



REQUEST FOR PROPOSAL
RFP-366-26-JJ
UNDERGROUND UTILITY LOCATION SERVICES
FOR THE
CITY OF HOLLYWOOD, FLORIDA (CITY)

Offer
Prepared By
High Tech Engineering Incorporated
DBA – High Tech Locating

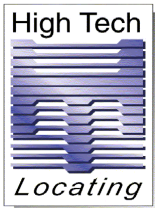
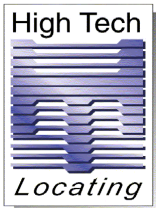


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High Tech Locating
13284 SW 120th St
Miami, FL 33186
Phone: (305) 412-0891 Fax: (305)
412-0590
E-mail: info@htlocating.com

January 14, 2026

City of Hollywood Department of Procurement Services Attn: Jean Joinville, Procurement Manager 2600 Hollywood Blvd, Suite 303 Hollywood, FL 33020

RE: Response to RFP-366-26-JJ – Underground Utility Location Services

Dear Mr. Joinville and Members of the Selection Committee,

High Tech Engineering, Inc. (DBA High Tech Locating) is pleased to submit this proposal to provide Underground Utility Location Services for the City of Hollywood. As an experienced previous provider for the 2022–2025 contract period, we are uniquely positioned to continue protecting the City’s critical infrastructure with minimal transition time and a proven record of reliability.

Our team has proudly served the City of Hollywood, achieving a milestone of zero at-fault damages while managing the location of Water, Sewer, Stormwater, Reclaim, Raw Water, and Electrical facilities. This proposal reflects our deep understanding of the City’s specific challenges. We remain committed to providing a "turn-key" service that strictly adheres to Florida Statute Chapter 556 and the City’s strategic objectives.

Key Highlights of Our Proposal:

Proven Experience: We have successfully executed this exact scope for the City 2022-2025 with recognized quality.

Local & Responsive: With headquarters in Miami, FL, and crews already active in the area, we guarantee compliance with the 2-hour emergency and 2-business-day standard response times.



Safety First: We maintain a Drug-Free Workplace and a comprehensive safety program that meets all OSHA and NULCA standards.

Technological Excellence: We utilize real-time ticket management software (Utilisphere) and advanced locating equipment, including Ground Penetrating Radar (GPR), to ensure accuracy even in difficult soil conditions.

We are excited about the opportunity to renew our partnership with the City of Hollywood and continue delivering the highest standard of damage prevention services.

Sincerely,

A handwritten signature in purple ink, appearing to read "Manuel Calvo", with a long, sweeping underline.

Manuel Calvo
High Tech Locating
President.



Section 1

Executive Summary / *Company Information*



Company Information

Legal Name: High Tech Engineering, Inc
Doing Business As (DBA): High Tech Locating

Company Headquarters Address: 13284 SW 120th St
Miami, FL 33186

Company Contact Information: Octavio Vidal
Regional Manager
Dir. 786-345-0986
Email: Ovidal@htlocating.com

Company Information/History

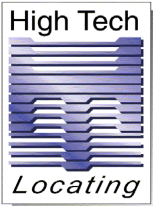
Underground Utility Damage Prevention Services Since 1996

High Tech Engineering, Inc. (DBA High Tech Locating) is a Florida corporation established in 1996, exclusively dedicated to Underground Utility Damage Prevention and Utility Locating Services.

Headquartered in Miami, Florida, we are geographically positioned to provide immediate, responsive service to the City of Hollywood. We have grown from a specialized engineering branch into a premier locating firm serving municipalities and private utilities across the continental USA, managing over half a million tickets annually with a damage rate below 0.001%.

High Tech Locating understands that this contract requires a "turn-key" service to protect the City of Hollywood's critical infrastructure, including Water, Sewer, Stormwater, Reclaim, and Raw Water systems. We recognize the City's specific requirement to furnish all labor, materials, and equipment to locate these utilities throughout the City's 30 square miles.

- **Operational Continuity:** We understand that accurate locating is the first line of defense in preventing service interruptions to the City's 153,000 residents and critical facilities like Memorial Regional Hospital.
- **Regulatory Compliance:** We act as the City's agent for all Sunshine 811 interactions, ensuring strict adherence to Florida Statute Chapter 556 timelines (2 business days for standard, 10 days for underwater).



Alignment with City Objectives

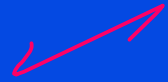
Our proposal aligns with the City's strategic goal of maintaining a "dynamic business hub" and a "pristine" tourist destination.

- **Aesthetic Preservation:** We utilize Low Impact Marking Practices (water-based paints, biodegradable flags) to minimize visual disruption in high-tourism areas like the Hollywood Beach Broadwalk and near the Margaritaville Resort.
- **Service Reliability:** By maintaining a zero at-fault damage record during our previous tenure, we directly support the City's objective of enhancing service reliability and reducing costly emergency repairs.

Identification of Key Issues and Challenges

As a previous provider (2022–2025), High Tech Locating offers a unique advantage: we do not just predict the City's challenges; we have successfully managed them for three years.

- **Challenge: Coastal Soil Conditions.** The high water table and salinity near the beach make standard detection difficult.
 - **Strategy:** We successfully deploy Ground Penetrating Radar (GPR) and advanced induction methods to locate "un-locatable" assets in these zones.
- **Challenge: High Traffic & Tourism.** Locating in dense areas like the Broadwalk requires coordination to avoid disrupting pedestrians.
 - **Strategy:** We employ flexible scheduling and "Utility Lookout" services to protect assets during high-profile events or heavy pedestrian traffic.
- **Challenge: Aging Infrastructure.** The City was founded in 1925, meaning some records are historical.
 - **Strategy:** Our technicians have spent the last three years cross-referencing historical City prints with actual field conditions, building an institutional knowledge base that minimizes the risk of "ghost" utilities.



State of Florida Department of State

I certify from the records of this office that HIGH TECH ENGINEERING INCORPORATED is a corporation organized under the laws of the State of Florida, filed on February 12, 1996.

The document number of this corporation is P96000013765.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 22, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twentieth day of August, 2021*

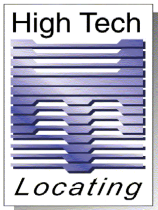


Ronald R. DeSantis
Secretary of State

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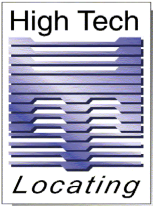
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<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Section 2

Bidder Experience and Qualifications



Company Experience and Qualifications

Relevant Experience and Past Performance

High Tech Locating specializes exclusively in Underground Utility Damage Prevention. We have successfully executed numerous long-term contracts for municipalities and utilities across Florida, Georgia, Virginia, and Maryland.

Primary Qualification: City of Hollywood (2022–2025). High Tech Locating is especially well aware of the challenges of executing this contract because we successfully provided this exact service to the City of Hollywood for the 2022-2025 contract period.

- Performance: During that period, no at-fault damage occurred.
- Acknowledgment: High Tech received acknowledgment for the high quality of its service from City staff.

Some Recent Contracts (Past Year): We have successfully managed high-volume locating contracts for:

- Broward County: Streetlight locating and Traffic Signal. Contract size \$1.7 million.
- Miami-Dade County: Streetlight locating and Traffic Signal. Contract size \$1.8 million.
- Sarasota County: Water, Sewer, and Reclaimed water locating. Contract size \$1.2 million
- Orange County: Water, Sewer, and Reclaimed water locating. Contract size \$1.8 million
- City of Miami Lakes
- City of Bal Harbour
- Water Conserve II

Staff Qualifications and Certifications

We do not use unskilled labor. Our staffing policy ensures high competency:

- Management: Our Regional Manager, Octavio Vidal, possesses over 27 years of experience in Damage Prevention.
- Field Supervisors: Must have a minimum of 3 years of experience and serve as the Single Point of Contact (SPOC).

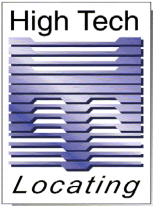


- Technicians: All locators undergo the NULCA's Locator Technician 101 competency training, covering electromagnetic theory, transmitter/receiver use, and visual observation.
- Certifications: We are active members of NULCA (National Utility Locating Contractors Association) and Sunshine 811. Key staff are trained in OSHA safety standards, including trenching, electrical safety, and traffic control.



Accuracy and Detection Capability

Our track record of zero at-fault damages in Hollywood (2022-2025) is the strongest evidence of our detection capability.



High Tech Locating, throughout its many years of experience, has tested almost all available locating equipment on the market, using only state-of-the-art equipment, which has demonstrated high accuracy in the field. Among other factors in selecting the equipment to be used are the type of utility, proven performance, technician experience, and service availability.

For locating electric lines, we use Radio Frequency Locators such as the Ridgid SeekTech SR-20, which operates in Passive mode and Multifrequency Active mode. Available frequencies are 4 kHz-15 kHz, 15 kHz-36 kHz. We also use the Metrotech Multifrequency Locator. Both are technologically advanced and offer highly accurate locate readings while being user-friendly to the technician.

All our locating equipment is corporate-owned. It is important for our equipment to be current, updated, and certified. Therefore, our equipment is no older than 3 years and is factory-repaired and calibrated.

Advanced GPR: For non-conductive infrastructure (common in sewer/stormwater), we utilize Mala GeoSciences Easy Locator and Noggin GPR units to identify non-traceable utilities.

GPS Mapping: We are equipped to capture GPS coordinates utilizing sub-meter equipment.

High Tech Locating uses laptop computers with the most recent operating system. Our laptops are scheduled for replacement every 3 years. They are equipped with wireless connectivity that provides constant internet access. Technician connectivity enables real-time ticket reception and responses, including digital photographs of completed work.

All vehicles are equipped with GPS tracking technology.

High Tech Locating fully equips its field technicians with the best equipment to succeed, ensuring that it is maintained in appropriate working order.

The typical Field Locator is equipped with the following equipment and supplies:

- Company-identified vehicle.
- Safety lights.
- Cellular Phones
- Laptops
- Radio Frequency Locator
- Ground Penetrating Radar (GPR)
- Induction Clamps
- Measuring wheel

- Hard Hat
- ANSI II fluorescent reflective safety vest
- Safety boots
- Traffic cones
- First Aid Kit
- Damage investigation kit
- APWA approved marking paint

Limited List of Old Contracts

Below is a partial list of old contracts to support Applicable Experience, Background, and Qualifications.

Florida Public Utility Company (FPUC), Palm Beach County, Fl. Contract 2000-2014. Location and marking of all FPUC underground gas lines. The contract involved Tickets' reception (Work Orders) via Internet, Ticket Management, location, and underground lines marking. Faxback notification to Excavators when No Conflict, Response code feedback to Sunshine One Call Center, and incident investigations.

Orange County Utilities, Orange County Fl. Contract 2014-2018 Subsurface utility locating through the Sunshine State One Call System for all Orange County's Water, Sewer, and Reclaim Water lines.

FDOT District 6 ITS, Miami-Dade, Fl. Contract 2005-2007. Location and marking of all FDOT ITS underground fiber optic cables. The contract involved the reception of Tickets (Work Orders) via the Internet, ticket screening, Ticket Management, location and marking of underground lines, Incident investigation, Design Ticket response.

Broward County Office of Environmental Services, Broward County Fl. Contract 2005-2007. Location and marking of all OES water and sewer underground pipes. The contract involved the reception of Tickets (Work Orders) via the Internet, Ticket Management, location and marking of underground water and sewer pipes, Faxback notification to Excavators when No Conflict, Response code feedback to Sunshine One Call Center Incident investigation.

Sarasota County Office of Environmental Services, Sarasota County, Fl Contract 2003-2007. Location and marking of water, sewer, and reclaimed underground pipes. The contract involved the reception of Tickets (Work Orders) via the Internet, Ticket screening, Ticket Management, location and marking of underground water, sewer and reclaimed pipes. Faxback notification to Excavators when No Conflict, Incident investigation.

Palm Beach County Public Works, Palm Beach County, Fl. Contract 2003-2006. Location and marking of all Palm Beach County Public Work underground Street lights, Traffic Signal cables, including fiber optic communication cables.. The contract involved the reception of Tickets (Work Orders) via the Internet, ticket screening, Ticket Management, location and marking of underground lines, Faxback notification to Excavators when No Conflict, Response code feedback to Sunshine One Call Center, Incident investigation.

Adelphia Cable Communications, Miami-Dade County Fl. Contract 2001-2005. Location and marking of all Adelphia's underground fiber-optic and coaxial cables. The contract involved the reception of Tickets (Work Orders) via the Internet, ticket screening, Ticket Management, location and marking of underground lines, Faxback notification to Excavators when No Conflict, Response code feedback to Sunshine One Call Center Incident investigation

Miami-Dade County Public Works, Miami-Dade, Fl. Contract 2001-2006. Location and marking of all Miami-Dade Public Work underground Street Light and Traffic Signal cables. The contract involved the reception of Tickets (Work Orders) via the Internet, ticket screening, Ticket Management, location and marking of underground lines. Faxback notification to Excavators when No Conflict.

Broward County Office of Environmental Services, Broward County Fl. Contract 2000-2003. Location and marking of all OES water and sewer underground pipes. Contract involved the reception of Tickets (Work Orders) via the Internet, Ticket Management, location and marking of underground water and sewer pipes. Faxback notification to Excavators when No Conflict. Response code feedback to Sunshine One Call Center Incident investigation.

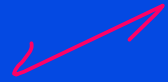
Palm Beach County Public Works, Palm Beach County, Fl. Contract 2001-2003. Location and marking of all Palm Beach County Public Work underground Street Light, Traffic Signal cables, including fiber optic communication cables.. The contract involved the reception of Tickets (Work Orders) via the Internet, ticket screening, Ticket Management, location and marking of underground lines. Faxback notification to Excavators when No Conflict, incident investigation.

Palm Beach County Public Works, Palm Beach County, Fl. Contract 2000-2001. Location and marking of all Palm Beach County Public Work underground Street Light, Traffic Signal cables, including fiber optic communication cables.. The contract involved the reception of Tickets (Work Orders) via Internet, ticket screening, Ticket Management, location and marking of underground lines. Faxback notification to Excavators when No Conflict, incident investigation.

Sarasota County Office of Environmental Services, Sarasota County, Fl Contract 2000-2003. Location and marking of all OES water, sewer and reclaimed underground pipes. The contract involved the reception of Tickets (Work Orders) via Internet, Ticket screening, Ticket Management, location and marking of underground water, sewer and reclaimed pipes. Faxback notification to Excavators when No Conflict. Incident investigation.

Miami-Dade County Public Works, Miami-Dade, Fl. Contract 1999-2001. Location and marking of all Miami-Dade Public Work underground Street Light and Traffic Signal cables. The contract involved the reception of Tickets (Work Orders) via Internet, ticket screening, Ticket Management, location and marking of underground lines. Faxback notification to Excavators when No Conflict, incident investigation.

Broward County Office of Environmental Services, Broward County Fl. Contract 1997-2000. Location and marking of all OES water and sewer underground pipes. The contract involved the reception of Tickets (Work Orders) via Internet, Ticket Management, location and marking of underground water and sewer pipes. Faxback notification to Excavators when No Conflict, Incident investigation.



Section 3

Approach to Scope of Work

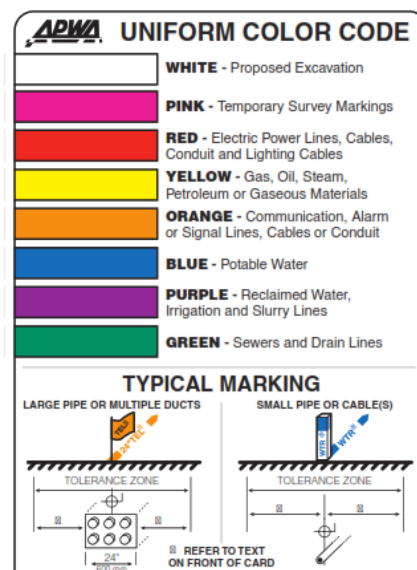
Understanding of Project Requirements

We acknowledge the City requires a comprehensive service where High Tech Locating acts as the City's agent. We verify the scope of every locate request against City-provided utility plans (GIS) to screen for conflicts before mobilizing.

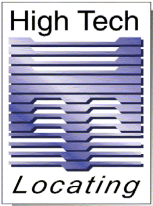
Utility Locating Approach (Methodology)

Our Standard Operating Procedure (SOP) follows a rigorous 10-step process:

1. Ticket Reception: Real-time receipt via Utilisphere/Digtrack software.
2. Screening: Review against City records. If "No Conflict," code 5 is transmitted immediately.
3. Mobilization: Technicians dispatched via wireless laptops to the site.
4. Visual Inspection: Identification of valves, manholes, and trench scars.
5. Connection: Direct connection (preferred) or induction clamp used on tracer wires/valves.
6. Sweep: 360-degree sweep to detect inductive signals.
7. Marking: Paint and flags applied per APWA Uniform Color Code (Blue/Water, Green/Sewer, Pink/Reclaim, Red/Electric).



8. Verification: Signal depth and current measurement to verify the target line.



9. Documentation: Digital photos taken.
10. Closure: Positive Response transmitted to Sunshine 811.

Use of Technology

- Ticket Management System (TMS): High Tech Locating uses Utilisphere Ticket Management Software (TMS). Utilisphere is a widely used TMS that allows the user to manage every aspect of the ticket life cycle, from its reception at the OneCall Center to the feedback information returned to the center and to the Excavator. It tracks and logs all actions on tickets, notes, pictures, documents, etc. Our TMS works in real time, streamlining the process.
- GPR: We incorporate Ground Penetrating Radar for non-metallic pipes where tracer wires are broken or not present.
- GPS: Allows rapid location capabilities when the GPS coordinates of the infrastructure are known, and to record location of utilities when needed.

Quality Assurance (QA)

- Random Audits: We perform random ticket audits routinely to identify areas of weakness before they become an issue.
- Damage Investigation: In the rare event of damage, we conduct a root cause analysis and submit a full report with photos and sketches to the City within 5 business days
- Tolerance Zones: We guarantee markings to be accurate within the statutory tolerance zone (24 inches from the outer edge of the facility).

Coordination & Communication

- Single Point of Contact: A dedicated Field Supervisor will serve as the liaison between High Tech Locating and the City's Project Manager, Jaime Castillo.
- Excavator Relations: We handle all arrangements with excavators, including scheduling "Meets" when excavation limits are unclear.

Response Time & Availability

We have proven our ability to meet the City's strict timelines during our 2022-2025 tenure:

- Standard Locates: Completed within two (2) business days.
- Emergency Locates: Completed within two (2) hours, available 24/7/365.
- Workforce Capacity: We maintain a dedicated crew of locators in sufficient quantity to ensure a rapid response. Additionally, due to our presence in the area serving other contractors, we can increase the resources available to the city at a moment's notice, ensuring we can absorb spikes in ticket volume.

Product/Service Costs

- Efficiency: By using local crews and advanced TMS software, we reduce travel time and administrative overhead. Our TMS allows us to establish optimized routes, so the tickets can be addressed in the most cost-effective and efficient way.
- Transparency: Our bid form clearly separates costs for Standard Locates, GPR services, Vacuum Digging, and Emergency Call-outs. There are no hidden fees; our unit prices include labor, paint, flags, vehicles, and insurance.
- High Tech pays very competitive wages, which allows us to hire and retain only qualified Locators with years of experience. Our Locators make between \$25 and \$35/hr. based on experience. Labor costs account for about 70% of our service costs. Unlike other providers, who focus on Locators' productivity, we focus first on quality.

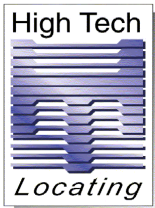
Damage Investigation

High Tech Locating understands the importance of properly investigating and documenting the events relating to an underground utility damage. Therefore, High Tech Locating has developed a system and procedures for Incident Investigation Reports.

Once notified of a damage, High Tech Locating personnel are immediately dispatched to the site. Pictures of the damage and existing marks are taken to



document the incident. Measurement of the distance between the marking and the damaged utility is taken. In addition, witnesses are interviewed, and testimonies are collected. At the office, original pictures of the markings attached to the ticket are retrieved, along with the related ticket and any additional information. A complete Incident Investigation Report is generated and transmitted within 5 days of the damage notification.



Sample of an Incident Investigation Report



13284 SW 120th St
Miami, Fl. 33186
Phone: 305-412-0891

INCIDENT REPORT

Ticket: 171201147	Notified Incident Address: 7000 HC Kelley Rd
Ticket date: 06/20/22	Actual Incident address: HC Kelley Rd & Monument Pkwy
Incident notification date: 10/11/22	Incident notification time: 7:54 AM
Field inspection date: 10/11/22	Field inspection time: 1:00 PM
Incident occurrence date: 10/10/22	Incident occurrence time: 7:00 PM
Incident was notified by: Daniel Pineiro	Interruption of Service: Yes
Exc. Supervisor Name: N/A	Facility Owner: Orange County Utilities
Type of utility damaged: 20" Dip Force Main	Exc. Comp. Name: Ranger Construction Industries
Excavating Equipment: Excavator	Other witnesses on site: N/A

Remarks: On October 11, 2022, we received an incident notification at 7000 HC Kelley Road, Orlando, FL 32831, associated with ticket number 171201147, which was called in on 06/20/2022 and expired on 07/20/2022. The locator responded with the Code "1 Marked" to Sunshine 811 on 06/27/2022.

After our investigation, we found that the Excavator that caused the damage did not have a valid ticket to conduct its excavation. Regardless, the locator marked the area accurately. The Excavator was trenching in a north-to-south direction along the east right-of-way of Monument Parkway when they damaged a force main around 750 feet south of the intersection with HC Kelley Road. The damaged utility also runs in a north-to-south direction. Marks corresponding to the damaged force main were visible at the time of the investigation. The Excavator failed to have a valid ticket for its excavation and failed to respect the marks.

556.105 Procedures. —

(5)(c) When excavation is to take place within a tolerance zone, an excavator shall use increased caution to protect underground facilities. The protection requires hand digging, pot holing, soft digging, vacuum excavation methods, or other similar procedures to identify underground facilities. Any use of mechanized equipment within the tolerance zone must be supervised by the Excavator. The Excavator failed to comply with F.S. Chapter 556.105 (5)(c), causing the damage.

Please refer to Exhibits, the relevant ticket, and sketch.



Sketch

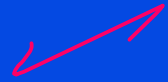


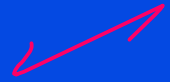


Pictures of the damage area taken 10/11/2022









Picture of the markings taken 06/27/2022





Ticket

OC1332 04114 CALL SUNSHINE 06/20/22 08:48:09ET 171201147-000 GRID
 Ticket : 171201147 Rev:000 Taken: 06/20/22 08:47ET
 Old Tkt: 139200548 Taken: 05/19/22 08:04ET Oper: ABD

State: FL Cnty: ORANGE GeoPlace: ORLANDO
 CallerPlace: ORLANDO
 Subdivision:

Address :
 Street : SR 528 TOLL
 Cross 1 : SR 520
 Within 1/4 mile: Y
 Cross 2 : CENTRAL FLORIDA GREENEWAY

Locat: FROM THE INTER OF SR 528 TOLL AND SR 520 LOCATE THE SOUTH SIDE OF THE RD
 INCLUDING THE S R/O/W TO THE FENCE GOING W FOR 16MI TO CENTRAL FLORIDA
 GREENWAY. TICKET 12 OF 16 COVERING 11 MI W OF THE INTER OF SR 528 TOLL AND SR
 520 GOING W 1 MI

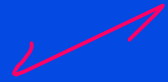
:
 Remarks : THIS TICKET REPLACES TICKET #109106782 ABDIAS.PEREZ WEB 05/17/2021
 7:13:47 AM
 THIS TICKET REPLACES TICKET #137100210 ABDIAS.PEREZ WEB 06/15/2021 11:25:21 AM
 THIS TICKET REPLACES TICKET #166103207 ABDIAS.PEREZ WEB 07/12/2021 9:28:52 AM
 THIS TICKET REPLACES TICKET #193101695 ABDIAS.PEREZ WEB 08/09/2021 1:16:59 PM
 THIS TICKET REPLACES TICKET #221104965 ABDIAS.PEREZ WEB 09/03/2021 8:10:22 AM
 THIS TICKET REPLACES TICKET #246100494 ABDIAS.PEREZ WEB 10/04/2021 7:18:13 AM
 THIS TICKET REPLACES TICKET #277100257 ABDIAS.PEREZ WEB 11/02/2021 11:43:02 AM
 THIS TICKET REPLACES TICKET #306103697 ABDIAS.PEREZ WEB 11/29/2021 8:02:14 AM
 THIS TICKET REPLACES TICKET #333100515 ABDIAS.PEREZ WEB 12/28/2021 7:39:07 AM
 THIS TICKET REPLACES TICKET #362100310 ABDIAS.PEREZ WEB 01/25/2022 8:03:25 AM
 THIS TICKET REPLACES TICKET #025200503 ABDIAS.PEREZ WEB 02/21/2022 8:52:35 AM
 THIS TICKET REPLACES TICKET #052201158 ABDIAS.PEREZ WEB 03/21/2022 8:46:12 AM
 THIS TICKET REPLACES TICKET #080201230 ABDIAS.PEREZ WEB 04/18/2022 8:07:08 AM
 THIS TICKET REPLACES TICKET #108200540 ABDIAS.PEREZ WEB 05/19/2022 8:04:42 AM
 THIS TICKET REPLACES TICKET #139200548 ABDIAS.PEREZ WEB 06/20/2022 8:47:50 AM
 *** LOOKUP BY MANUAL ***

:
 Grids : 2827D8109A 2827D8109B 2827D8110B 2827D8110C 2827D8110D

Work date: 06/22/22 Time: 23:59ET Hrs notc: 063 Category: 3 Duration: 02 YRS
 Due Date : 06/22/22 Time: 23:59ET Exp Date : 07/20/22 Time: 23:59ET
 Work type: RAIL ROAD CONSTRUCTION Boring: N White-lined: N
 Ug/Oh/Both: U Machinery: Y Depth: 20 FT Permits: U N/A
 Done for : FL BRIGHTLINE

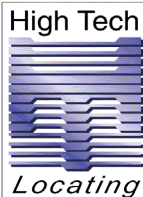
Company : RANGER CONSTRUCTION INDUSTRIES Type: CONT
 Co addr : 1200 ELBOC WAY
 City : WINTER GARDEN State: FL Zip: 34787
 Caller : ABDIAS PEREZ Phone: 786-299-3884
 Contact : WILL NASH Phone: 407-427-6925
 BestTime: ANYTIME
 Mobile : 407-427-6925
 Email : ABDIAS.PEREZ@RANGERCONSTRUCTION.COM

Submitted: 06/20/22 08:47ET Oper: ABD Chan: WEB
 Mbrs : ATTF01 FGI442 OC1332 OC1333 OCE979 OCU596 OTC811 OUC582 PGSORL SBF02
 Mbrs : USSP01



Section 4

References – Vendor Reference Form



VENDOR REFERENCE FORM

City of Hollywood Solicitation #: RFP-366-26-JJ Underground Utility Location Services
 Reference for: High Tech Locating

Organization/Firm Name providing reference: Woodard & Curran / Water Conserv II

Organization/Firm Contact Name: Scott Ruland Title: Assistant Area Manager

Email: Scott.Ruland@waterconservii.com Phone: 407-312-6746

Name of Referenced Project: Utility Locating Services Contract No: _____

Date Services were provided: 01/24/2022 - Present Project Amount: \$90,000/year

Referenced Vendor's role in Project: Prime Vendor Subcontractor/
Subconsultant

Would you use the Vendor again? Yes No. Please specify in additional comments

Description of services provided by Vendor (provide additional sheet if necessary):
Location and marking underground utilities on a daily basis in response to Sunshine 811 tickets.

Please rate your experience with the Vendor	Need Improvement	Satisfactory	Excellent	Not Applicable
Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Staff turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness/Cost Control of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments (provide additional sheet if necessary):

******THIS SECTION FOR CITY USE ONLY******

Verified via:	Email:	<input type="checkbox"/>	Verbal:	<input type="checkbox"/>	Mail:	<input type="checkbox"/>
Verified by:	Name:				Title:	
	Department:				Date:	



VENDOR REFERENCE FORM

City of Hollywood Solicitation #: RFP-366-26-JJ Underground Utility Location Services
 Reference for: High Tech Locating

Organization/Firm Name providing reference: Broward County Public works & Environmental Services
 Organization/Firm Contact Name: Alex Vickers Title: Traffic Operations Superintendent
 Email: AVICKERS@broward.org Phone: 954-770-1269
 Name of Referenced Project: Subsurface Facility and Utility Contract No: OPN2123676B1_1
 Date Services were provided: Locating Services Project Amount: \$1,699,875.00
08/19/2022 - Present
 Referenced Vendor's role in Project: Prime Vendor Subcontractor/ Subconsultant
 Would you use the Vendor again? Yes No. Please specify in additional comments

Description of services provided by Vendor (provide additional sheet if necessary):
Location and marking underground utilities on a daily basis in response to Sunshine 811 tickets.

Please rate your experience with the Vendor	Need Improvement	Satisfactory	Excellent	Not Applicable
Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Staff turnover	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness/Cost Control of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments (provide additional sheet if necessary):

******THIS SECTION FOR CITY USE ONLY******

Verified via:	Email: <input type="checkbox"/>	Verbal: <input type="checkbox"/>	Mail: <input type="checkbox"/>
Verified by:	Name:		Title:
	Department:		Date:



VENDOR REFERENCE FORM

City of Hollywood Solicitation #: RFP-366-26-JJ Underground Utility Location Services
 Reference for: High Tech Locating

Organization/Firm Name providing reference: Orange County Utilities

Organization/Firm Contact Name: Dustin Putney-Hoke Title: Supervisor - Field Service Di.
 Email: Dustin.Putney@ocfl.net Phone: 407-902-3669
 Name of Referenced Project: Infrastructure Locator Contract No: Y23-130
 Date Services were provided: 05/03/2023 - present Project Amount: 1.8 million/year

Referenced Vendor's role in Project: Prime Vendor Subcontractor/
 Subconsultant
 Would you use the Vendor again? Yes No. Please specify in additional comments

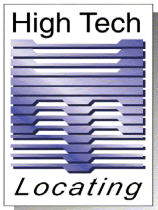
Description of services provided by Vendor (provide additional sheet if necessary):
Location and marking underground utilities on a daily basis in response to Sunshine 811 tickets.

Please rate your experience with the Vendor	Need Improvement	Satisfactory	Excellent	Not Applicable
Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Staff turnover	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness/Cost Control of:				
a. Project	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<u>N/A</u> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (provide additional sheet if necessary): * Cannot answer this question. N/A

*******THIS SECTION FOR CITY USE ONLY*******

Verified via:	Email: <input type="checkbox"/>	Verbal: <input type="checkbox"/>	Mail: <input type="checkbox"/>
Verified by:	Name:		Title:
	Department:		Date:



Section 5

Additional Information



Section 5: Additional Information

Safety

For High Tech, Locating safety is a critical fundamental of our business. Our technicians are continuously trained on new and better ways to be both safe and productive. The result is a strong record of safe performance with almost non-existent job-related injuries. Below is our Employee Safety Manual.

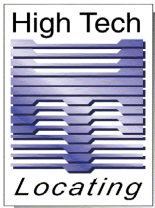
Employee Safety Manual

High Tech Engineering, Inc High Tech Locating

Rev:2022-1

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COMPANY POLICY LETTER

SAFETY AND HEALTH POLICY FOR HIGH TECH ENGINEERING, INC

The purpose of this policy is to develop a high standard of safety for the protection of our employees throughout all operations of High Tech Engineering, Inc

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at High Tech Engineering, Inc to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel.

(Signature & Title)

Safety Program Outline

High Tech Engineering, Inc

Element 1 - Safety Orientation: Each employee, supervisor, and manager will be given a safety orientation by the competent person as set forth by OSHA or employees as they are hired.

A description of the accident prevention program:

We have a formal written accident prevention program as described by OSHA. It consists of this safety orientation, safety meetings as described in Element 2, and Self-inspections as outlined in Element 3.

We also have basic safety rules that all employees must follow. They are: NO SHORTS, Company shirt, Company issued boots, and Vest.

Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your Senior Locator, Supervisor, or Manager. We will find a safer way to do that job.

Do not remove or disable any safety device! Keep guards in place at all times on operating machinery. Never operate a piece of equipment unless you have been trained and are authorized.

Use your personal protective equipment at all times.

Managers, supervisor upon entering field duties must wear their PPE Obey all safety warning signs.

Working under the influence of alcohol or illegal drugs or using them at work is prohibited. Pre-Employment, Random, Reasonable suspicion, Post Accident, drug and Alcohol testing. Do not bring firearms or explosives onto company property.

Horseplay, running and fighting are prohibited

While the vehicle is in motion your seat belt must be worn, DO NOT text or operate your computer.

How and when to report injuries, including first aid kits and their locations:

If you are injured or become ill on the job, report this to your immediate supervisor and then to Omar Garcia the competent person as set forth by OSHA .

We have first aid kits in each vehicle but remember if you feel it is a medical emergency call 911 and then your immediate supervisor.

If first aid trained personnel are involved in a situation involving blood, they should:

Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.

Remove clothing, etc. with blood on it after rendering help.

Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).

Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

First aid kit is located in the vehicles rear driver's seat.

Temperature Extremes

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress. Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, High Tech Engineering, Inc has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses. Each employee will be provided with training and materials that include but are not limited to:

The chosen method or methods to assess the risk for HRI or cold stress.

A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.

A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.

A section identifying where and how adequate drinking water will be supplied.

What to do in an emergency including how to exit the workplace:

An evacuation map for the building is posted at the front lobby.

It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

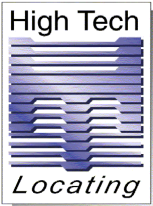
Fire Emergency

A fire extinguisher or fire extinguishers will be covered as part of this orientation.

If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows or there is thick smoke, do not continue to fight the fire.

Tell other employees in the area to evacuate.



Go to the designated assembly point outside the building.

Identification of hazardous chemicals used at this location:

We use a limited number of Paints. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these paints and chemicals before you work with them or work in an area where they are used or stored.

Safe use and emergency actions to take following an accidental exposure or spill of pressurized paint

Use and care of required personal protective equipment (PPE):

Some tasks in our company require an employee to wear PPE to protect against injury.

You will be instructed by Omar Garcia using the manufacturer's instructions on how to use and care for these PPE.

On-the-job training about what you need to know to perform the job safely:

Before you first start with your task, Omar Garcia will show you what to do with the safety PPE equipment and go over safety and driving immediate procedures that must be followed.

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.

Do not use equipment or attempt to do any of these tasks until you have received the required training from your Senior

Locator, Supervisor, Manager as to your Locating equipment.

Safety Meetings and Self-Inspections

Element 2 - Employee Safety Meetings

Every 2 weeks you will be present at a safety meeting.

Spot check safety inspections conducted since the last safety meeting.

Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.

Document attendance and other subjects discussed.

Element 3 Self-inspections

Every week you will check all your PPE

Every week you will check all your issued equipment such as your batteries

Every Month you will turn in an equipment and vehicle safety check list that will be reviewed with you

Safety Disciplinary Policy

High Tech Engineering, Inc believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations. This regulation can be found in this manual, by weekly safety meetings and at osha.gov. These Disciplinary actions will be applied by the competent person set forth by OSHA. .

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. The first offense will be in written form and signed by the employee and a copy of this written documentation will be entered into the employee's personnel folder.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

General Safe Work Practices

Personal Protective Equipment

Suitable clothing must be worn; long pants, Company issued short or long sleeved shirts and company supplied boots.

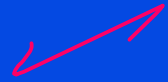
Hard hats with translucent white and red tape OSHA requires dusk locating hard hats must be used. Hard hats must be ANSI 107 and issued by High Tech Locating

(Safety glasses must be ANSI Z87 or Z87.1 approved). , safety glasses or goggles must be used when a potential hazard exists.

Hearing protection (earplugs or earmuffs) must be used in high noise areas. Gloves (as needed).

Face shield must worn when cutting with concrete saw

Level 2 Class 2 ANSI 107 vest must be worn at all times tri-color issued by High Tech Locating



Housekeeping

Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.

Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.

Trash piles must be removed as soon as possible. Trash is a safety and fire hazard. Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

Other general safe work practices

Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.

Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.

Get help with heavy or bulky materials to avoid injury to yourself or damage to material. Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.

Know the correct use of hand and power tools. Use the right tool for the job.

Fall protection

Fall, Electrical, Ladder Safety

Fall hazards of 10 feet or more will be outlined and addressed in our jobsite fall protection work plan.

Fall hazards of less than 10 feet will be protected by covers, guardrails or other methods and will be addressed in our self-inspections and safety meetings.

Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.

Electrical

Ground-fault circuit interrupters (GFCI) will be used when ever possible. Electric cords will be inspected daily and repaired or replaced as necessary.

Do not operate any power tool or equipment unless you are trained in its operation. Use tools only for their designed purpose.

Ladder safety

Inspect before use for physical defects.

Ladders are not to be painted except for numbering purposes.

Do not use ladders for skids, braces, workbenches, or any purpose other than climbing. When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.

Always face the ladder when ascending and descending.

If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.

Only one person is allowed on a ladder at a time. Do not jump from a ladder when descending.

All joints between steps, rungs, and side rails must be tight. Safety feet must be in good working order and in place. Rungs must be free of grease and/or oil.

Stepladders

Do not place tools or materials on the steps or platform of a stepladder

Do not use the top two steps of a stepladder as a step or stand. Always level all four feet and lock spreaders in place.

Do not use a stepladder as a straight ladder.

Straight type or extension ladders

All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.

After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.

All extension or straight ladders must be secured or tied off at the top.

All ladders must be equipped with safety (non-skid) feet.

Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

Trenching and Excavating

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:

- a. Depth and/or cut/soils classification
- b. Possible variation in water content of the material while excavation is open

- c. Anticipated changes in materials from exposure to air, sun, water, or freezing
- d. Loading imposed by structures, equipment, or overlaying or stored material
- e. Vibration from equipment, blasting, traffic, or other sources

Approximate Angle of Repose

For sloping of sides of excavations

Clays, silts, loams or non-homogenous soils require shoring and bracing

The presence of ground water

rock and compact shale (90 deg)

angular gravels, glacial till 1/2:1

slope For Average soils 1:1

sharp sand 1 1/2:1 (33 deg 41)

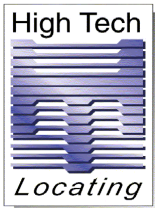
rounded loose sand 2:1 (26 deg 34)

Original ground line

2. Walkways or bridges with standard railings must be provided when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground must be guarded by a shoring system, sloping of the ground, or some other equivalent means.
4. No person must be permitted under loads handled by power shovels, derricks, or hoists.
5. All employees must be protected with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

Motorized vehicles and equipment

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability of the vehicle.
13. The vehicles hazarded lights must be turned on if the vehicle is parked in a right of way.
14. If the vehicle rear is in the right of way a DOT approved hazard cone must be installed at least 10 ft away from the vehicle and 10 cones must be used for 15 minutes use only.
15. NEVER REMOVE items from the rear of the vehicle if the vehicle is parked in the right of way and the precautions have not been made , If you feel additional cone are required you must advice your Supervisor or Sr. Locator of the situation so he may assist you in acquiring the additional equipment required.
16. If a small corner of the vehicle is sticking out (1 ft) into the right of way you may use 1 DOT approved cone for a 15 minute use only.
17. While the vehicle is in motion your seat belt must be worn, DO NOT text or operate your computer
18. Leaving your vehicle with the keys for a distance of 25 ft is considered abandoned .OSHA cites large fines for this infraction.



Distracted Driving-

1. No talking on private or company cell phone , unless you are wearing a wireless (Bluetooth or wired earpiece.
2. No e-mail , social network texting while driving
3. No eating, consuming beverages
4. No grooming,
5. No Smoking, or Reading of any kind inside of information found inside the vehicle unless found in the vehicles information center.
6. Do not use the computer while driving; your laptop screen must be folded in the close position.

Aggressive Driving-

1. Extremely unsafe!! Includes, but not limited to, speeding, tailgating, failure to signal a lane change, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures, and excessive horn use, all potentially can escalate to 'road rage.'
ME FIRST, MOVE, LETS GO

Written Hazard Communication Program

General:

It is the Policy of High Tech Engineering.Inc. to provide and maintain a safe and healthy workplace for all employees , including those who work with potentially hazardous chemicals. This written program will be posted and available 24 hours a day, seven days a week at the following locations:

1. Miami, Florida
2. Gwinnett. Georgia
3. Montgomery, Maryland
4. Austin, Texas

If you work with or around potentially hazardous chemicals, this program affects you. The HAZARD COMMUNICATION STANDARD is intended to inform you of any potential chemical hazards from products you may come in contact with at this facility.

Container Labeling:

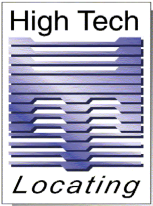
All containers of chemical products received at this company and all containers used as secondary containers will contain a label listing their hazards, both physical and health hazards. If the label is missing, contact Omar Garcia so that he/she may determine what the product is

that has been received, and where it should be stored. **DO NOT ATTEMPT TO USE ANY CHEMICAL THAT IS NOT READILY IDENTIFIABLE.**

Material Safety Data Sheets:

Omar Garcia has the MSDSs on file from the various chemical manufacturers for all hazardous chemicals used in connection with this workplace. The MSDSs list, in English, information available about any particular chemical: health hazards, emergency and first aid procedures, how the chemical could enter the body, the safe handling and use of the chemical, name of manufacturer, etc. The MSDS file may be found in these locations:

1. Across Copier at the Miami Location
2. On Coordinator Desk at the Gwinnett Location
3. INSIDE OF EACH VEHICLE



Job Orientation Guide

Company: High Tech Engineering, Inc

Employee:

Trainer:

Date

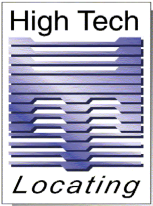
Hire Date:

Position:

This checklist is a guideline for conducting employee safety orientations for employees new to High Tech Engineering, Inc. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

Date Initials

1. Explain the company safety program, including: Orientation, On-the-job training, Safety meetings, Disciplinary action, Random testing for Drug and Alcohol in your blood stream
2. Use and care of personal protective equipment,
3. Line of communication and responsibility for immediately reporting accidents.
 - A. When to report an injury
 - B. How to report an injury
 - C. Who to report an injury to
4. General overview of operation, procedures, methods and hazards as they relate to the specific job
5. First aid supplies, equipment and training
 - A. Obtaining treatment
 - B. Location of First Aid Kits and Extinguishers
6. Emergency plan
 - A. Exit location and evacuation routes
 - B. Use of firefighting equipment (extinguishers, hose)
 - C. Specific procedures (medical, chemical, etc.)



7. Vehicle safety
8. Personal work habits
 - A. Serious consequences of horseplay
 - B. Fighting
 - C. Inattention
 - D. Smoking policy
 - E. Good housekeeping practices
 - F. Proper lifting techniques

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered, and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date:

Safety Coordinator Signature:

Date:

Employees Signature:

High Tech Locating operates under a rigorous **Safety Manual (Rev 2022-1)**.

- **PPE:** Mandatory use of ANSI Class 2 vests, hard hats, and safety boots.



- **Traffic Safety:** Strict protocols for vehicle placement and cone usage in right-of-ways.
- **Heat Stress:** Specific training on working in Florida's high heat/humidity.

Training

High Tech Locating follows the National Utility Locating Contractors Association (NULCA) competence standards to train our locators technician as follow

1. Basic Locating Theory
2. Use of the Transmitter
3. Use of the Receiver
4. Marking Procedures
5. Knowledge of Facilities
6. Visual Observation Skills
7. Safe Work Practices and Regulations
8. One Call Regulation, Requests, and Documentation
9. Excavator & Customer Relations
10. Locating Pipelines

Locators must demonstrate satisfactory performance to be a "Locator Technician 101" on the utilities he/she is hired to mark. Below is in detail the Competencies for Locator Technician 101

Competencies for Locator Technician 101

General

Introduction. The Locator Technician 101 shall be trained to meet Federal, State, Provincial and local health occupation and

safety regulatory requirements, whichever are appropriate for their jurisdiction.

Definition. Locator Technicians 101 are those persons who, in the course of their normal duties will be required to identify and designate the appropriate horizontal position of buried facilities, subject to the applicable tolerance zone under applicable law. Locator Technicians 101 are expected to identify and indicate the position of buried facilities, protect the general public and themselves from harm, and call for support when necessary.

Goal. The key purpose of the Units of Competence at the 101 level is to provide Locators with the Skill, Knowledge and Understanding to complete the following tasks and activities safely and professionally.

Range Statement. The Locator Technician shall satisfy the performance criteria of all Elements and Units of Competence outlined in 101 by using locating equipment to locate a minimum of one or all of the various buried facilities (in rural or urban settings as it pertains to a geographical area of responsibility) under actual or simulated conditions such as:

1. Electrical Systems (electric power lines, cables, conduit, & Lighting Cables)
2. Gas, oil, steam, petroleum, or gaseous materials
3. Communication systems (alarm or signal lines, cables, or conduit)
4. Potable water
5. Reclaimed water, irrigation, and slurry lines
6. Sewer and draw lines
7. Other underground structures



The Locator must demonstrate the knowledge and understanding in the Units of Competency for every type of facility the Locate technician is required to Locate.

Correctly demonstrate knowledge and understanding through formal and informal questioning.

2-2 Competencies

Units of Competence.

1. Theory of Electromagnetic Locating
2. Use of the Transmitter
3. Use of the Receiver
4. Marking Procedures
5. Knowledge of Facilities
6. Visual Observation Skills
7. Safe Work Practices and Regulations
8. Locate Request Procedure, Documentation, & Mapping
9. Federal, State, Provincial and Local Regulations
10. Customer Interaction
11. Locating Pipelines (US)

Unit 1 Theory of Electromagnetic

Theory – Locator Technician 101.

The Locator shall, given various simulated or actual site situations or by diagram, demonstrate competency in the knowledge of Electromagnetic Locating Theory.

Elements of Competence

- 1.1 Demonstrate through knowledge and understanding of circuits.
- 1.2 Demonstrate a knowledge and understanding of frequency application.

Performance Criteria

- 1.1a Correctly form a location circuit in actual or simulated setting
- 1.1b Demonstrate ability to recognize cause and effects of signal distortion in actual or simulated setting

1.2a Demonstrate knowledge and understanding of conductor types and their effects on signal and signal strength.

Unit 2 Use of the Transmitter -

Locator Technician 101.

The Locator shall, given various simulated or actual site situations with different buried facilities, identify and indicate the position of those facilities correctly using their equipment as per the manufacturer's instructions, accessing all other reference

material available and in an effective and safe manner. The Locator shall be able to:

Elements of Competence

- 2.1 Demonstrate skill in proper transmitter operation.
- 2.2 Demonstrate knowledge and understanding of principles of electromagnetic theory as it applies to the transmitter.
- 2.3 Demonstrate proper equipment maintenance.

Performance Criteria

- 2.1a Correctly place transmitter and make all connections correctly including grounding if applicable.
- 2.1b Correctly use direct connect/induction or clamp methods to locate pre-selected buried facilities, and correctly answer written and verbal questions.
- 2.1c Select correct power output as required.
- 2.1d Correctly select and identify the most effective frequency as required.
- 2.2a Demonstrate the ability to ensure that correct grounding has been achieved.
- 2.2b Demonstrate knowledge and understanding of proper transmitter use by accurately indicating the presence of preselected buried facilities..
- 2.3a Correctly demonstrate a proper function test as per the manufactures instructions.
- 2.3b Demonstrate proper storage, maintenance and cleaning of the transmitter as per the manufacturer and/or company instructions.
- 2.3c Have knowledge of the power source and demonstrate proper battery test (if applicable).

Unit 3 Use of the Receiver - Locator Technician 101. The Locator shall, given various simulated or actual site situations with different buried facilities, identify and designate the position of those facilities correctly, use locating equipment as per the manufacturer's instructions, accessing all other reference material available in an effective and safe manner. The Locator shall be able to:

Elements of Competence

- 3.1 Demonstrate skill in proper receiver operation.

3.2 Demonstrate knowledge and understanding of the principles of electromagnetic theory as it applies to the receiver.

3.3 Demonstrate proper equipment maintenance procedures.

Performance Criteria

3.1a Correctly use direct connect/induction or clamp methods to locate the buried facilities, and correctly answer written and verbal questions.

3.1b Correctly use circle sweep, tracing or blind sweep methods to designate the position of buried facilities.

3.1c Adjust frequency, sensitivity, and/or gain, to allow for best possible facility designation.

3.1d Select the appropriate antenna (peak or null) for the best possible facility designation..

3.1e Correctly operate equipment as supported by the manufacturer's instructions.

3.2a Answer verbal and/or written questions to confirm knowledge and understanding of electromagnetic location principles as it applies to the receiver.

3.2b Demonstrate the ability to place the receiver at the required distance from the transmitter to avoid air coupling when blind sweeping.

3.2c Demonstrate knowledge and understanding of proper receiver use by accurately designating several buried facilities..

3.3a Correctly demonstrate a proper function test as per the manufacture instructions.

3.3b Demonstrate proper storage, maintenance and cleaning of the receiver as per the manufacturer and/or company instructions.

3.3c Have knowledge of the power source and demonstrate proper battery test (if applicable).

Unit 4 Marking Procedures - Locator Technician 101. The Locator shall, given various simulated or actual site situations with different buried facilities, mark their position on the surface of the ground using the most appropriate method for the specific task after referencing any Federal, State, Provincial or local requirements or regulations concerning such activities.

The Locator shall be able to:

Elements of Competence

4.1 Correctly indicate the location of buried facilities.

4.2 Demonstrate knowledge and understanding of different marking systems.

Performance Criteria

4.1a Correctly demonstrate the ability to mark the designation of buried facilities with required Federal, State, Provincial and local regulatory requirements.

4.1b Correctly demonstrate the ability to mark the designation of facilities as per the facility owner's standards, which may exceed Federal, State, Provincial and local regulatory requirements.

4.1c Correctly demonstrate the placement of marks /markers within the required distances as per the Federal, State, Provincial, local regulatory requirements, or to the facility owners more stringent standards.

- 4.2a Demonstrate knowledge and understanding of Federal, State, Provincial and local color codes.
- 4.2b Demonstrate knowledge and understanding of the different types of marking devices and proper application methods for their use.
- 4.2c Demonstrate the ability to recognize and understand industry symbols used to denote buried and above ground facilities.

Unit 5 Knowledge of Facilities - Locator Technician 101. The

Locator shall, given various simulated or actual site situations with different buried facilities, correctly identify those facilities and select the most appropriate method of locating such a facility. The Locator shall be able to:

Elements of Competence

- 5.1 Demonstrate the knowledge and understanding of differing types of above ground and or accessible facilities.

Performance Criteria

- 5.1a Correctly identify buried facilities should they be exposed and visible.
- 5.1b Select the best possible method to locate buried facilities, taking into consideration the above ground observation.
- 5.1c Correctly identify proper isolation and or bonding/unbonding procedures, taking into consideration the above ground observation.

Unit 6 Visual Observation Skills - Locator Technician 101. The Locator shall, given various simulated or actual site situations with different buried facilities, correctly identify visible indicators that would lead to the possibility of the existence of an underground facility. The

Locator shall be able to:

Elements of Competence

- 6.1 Correctly identify different utility equipment features.
- 6.2 Correctly identify different visual evidence of buried facilities being present.

Performance Criteria

- 6.1a Recognize different utility plant features (i.e. utility poles, pedestals, gas meters, manhole covers etc.).
- 6.1b Recognize facility right of ways (i.e. cut lines etc.).
- 6.2a Recognize areas where previous excavations may have been taken place.
- 6.2b Recognize trench or excavation scars in paved roadways or highways.

Unit 7 Safe Work Practices and

Regulations – Locator Technician 101. The Locator shall, given various simulated or actual site situations with different buried facilities, create safe working environments for the general public, excavators, themselves and others at the work site, following Federal, State, Provincial and local health safety and environmental regulations and practices. The Locator shall be able to:

Elements of Competence



- 7.1 Demonstrate knowledge and understanding of safe work practices.
- 7.2 Demonstrate knowledge and understanding of Federal, Provincial, State and local regulations.
- 7.3 Demonstrate knowledge and understanding of the emergency response requirements.

Performance Criteria

- 7.1a Protect themselves at the work site location, protect the general public in and around the work site location, and protect the work area.
- 7.1b Have knowledge and understanding of the right to refuse and work that is unsafe to themselves or others present at the worksite.
- 7.1c Have knowledge and understanding of the obligation to stop any work that is unsafe to themselves or others present at the worksite.
- 7.1d Enter any manhole and vault safely following the required entry policies and regulatory requirements.
- 7.1e Manage and channel traffic so to minimize the disturbance and inconvenience to the general public, within the Federal, State, Provincial and local regulatory requirements.
- 7.1f Be able to demonstrate the ability to identify hazardous environments and practice safe work methods to ensure the safety of the Locator and others
- 7.1g Recognize and handle the general public, with emphasis on customer relationships and conflict management.
- 7.1h Have knowledge and understanding of hazardous situations (animals, natural occurrence) and be able to demonstrate the necessary steps to protect themselves.
- 7.2a Identify and wear all personal protective equipment as required by Federal, State, Provincial or local regulatory requirements, or more stringent company standards.
- 7.2b Have knowledge and understanding of how and where to quickly access required emergency information when necessary.
- 7.2c Be able to demonstrate the ability to activate the emergency response for the geographical area they locate in.

Unit 8 Locate Request Procedure,

Documentation, and Mapping -

Locator Technician 101. The

Locator shall, given various simulated or actual site situations demonstrate the ability to effectively find their way around the geographic location they are responsible for, comprehension of the procedures involved with locating requests, together with the knowledge and understanding

of excavation practices and procedures, demonstrate sound knowledge and understanding for all location documentation practices by understanding the land survey systems, regulations and requirement of that geographical area. The Locator shall be able to:

Elements of Competence

- 8.1 Demonstrate knowledge and understanding of Locating documentation.

- 8.2 Demonstrate knowledge and understanding of map reading.
- 8.3 Understand Locate request terminology to allow for satisfactory locating to be undertaken.
- 8.4 Demonstrate knowledge and understanding of locate requests

Performance Criteria

- 8.1a Demonstrate capability to create an accurate plot plan in relation to the locate performed.
- 8.1b Demonstrate knowledge and understanding of plot plan/ as built/ customer maps.
- 8.1c Demonstrate knowledge and understanding of customer specific facility symbol identification.
- 8.2a Effectively read street maps.
- 8.2b Access and reference land survey systems in their geographical area of responsibility.
- 8.2c Demonstrate sound knowledge and understanding of the land survey system for geographical area of responsibility.
- 8.2d Effectively read facility owner maps and drawings to identify and recognize approximate location of buried facility.
- 8.3a Be able to demonstrate through written exam, the understanding of all key words on the Locate request documents, city maps and client plot plans for the geographical area of responsibility.
- 8.4a Demonstrate knowledge and understanding of "One-Call" and/or Locate request documentation in their geographical area of responsibility.
- 8.4b Fully understand the Locate request documentation process and how to complete any associated documentation (request forms, plot plans, site drawings etc.).

Unit 9 Federal, State, Provincial and

Local Regulations - Locator Technician 101. The Locator shall, given various simulated or actual site situations, access the most relevant Federal, State,

Provincial or local regulations pertinent to the location and site situation. The Locator shall be able to:

Elements of Competence

- 9.1 Demonstrate knowledge and understanding of Federal, State, Provincial and local regulations.

Performance Criteria

- 9.1a Demonstrate thorough knowledge and understanding of all regulatory requirements as it pertains to their geographical area of responsibility.
- 9.1b Reference and access regulatory specific information necessary as it pertains to the geographical area of responsibility.

Unit 10 Customer Interaction – Locator Technician 101. The Locator shall, given various simulated or actual site situations, interact with customers and others in a professional and effective manner.

The Locator shall be able to:

Elements of Competence

10.1 Promote positive working relationships with the parties involved.

10.2 Communicate effectively with the parties involved.

Performance Criteria

10.1a Demonstrate and Fully understand the nature and scope of work being undertaken.

10.1b Complete the requirements of the request to the fullest satisfaction possible of the customer, within relevant Federal, State,

Provincial, local, company or owner regulations/policies. including

10.2a Fully understand the Locate request documentation process and how to complete any associated documentation.

10.2b Recognize customer sensitivities to the work being undertaken.

10.2c Communicate timely and effectively with all concerned parties.

Unit 11 Locating Pipelines (US)-Locator Technician 101.

The Locator shall, if locating pipelines in the U.S., comply with CFR 192.614(b)(5).

Elements of Competence

Provide for temporary marking of buried pipelines in the area of excavation activity before, as far as possible, the activity begins.

Locating Pipeline Steps

1. Perform equipment operation check
2. Verify scope of locate request
3. Visually inspect locate area
4. Locate and mark the facility(ies)
5. Recognize and react to Abnormal

Operating Conditions

Step 1: Perform equipment operation check

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will, before the first locate, be able to:

- a. Perform equipment operation check in accordance with manufacturer instructions,
- b. Verifying battery strength, if required
- c. Initiate corrective action for equipment out of specification

Step 2: Verify scope of locate request

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to utilize maps/records and engage in discussion with the excavator to:

1. Determine type of pipe being located
2. Verify location of job site
3. Verify extent of locate request

Step 3: Visually inspect locate area

Abnormal Operating Conditions

Damaged pipe

Damaged pipe coating

Excavation activities (including blasting) started prior to locating

Evaluation Criteria

The individual will be able to:

- a. Identify facilities that may affect locate
- b. Compare records to existing conditions and identify and communicate discrepancies

Step 4: Locate and mark the facility(ies)

Abnormal Operating Conditions

Damaged pipe

Damaged pipe coating

Excavation activities (including blasting) started prior to locating

Missing or broken tracing wire

Unable to locate pipeline

Evaluation Criteria

The individual will be able to:

- a. Select type of locating method:
 1. Conductive
 2. Inductive
 3. Measurement
- b. Operate locate equipment in accordance with manufacturer instructions
- c. Initiate action if signal is lost or insufficient

- d. Locate within scope of the request
- e. Mark (paint, flag or stake) the location of the facilities:
 - 1. Mark changes in direction
 - 2. Place marks so there is no doubt about the location of facilities
- f. Compare records to existing conditions and identify and communicate discrepancies

Step 5: Recognize and react to

Abnormal Operating Conditions

Abnormal Operating Conditions

(None Identified)

Evaluation Criteria

The individual will be able to:

- a. Recognize Abnormal

Operating Condition(s) that may be encountered while performing the task

- b. React to the Abnormal

Operating Condition(s) by:

- 1. Initiating remedial action

- 2. Reporting for analysis by:

- i. Determining if remedial action is required
- ii. Determining a remedial action to correct the Abnormal Operating Condition(s)

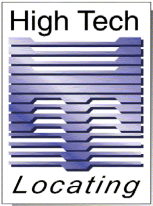
- c. Describe the Abnormal Operating Condition(s) that an individual could reasonably expect to encounter while performing this covered task(s)

- d. Describe the response required for each Abnormal Operating Condition

Drug and Alcohol Policy

We certify that we implement a Drug-Free Workplace Program in full compliance with Florida Statutes. This includes pre-employment, random, reasonable suspicion, and post-accident testing.

High Tech Locating has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious health and safety risks not only to the user but also to those who work with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace may pose unacceptable risks for safe, healthful, and efficient operation.



High Tech Locating recognizes that its own health and future are dependent upon the physical and mental health of its employees. Accordingly, it is the right, obligation, and intent of the company to maintain a safe, healthful, and efficient working environment for all its employees and to protect Company property, equipment and operations.

To achieve this objective, High Tech Locating has the following policy.

ON THE JOB USE, POSSESSION, OR SALE OF DRUGS OR ALCOHOL

Alcohol.- Being under the influence of alcohol while performing Company business or while in the facility of either the Company or its clients is strictly prohibited. In that such use or influence may affect the safety of co-workers or members of the public, the employee's jobs performance, or the safe or efficient operation of the Company. Except as permitted by Company management, consumption of alcohol in a Company facility is prohibited.

Legal Drugs. –Except as provided below, the use or being under the influence of any legally obtained drug by an employee while performing Company business or while in a Company facility is prohibited in that such use may affect the safety of co-workers or members of the public, the employee's job performance, or the safe and efficient operation of the Company. An employee may continue to work, even under the influence of a legal drug, if management has determined that the employee does not pose a threat to his or her own safety, or the safety of co-workers and that the employee's job performance is not affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the management.

Illegal Drugs.- Consumption or possession of any illegal drugs is prohibited.

Financial Capacity

High Tech Engineering, Inc. affirms its financial capacity to perform this contract. We are not involved in any bankruptcy proceedings and maintain insurance coverage that meets or exceeds the City's requirements, including \$1M General Liability and \$1M Automobile Liability.

