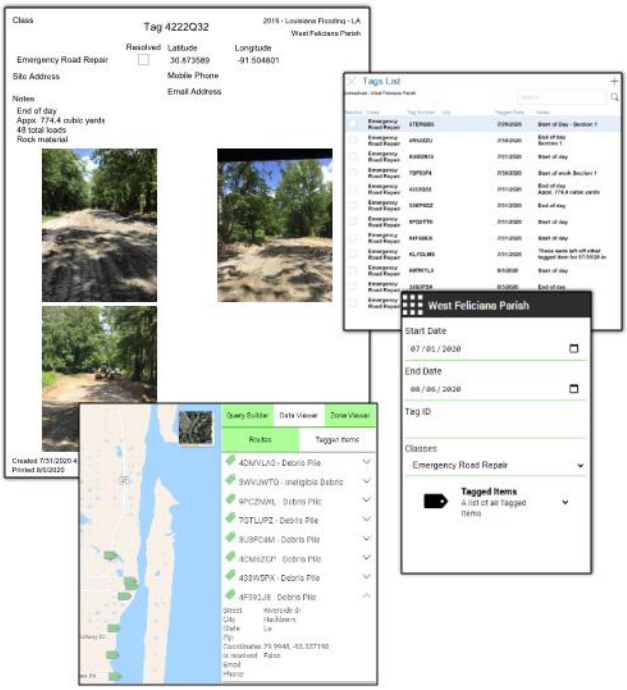
HAULPASS®: TOOLBOX

HaulPass® includes a built-in toolbox full of system enhancing features. A few of these integrated tools are discussed in greater depth below:

TAG ITEM – FEATURES

Tag Item

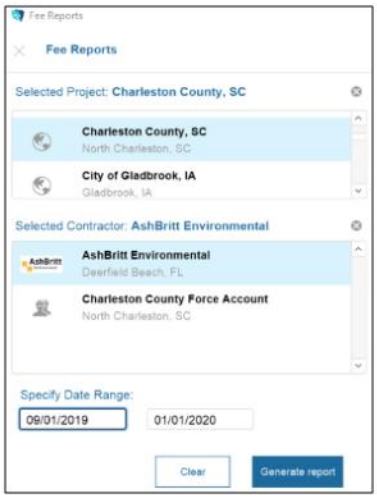
The Tag Item tool was designed to enhance operations management by enabling field users to document project aspects that aren't directly tied to ticketing functions. Each tagged item is assigned a class and requires associated data points like location, point of contact, photos, and notes. Classes include categories like contractor caused damages, missed or ineligible debris piles, and infrastructure damages. This tool has replaced traditional spreadsheets, paper documentation, emails, and has proven itself as an essential component of HaulPass®.



FEE REPORTS

Fee Reports

One of the more critical debris removal tasks is the ability to accurately capture project costs in near-real time. This helps prevent cost overruns and ensures communities work within their budget constraints. The HaulPass® Fee Reports tool is an export function that allows Rostan to review debris hauling expenditures as needed and as they occur. Contractor fee schedules can be added to HaulPass® data tables allowing ticket data to query the fee schedule and produce associated hauling costs. Fee reports are validated and upon approval become the supporting documentation for invoice reconciliation and reimbursement requests.



SURVEYS – TYPES

Surveys

HaulPass® has two built-in Survey tools each with a distinct function set. The first survey type is utilized to establish debris removal needs and/or to verify debris removal completion. This survey tool creates a bread crumb trail of verified debris locations, debris types, and estimated quantities. Images may also accompany each survey record. This operational tool can be used to support preliminary damage assessments and damaged inventory submittals, as well as verify debris has been removed from remaining areas near the end of a debris collection project. The second survey type focuses on property or parcel surveys and is integrated with the Parcels app to establish a need for debris removal from private property under the FEMA PPDR program.

The HaulPass® toolbox is continually adapting to incorporate new features aimed at expediting recovery through efficient design and simplicity of use.

HAULPASS®: HARDWARE

One of the key considerations made while updating HaulPass® was streamlining the system's hardware requirements. The new system is a slimmed down version of the original, supported by strong vendor relationships that enable Rostan to procure additional hardware and supplies as needed to support project efforts.

HARDWARE

Rostan maintains on-hand and in a ready state sufficient equipment to supply more than 400 field personnel with HaulPass® equipment. We maintain strong vendor accounts with our major hardware providers and can secure additional hardware in less than 48 hours. In more than 15 years providing ADMS as a service we have never delayed a project or have been unable to properly service a client due to hardware shortages.

CONSUMABLES

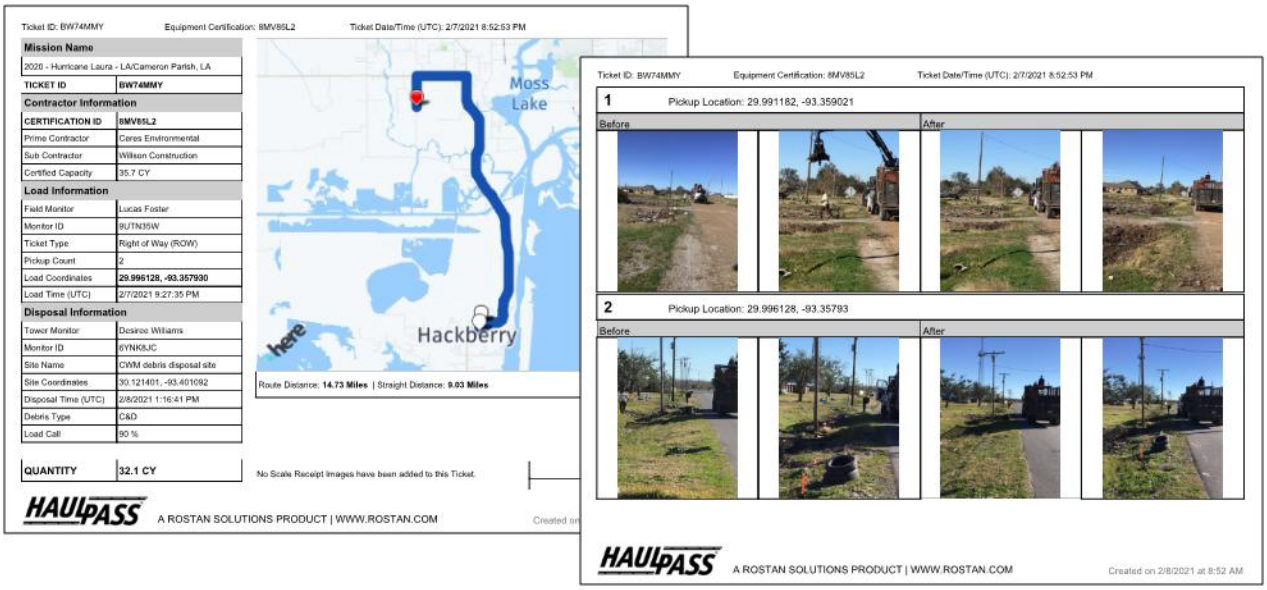
While HaulPass® is now capable of running entirely digitally in a connected environment, smart cards remain integral to HaulPass'® ability to run in a non-connected environment. We source our smart cards, which are now contactless, factory direct, purchasing them 10,000 at a time. We currently have several years' worth of smart cards in inventory.

HaulPass® is designed to produce thermal paper receipts for load tickets if necessary. We keep on-hand enough paper products to produce 100,000 load tickets with more available on short notice. HaulPass® is not dependent on paper and can run completely paperless. Rostan has integrated an email function whereby emails are sent to contractors containing PDFs of load ticket receipts.

HAULPASS®: EXPORTS & REPORTS

HaulPass® is the data collection engine that drives all Rostan reporting. From singular ticket exports to daily operational summaries, Rostan utilizes HaulPass® data to develop components of every project deliverable. Sample exports and reports are included below.

HAULPASS® INDIVIDUAL TICKET .PDF EXPORT



Ticket ID: BW74MMY Equipment Certification: 8MV85L2 Ticket Date/Time (UTC): 2/7/2021 8:52:53 PM

Mission Name	
2020 - Hurricane Laura - LA/Cameron Parish, LA	
TICKET ID	BW74MMY
Contractor Information	
CERTIFICATION ID	8MV85L2
Prime Contractor	Ceres Environmental
Sub Contractor	Willson Construction
Certified Capacity	35.7 CY
Load Information	
Field Monitor	Lucas Foster
Monitor ID	9UTN35W
Ticket Type	Right of Way (ROW)
Pickup Count	2
Load Coordinates	29.996128, -93.357930
Load Time (UTC)	2/7/2021 9:27:35 PM
Disposal Information	
Tower Monitor	Desiree Williams
Monitor ID	6YNK8JC
Site Name	CWM debris disposal site
Site Coordinates	30.121401, -93.401092
Disposal Time (UTC)	2/8/2021 1:16:41 PM
Debris Type	C&D
Load Call	90 %
QUANTITY	32.1 CY

HAULPASS® RECEIPT EXPORT

Charleston County...
2019 - Hurricane Dorian -

TICKET ID 8KPHPUF

Contractor Information	
Certification ID	724XEQE
Prime	AshBritt Environmental
Sub	Beeghly Tree, LLC
Load Information	
Monitor ID	6J293F4
Ticket Type	Right of Way (ROW)
Load Coordinates	32.741163, -80.241524
Load Time (UTC)	9/11/2019 14:52
Disposal Information	
Monitor ID	3ZRBVAX
Site Name	Hyde Park Road DMS
Tower Coordinates	32.816010, -80.258294
Disposal Time (UTC)	9/11/2019 15:21
Debris Type	VEG
Certified Capacity	72.4 CY
Load Call	70%
Calculated Quantity	50.7 CY

TICKET COPY

A ROSTAN SOLUTIONS PRODUCT
WWW.HAULPASS.COM | WWW.ROSTAN.COM

Charleston County...
2019 - Hurricane Dorian -

TICKET ID 48H2XWC

Contractor Information	
Certification ID	7DX4FJE
Prime	AshBritt Environmental
Sub	Tri-Rivers
Ticket Information	
Monitor ID	3KDFRM6
Ticket Type	Hanger
Load Coordinates	32.745113, -79.935474
Load Time (UTC)	9/28/2019 21:11
Unit Quantity	1.0

Notes

TICKET COPY

A ROSTAN SOLUTIONS PRODUCT
WWW.HAULPASS.COM | WWW.ROSTAN.COM

Charleston County...
2019 - Hurricane Dorian -

TICKET ID 7YG89V9

Contractor Information	
Certification ID	6Z7SHY7
Prime	AshBritt Environmental
Sub	Beeghly Tree, LLC
Ticket Information	
Monitor ID	FVFFX96
Ticket Type	Leaner
Load Coordinates	32.751299, -80.077336
Load Time (UTC)	10/5/2019 14:41
Unit Quantity	1.0
Unit Diameter	17.1 in

Notes

TICKET COPY

A ROSTAN SOLUTIONS PRODUCT
WWW.HAULPASS.COM | WWW.ROSTAN.COM

DAILY OPERATIONAL REPORT

ROSTAN

LYON COUNTY, KY Debris Management Daily Report

JANUARY 23, 2022 | SEVERE STORMS/TORNADOES | FEMA DR-4630

48°F	4,137.2 CY	76	28
TODAY'S WEATHER	TODAY'S VOLUME	TODAY'S LOADS	DAY OF OPERATIONS

DAILY ACTIVITY SUMMARY

Tornado debris removal operations commenced at 0700 in Lyon County today. Representatives from Rostan and Promise Land Tree Service (Promise Land) mustered prior to commencing field operations to outline the daily operating plan and discuss health and safety best practices. 7 hauling units were utilized throughout the day to remove and properly dispose of debris from designated Rights-of-Way (ROWs). Each Promise Land crew was accompanied by at least 1 Rostan representative ensuring that debris was removed from eligible locations.

There were no incidents to report.

HAULER CREWS

Promise Land utilized 7 certified hauling units to remove tornado debris from eligible ROWs. Removal efforts co
demolition (C&D) and vegetative debris.

MONITORING

Rostan personnel were assigned to monitor and document work performed by Promise Land along designat
at the KY 93 Storm DMS. Staffing levels were determined based on the anticipated work plan. This included
and supervisory staff.

AREAS WORKED

Promise Land crews cleared tornado debris from the following locations:

Arrowhead Road	Holiday Hills Drive	Raney Road	St
Barrett Road	Mountain View Road	State Route 730	W

HAULPASS "All data represented in this summary is subject to audit of HaulPass® database, field logs, etc. and should be

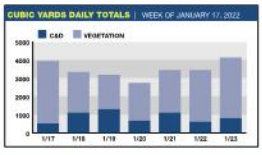
- 1 -

ROSTAN

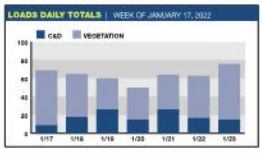
JANUARY 24, 2022 – OPERATIONS PLAN

Debris Removal Operations are expected to commence at approximately 0700 and conclude at or near 1700. Promise Land crews will muster with Rostan personnel prior to departing for the field.

CUBIC YARDS DAILY TOTALS | WEEK OF JANUARY 17, 2022



LOADS DAILY TOTALS | WEEK OF JANUARY 17, 2022



DEBRIS REMOVAL SUMMARY: COUNTY ROADS – C&D

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY (CUBIC YARDS)	DEBRIS ACCEPTED TOTAL (CUBIC YARDS)
KY 93 STORM DMS	8	429	389.90	23,213.60
PROJECT TOTALS: COUNTY ROADS – C&D	8	429	389.90	23,213.60

DEBRIS REMOVAL SUMMARY: COUNTY ROADS – VEGETATIVE

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY (CUBIC YARDS)	DEBRIS ACCEPTED TOTAL (CUBIC YARDS)
KY 93 STORM DMS	40	978	1,869.00	52,912.60
PROJECT TOTALS: COUNTY ROADS – VEGETATIVE	40	978	1,869.00	52,912.60

DEBRIS REMOVAL SUMMARY: STATE ROADS – C&D

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY (CUBIC YARDS)	DEBRIS ACCEPTED TOTAL (CUBIC YARDS)
KY 93 STORM DMS	7	7	436.90	436.90
PROJECT TOTALS: STATE ROADS – C&D	7	7	436.90	436.90

DEBRIS REMOVAL SUMMARY: STATE ROADS – VEGETATIVE

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY (CUBIC YARDS)	DEBRIS ACCEPTED TOTAL (CUBIC YARDS)
KY 93 STORM DMS	21	21	1,441.40	1,441.40
PROJECT TOTALS: STATE ROADS – VEGETATIVE	21	21	1,441.40	1,441.40

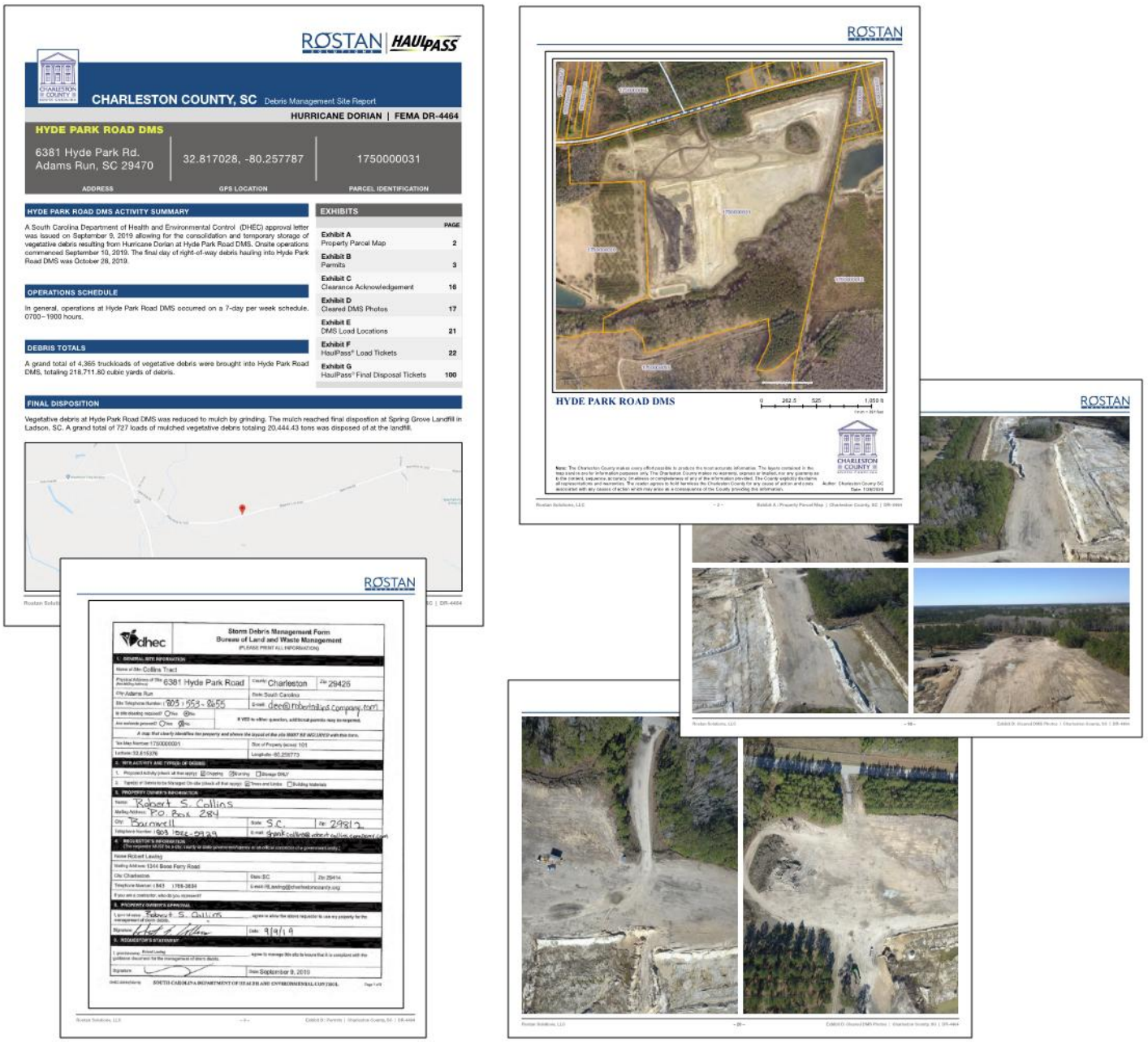
HAULPASS "All data represented in this summary is subject to audit of HaulPass® database, field logs, etc. and should be considered an operational summary only."

- 2 -

DEBRIS LOADING LOCATIONS | JANUARY 23, 2022

"...is subject to audit of HaulPass® database, field logs, etc. and should be considered an operational summary only."

- 3 -



HAULPASS®: SUPPORTING APPLICATIONS

Though HaulPass® remains Rostan's primary debris monitoring data collection platform, Rostan has continued to expand our service offerings by developing complementary supporting applications that provide added value and enhance our ability to provide cost-effective services. A brief overview of these applications is provided below.

PARCELS

Parcels is a HaulPass® expansion dedicated to documenting the FEMA Private Property Debris Removal (PPDR) Process. Aptly named, Parcels mirrors the FEMA administrative checklist designed to ensure administrative and operational compliance when working under the PPDR program. Parcels serves as a standalone application that integrates with the HauPass® Survey tool and ticketing modules, consolidating property documentation into a user-friendly interface and creating a reimbursement ready property portfolio.

Some of Parcels features include:

USER-BASED LOGIN ACCESS

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

DATA INTEGRATION

Rostan can integrate external data sets into its database. Rostan has developed several API calls to interact with our data platforms.

SITE PROFILES

Field evaluations are responsible for identifying sites or potential sites that may require PPDR/Demolition work. The creation of a site profile creates a unique ID number and initiates a system of checkpoints. When the physical PPDR/Demolition work is complete, the Site profile will be updated to include additional elements and provide a Site closeout checklist. Site profiles are the blueprint for each site and are integral to the recovery operation.

TASKING

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

DIGITAL RECORD KEEPING/FILE MANAGEMENT

Though paper records are often necessary, we digitize as many aspects of the PPDR/Demolition process as possible. This means creating a digital record for each site and managing associated documents. Site specific digital records may include photographs, maps, load tickets, ROE forms, utility letters, occupancy notices, etc. These digital records are updated daily and mirror the field folder. Digitizing records allows multiple users to access the same file simultaneously and increases operational and logistical efficiency. At the end of the project Rostan will turn over all original documents and a digital record of each site to the University.

EXPORTS/REPORTS

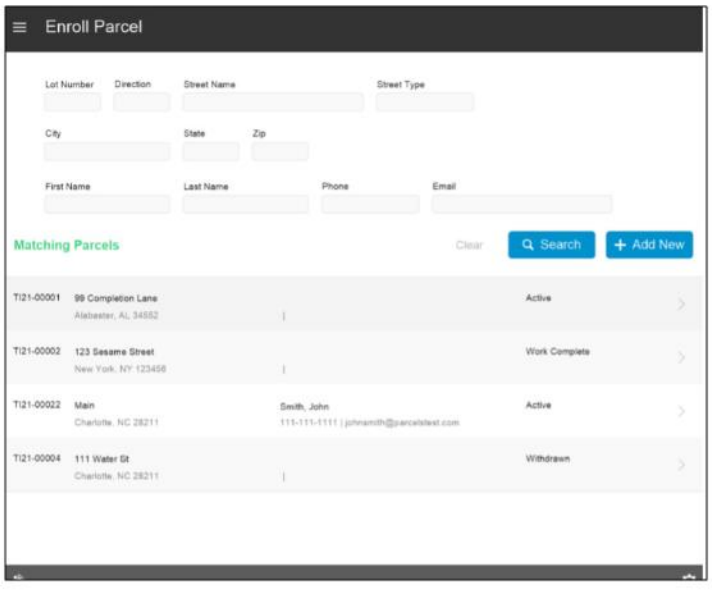
All data collected can be queried to provide reports and meet reporting requirements of the University. Typically, we generate a broad project status report and provide .CSV or Excel files for download.

CONFIGURABILITY

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

CAPTURE

Capture is an infrastructure assessment platform that was added to augment Rostan's long-term recovery service offerings. Capture performs a similar function to the HaulPass® Survey tool but with a focus on defining damages and producing reports consistent with the FEMA damage, description, and dimensions template.

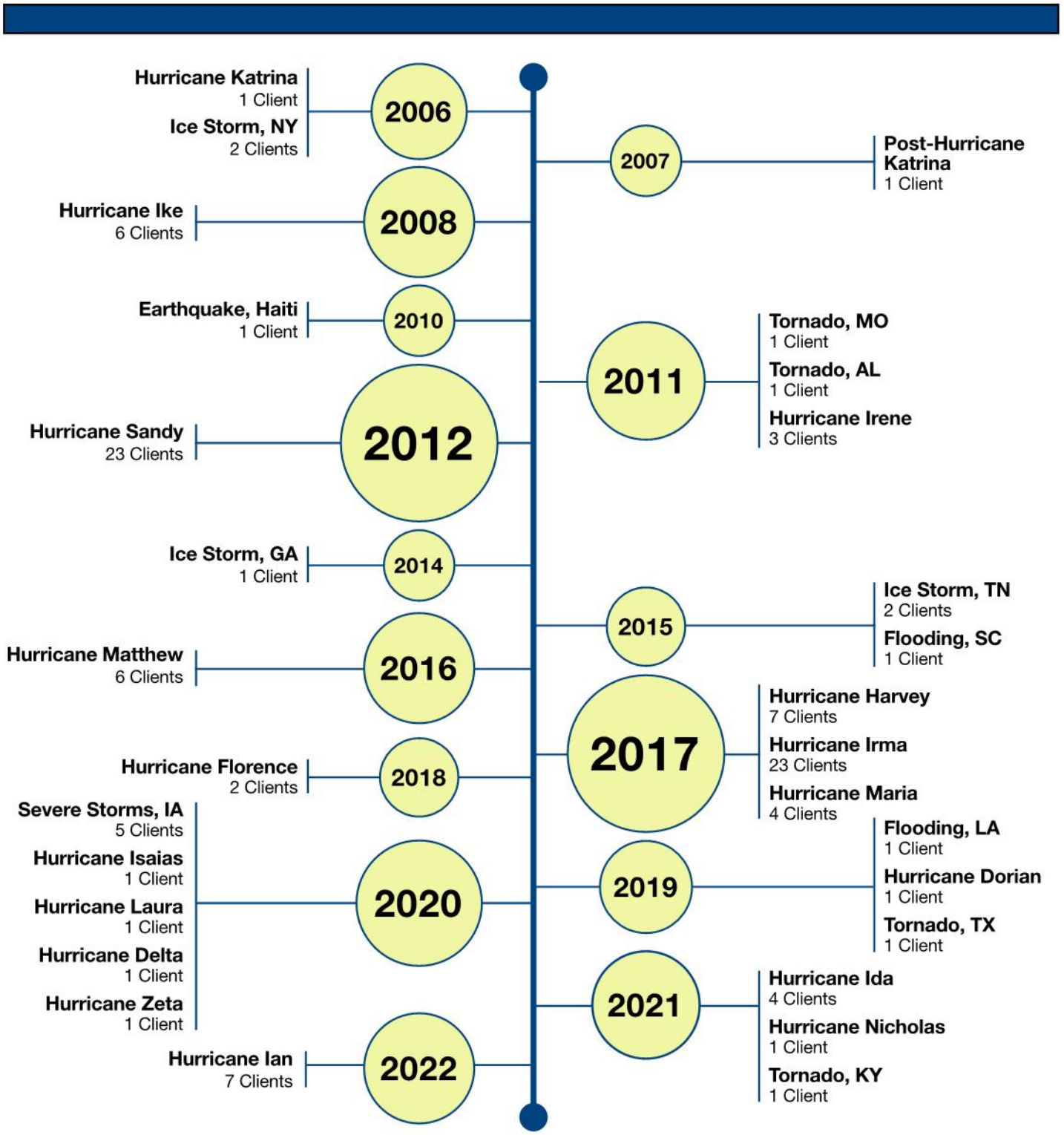


RESOURCES

Resources converges human resources with inventory management to reduce paperwork requirements and capture labor utilization in a format compatible with Rostan's accounting and payroll systems. This application brings administrative efficiencies and serves to support Rostan invoicing in a manner compliant with the reimbursement guidelines and governing policies that apply to debris monitoring services. While most of the Resources functions are internal to Rostan, the University will realize a benefit during project worksheet development, obligation, and reimbursement requests.

A PROVEN PRODUCT

HaulPass® has been successfully deployed uninterrupted and without failure since 2006. Deployed in response to some of the most devastating natural disasters in history, the HaulPass®' resume and proven reliability in the hands of a veteran debris removal monitoring team has established it as the industry's most trusted ADMS system. We would welcome the opportunity to provide the University with a thorough demonstration and incorporate any feedback on how we can customize our digital platforms to best meet the needs of the University. We can also pre-certify University force account equipment that may be utilized in response to a future debris recovery project.



UCF DISASTER RECOVERY OPERATIONS

ITN No. 2202-16MCSA | June 20, 2023

DISASTER RECOVERY OPERATIONS SERVICES FOR THE UNIVERSITY OF CENTRAL FLORIDA

SECTION D — EQUIPMENT AVAILABILITY

SUBMITTED BY

ROSTAN SOLUTIONS, LLC
3433 Lithia Pinecrest Road
Suite 287
Valrico, Florida 33596
Travis Mays, Vice President
Office: 813.333.7042
Mobile: 713.823.2002
Fax: 813.333.7330
Email: tmays@rostan.com
Website: www.rostan.com

ROSTAN SOLUTIONS

D. EQUIPMENT AVAILABILITY

Rostan owns its ADMS HaulPass®, and the hardware required to support it. We house enough equipment to simultaneously supply all of our Florida client's projects with sufficient ADMS equipment. Our software is supported by a remote development team available 24-hours a day. Our relationships with our key vendors ensure we have access to additional equipment in short order.

One of the key considerations made while updating HaulPass® was streamlining the system's hardware requirements. The new system is a slimmed down version of the original, supported by strong vendor relationships that enable Rostan to procure additional hardware and supplies as needed to support project efforts.

HARDWARE

Rostan maintains on-hand and in a ready state sufficient equipment to supply more than 400 field personnel with HaulPass® equipment. We maintain strong vendor accounts with our major hardware providers and can secure additional hardware in less than 48 hours. In more than 15 years providing ADMS as a service we have never delayed a project or have been unable to properly service a client due to hardware shortages.

CONSUMABLES

While HaulPass® is now capable of running entirely digitally in a connected environment, smart cards remain integral to HaulPass'® ability to run in a non-connected environment. We source our smart cards, which are now contactless, factory direct, purchasing them 10,000 at a time. We currently have several years' worth of smart cards in inventory.

HaulPass® is designed to produce thermal paper receipts for load tickets if necessary. We keep on-hand enough paper products to produce 100,000 load tickets with more available on short notice. HaulPass® is not dependent on paper and can run completely paperless. Rostan has integrated an email function whereby emails are sent to contractors containing PDFs of load ticket receipts.