

SERVICES AGREEMENT

This Services Agreement (this “Agreement”), dated as of January 10, 2024 (the “Effective Date”), is entered into by and between **DAVEY RESOURCE GROUP, INC.**, with offices located at 295 S. Water Street, Suite 300, Kent, Ohio 44240 (“Davey”), and **CITY OF SEGUIN UTILTIY DEPARTMENT**, with offices located at 205 N. River, Seguin Texas 78155 (“Customer”).

RECITALS

- A. Davey is a leading provider of a full range of natural resource and utility consulting services.
- B. Customer desires to retain Davey to perform certain services, and Davey desires to perform the services for Customer, upon the terms and subject to the conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set out in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Exclusive Terms and Conditions. The parties intend for this Agreement, together with Exhibit A, to exclusively govern and control each of the parties’ respective rights and obligations regarding the Services (as defined below). Without limiting the foregoing, any additional or different terms contained in any purchase order or other request or communication from Customer pertaining to the Services, or any attempt by Customer to modify, supersede, supplement, or otherwise alter this Agreement, will not modify this Agreement nor be binding on the parties.

2. Services. Customer hereby retains Davey to perform the services set out in Exhibit A (the “Services”). Davey shall furnish all labor, materials, tools, equipment, and competent supervision necessary to complete the Services. Davey will perform the Services in accordance with the specifications set forth on Exhibit A (the “Specifications”).

3. Fees and Expenses.

3.1 As consideration for the performance of the Services, Customer shall pay to Davey the fees set forth on Exhibit A in Section 7 Project Costs (the “Fees”). Customer shall pay the Fees to Davey within 30 days after receipt of each invoice from Davey (“Invoice”). Unless Additional Services are added pursuant to the terms of this Agreement, Customer’s obligation under this Agreement shall not exceed two hundred, fifty-nine thousand, three hundred, forty-three dollars, and sixty-one cents (\$259,343.61 USD). Additional Services, and their related fees, may be added to Exhibit A from time to time upon terms mutually agreed upon in writing and executed by the parties.

3.2 To the greatest extent permitted by law, any undisputed Invoice not paid in full within 30 days of the Invoice date is subject to a late fee and/or interest in an amount governed by Chapter 2251 of the Texas Government Code (“Late Fee”). . Davey reserves the right to use any and all means of collection available under applicable law to collect any amount past due. If Davey initiates litigation or other collection action against Customer to recover any amount the Parties agree that the non-prevailing Party in that action shall pay all litigation and/or collection costs and expenses, including reasonable attorneys’ fees and expert witness fees, incurred by the non-prevailing Party in connection with such litigation and/or collection act.

3.3 Upon Customer’s request, prior to the final payment, Davey will deliver evidence that all of Davey’s indebtedness in connection with the Services has been satisfied. Acceptance of final payment will not be deemed a release or waiver of any claims by Davey under this Agreement.

4. Timing. Davey will perform the Services in accordance with a schedule mutually agreed upon by the parties. Davey will promptly respond to Customer's inquiries and reasonable requests during the Term (as defined below).
5. Limited Warranty. For a period of 90 days from the date Services are performed (the "Warranty Period"), Davey warrants to Customer that the Services will be performed in a timely, professional, and workmanlike manner by qualified personnel (the "Limited Warranty"). If it is determined that Davey has breached the Limited Warranty, Davey will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. **This remedy will be Customer's sole and exclusive remedy and Davey's entire liability for any breach of the Limited Warranty.** To the greatest extent permitted by law, except for the Limited Warranty, Davey makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.
6. Authority to Grant Access to Job Site. Customer represents and warrants that Customer has full authority and the legal right to authorize and grant access, and does hereby authorize and grant access, to Davey to enter the job site, including all streets, sidewalks, and all surrounding property or areas necessary to gain access to or remove material from the job site. Customer understands and agrees that Davey has relied upon such representation and warranty to perform its services under this Agreement.
7. Source Materials. Customer will furnish to Davey all source materials, system diagrams, circuit diagrams, databases, and maps related to Customer's facilities that are necessary for Davey's performance of the Services ("Customer Source Materials"). Davey disclaims any liability for errors, omissions, or inaccuracies contained in or resulting from Customer Source Materials or information obtained from any third party or publicly available source.
8. Service Reports. Upon Customer's request during the Term, Davey will provide service reports in form and manner reasonably acceptable to Customer.
9. Compliance with Laws. Davey will perform the Services in compliance with applicable laws, regulations, and ordinances. Davey will maintain in effect during the Term all licenses, permissions, authorizations, consents, and permits required to perform the Services.
10. Independent Contractor. It is understood and acknowledged that in providing the Services, Davey acts in the capacity of an independent contractor and not as an employee or agent of the Customer. Davey will control the conditions, time, details, and means by which Davey performs the Services. Neither party will have the authority to commit the other party or bind the other party to any obligation or liability or to act for or on behalf of the other party.
11. Confidentiality. All non-public, confidential, or proprietary information (collectively, "Confidential Information"), including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts, or rebates, disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, or otherwise learned by Receiving Party, and whether or not marked, designated, or otherwise identified as "confidential," in connection with this Agreement is confidential, solely for Receiving Party's use in performing this Agreement or exercising its rights under this Agreement and may not be disclosed or copied unless authorized by Disclosing Party in writing or Ruled upon by the Attorney General for the State of Texas. Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of

Receiving Party's breach of this Agreement; (b) is obtained by Receiving Party on a non-confidential basis from a third-party that was not legally or contractually restricted from disclosing such information; (c) Receiving Party establishes by documentary evidence, was in Receiving Party's possession prior to Disclosing Party's disclosure; or (d) was independently developed by Receiving Party without referencing or using any Confidential Information. Upon termination or expiration of this Agreement, or at any time upon Disclosing Party's request, Receiving Party shall promptly return all documents and other materials received from Disclosing Party, and destroy or erase all other documents and electronic files containing Confidential Information and certify that such documents and information have been destroyed or erased. Notwithstanding the foregoing, Receiving Party may retain a copy of Confidential Information in connection with its legal document retention policies, and any Confidential Information retained will remain subject to the obligations in this Section. Receiving Party will be liable for any breach of this Section by any of its employees or agents. Disclosing Party will be entitled to injunctive relief for any violation of this Section, without any requirement to post a bond or other security.

12. Indemnification.

12.1 To the extent permitted by law, each party (the "Indemnifying Party") shall indemnify, defend, and hold harmless the other party, and its officers, directors, employees, agents, representatives, successors, and assigns, (collectively, the "Indemnified Party"), from and against any and all claims, suits, actions, causes of action, and proceedings and any and all related liabilities, losses, damages, costs, and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") asserted against or incurred by the Indemnified Party if and to the extent caused by the Indemnifying Party's material breach of any term or provision of this Agreement or the negligence or willful misconduct of the Indemnifying Party, or its employees, representatives, or contractors. If and to the extent that Losses are caused by the joint conduct of the parties, then a party's duty of indemnification shall be in proportion to that party's contribution to the cause of such Losses.

12.2 Notwithstanding anything contained in this Agreement to the contrary, Customer shall indemnify, defend, and hold harmless Davey, and its affiliates, and their respective officers, directors, employees, agents, representatives, successors, and assigns, from and against any and all Losses arising from or related to this Agreement that are in excess of the Liability Cap (as defined below).

12.3 The indemnification obligation of the parties under this Section are contingent upon the Indemnified Party: (i) notifying the Indemnifying Party promptly of the claim and giving that party the exclusive right to control and direct the investigation, preparation, and settlement of the claim; and (ii) giving the Indemnifying Party, at the expense of the Indemnified Party, reasonable cooperation; provided, however, that the failure of the Indemnified Party to promptly give the Indemnifying Party notice shall affect that party's obligation to indemnify only to the extent the rights of that party are materially prejudiced by such failure, and further provided that the Indemnified Party may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice.

12.4 This Section 12 shall survive the completion of the applicable Services for a period of two (2) years.

13. Limitation of Liability.

13.1 **Notwithstanding anything to the contrary in this Agreement, to the greatest extent permitted by law, in no event shall either party be liable for any consequential, indirect, incidental, special, exemplary, punitive, or enhanced damages, lost profits or revenues or diminution in value, arising out of, or relating to, this Agreement or in connection with any breach under this Agreement, regardless of (a) whether such damages were foreseeable, (b) whether or not the party was advised**

of the possibility of such damages, (c) the legal or equitable theory (contract, tort or otherwise) upon which the claim is based, and (d) the failure of any agreed or other remedy of its essential purpose. To the greatest extent permitted by law, in no event shall Davey's aggregate liability arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), indemnification obligations, or otherwise, exceed the applicable insurance limits set forth in Section 15 (the "Liability Cap").

13.2 Notwithstanding anything to the contrary in this Agreement, to the extent the Services involve the evaluation or documentation ("Observational Data") of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, "Subjects"), the Observational Data will pertain only to the specific point in time it is collected (the "Time of Collection"). Davey will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, or acts of God or nature or otherwise (collectively, "Changes"), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. Davey will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition. To the extent Customer requests Davey's guidance on Customer's permitting and license requirements, Davey's guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state, or local law, code, or regulation. Davey may review information provided by or on behalf of Customer, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, "Source Information"). Davey assumes the genuineness of all Source Information. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

14. Release of Claims Relating to Job Site Conditions. Customer hereby releases Davey from any and all claims of any kind, including claims for personal injury, death, and property damages, arising from or relating to any condition of the job site or any hazard on the job site that existed prior to the execution of this Agreement or was caused by a party not controlled by Davey, whether known or unknown.

15. Insurance. Davey, at its own expense, shall maintain during the progress of any services performed pursuant to this Agreement the following minimum limits of insurance: (a) Workers' Compensation Insurance in at least the minimum amount required by and in compliance with the laws of the State where the services are to be performed; (b) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and (c) Automobile Liability Insurance covering owned, non-owned, and hired vehicles used by Davey in connection with the services in an amount not less than \$1,000,000 per accident combined single limit, \$1,000,000 aggregate.

16. Term. This Agreement shall commence as of the Effective Date and shall continue in effect until the completion of the Services, unless sooner terminated pursuant to Section 17 (the "Term").

17. Termination.

17.1 Either party may terminate this Agreement for convenience effective upon 30 days' prior written notice to the other party.

17.2 In the event of a material increase in labor costs occurring during the performance of this Agreement through no fault of Davey, Davey may at its option terminate this Agreement, attempt to re-negotiate the Fees, or request an equitable adjustment to the Fees. A change in labor costs shall be considered material when the labor costs increase by more than 3% during the term of this Agreement.

17.3 Either Party may terminate this Agreement, effective upon written notice to the other Party (the "Defaulting Party"), if the Defaulting Party: (a) materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within 15 days after receipt of written notice of the breach; (b) becomes insolvent or admits its inability to pay its debts generally as they become due; (c) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven days or is not dismissed or vacated within 30 days after filing; (d) is dissolved or liquidated or takes any corporate action for such purpose; (e) makes a general assignment for the benefit of creditors; or (f) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

17.4 Upon the expiration or termination of this Agreement for any reason, Customer shall pay Davey for all work performed, and reimburse Davey for all non-cancellable costs properly incurred by Davey in connection with the Services, up to the date of expiration or termination, as applicable.

18. Survival. Termination or expiration of this Agreement does not affect any rights or obligations under this Agreement that by their nature or intent survive the termination or expiration of this Agreement.

19. Force Majeure. Notwithstanding anything to the contrary in this Agreement, Davey shall not be liable or responsible to Customer, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, if Davey's failure or delay is caused by or results from any of the following events: acts of God, flood, fire, earthquake, hurricane, epidemic, explosion, war, invasion, hostilities, terrorist threats or acts, riot, government order or law, embargoes, blockades, or other similar events beyond the reasonable control of Davey.

20. Further Assurances. Each party shall use commercially reasonable efforts to, from time to time at the request of the other party, furnish the other party the further information or assurances, execute and deliver such additional documents, instruments, and conveyances, and take other actions and do other things, as may be reasonably necessary or appropriate to carry out the provisions of this Agreement and give effect to the transactions contemplated by this Agreement.

21. Assignment. Customer shall not assign or transfer any of its rights or obligations under this Agreement without the prior written consent of Davey. Any purported assignment or transfer in violation of this Section shall be null and void. No assignment or transfer shall relieve Customer of any of its obligations under this Agreement.

22. Severability. The invalidity, illegality, or unenforceability of any provision in this Agreement does not affect any other provision in this Agreement or the validity, legality, or enforceability of such provision in any other jurisdiction.

23. Waivers. No waiver by either party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by either party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by

such written waiver, whether of a similar or different character, and whether occurring before or after that waiver.

24. Notices. All notices, requests, consents, claims, demands, waivers and other communications under this Agreement shall be in writing and shall be deemed to have been given: (a) when delivered by hand; (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the addresses set forth in this Agreement (or to such other address that may be designated by a party from time to time in accordance with this Section).

25. Entire Agreement; Amendments. This Agreement, together with Exhibit A, constitutes the entire agreement between the parties and supersedes all other communications, oral and written, between the parties relating to the subject matter of this Agreement. This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by both parties.

26. Choice of Law and Forum. This Agreement will be governed by and construed in accordance with the internal laws of the State of Texas, without giving effect to any choice or conflict of law provision or rule (whether of the State of Texas or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the State of Texas. Any legal suit, action or proceeding arising out of or related to the Services or this Agreement, or the matters contemplated under this Agreement, shall be instituted exclusively in the state courts located in Guadalupe County, Texas, or the United States District Court for the Western District of Texas, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding and waives any objection based on improper venue or inconvenient forum.

27. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

28. 1. Approval of Work. The CUSTOMER shall have a period of 7 calendar days to approve the pilot feeder data and thirty calendar (30) days from delivery of completed work from the DAVEY to review and reject all work not performed in accordance with the specifications or within the 97% accuracy standard per circuit on the full-scale project. Upon such rejection, DAVEY shall, at its own expense, complete said work in accordance with the specifications, except that such completion shall not constitute a waiver of any claim by the DAVEY that the work rejected is in fact in accordance with the specifications and the DAVEY is entitled to full compensation for the work ordered by the CUSTOMER under this article. After the 30-day review period, all delivered work will be deemed to have been approved and accepted by the CUSTOMER unless there are latent defects in the work. No further changes in the data collection process will be incorporated by the DAVEY following approval by the CUSTOMER. The CUSTOMER may request a change be made in the work by submitting a request for work change to the DAVEY'S office. Upon receipt thereof, DAVEY shall review the proposed change for consistency with the objectives and its impact upon the work schedule and the contract price. The DAVEY shall not be responsible for updating the features after the features have been initially collected and accepted by CUSTOMER.

29. 2. Accuracy Statement. The DAVEY will conform to a 97% accuracy rate per circuit. The accuracy rate will be calculated based on the total number of attribute errors to the total number of attributes. That rate will be 97% per circuit. If the circuit fails, the accuracy rate DAVEY will be notified, and DAVEY will review errors with CUSTOMER and review an additional 5% of the features on that circuit.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the Effective Date.

DAVEY RESOURCE GROUP, INC.



Signature: Signed: 1/11/2024

Printed Name: Steven C. Johnston

Title: Regional Vice President, Utility Asset Management

CITY OF SEGUIN UTILTY DEPARTMENT

Signature: _____

Printed Name: _____

Title: _____

[Signature Page to Services Agreement]

Exhibit A
Services and Fees

October 24, 2023

CITY OF SEGUIN
205 N. RIVER
SEGUIN, TEXAS 78155

RE: RFP #: AF-2024-03

Davey Resource Group Inc is pleased to submit this proposal for GIS Data Collection Services for Seguin Utility Department. DRG is providing a proposal to perform a comprehensive Distribution Field Inventory and delivery in the SUD GIS Platform. DRG is a long-standing business partner with ESRI and has completed hundreds of projects over the previous 25 years.

Davey Resource Group has completed similar work throughout the United States and has a long track record of successfully providing comprehensive inventory services. DRG is very familiar with the scope of work SUD has requested and has a clear understanding of the complexities involved in completing these types of projects. Our staff is committed to providing SUD with a successful, safe, accurate, and efficient system inventory.

"Disclaimer- Any data provided is not to be utilized as a survey product"

Respectfully,



Tommy Maloney

DRG Project Developer - Asset Management

Tommy Maloney
Sr. Project Developer
(770) 377-1584
Tommy.Maloney@davey.com





GIS DATA COLLECTION SERVICES

Prepared for Seguin
Utility Department



October 24, 2023



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CORPORATE OFFICE:
Davey Resource Group, Inc.
295 South Water Street, Ste. 300
Kent, OH 44240

TAX IDENTIFICATION NUMBER:
82-1948528

NAICS:
561730

D&B NUMBER:
10-544-6632

CONTACT PERSON:
Tommy Maloney

CONTACT PHONE:
(770) 377-1584

EMAIL:
Tommy.Maloney@davey.com



SECTION 1—INTRODUCTION

Seguin Utility Department is in need of updated data to power the GIS at Seguin Utility Department. The GIS is a foundational element in Seguin Utility Department's Grid Modernization (Grid Mod) efforts. The interconnectedness of Distribution Management Systems, Outage Management Systems, and GIS means that much will be demanded of the data - in terms of accuracy and depth. Seguin Utility Department has recognized that a field-based verification and update is an excellent first step.

The objective of any large utility data project like the Seguin Utility Department verification is to provide maximum value on the investment with minimal risk of missing targets for cost, quality, or scheduling. To meet this objective - it will be important to fully deploy the institutional experience gained in the completion of the Seguin Utility Department project. Even with the unique elements of the Seguin Utility Department project, the combined expertise of Seguin Utility Department and DRG allows us to work through the critical preliminaries quicker and with less risk.

Seguin Utility Department project requires a wide range of skills that DRG has the diversity and expertise to deliver as sole source company providing a highly- functioning team approach.

DRG will successfully deliver these services through a value-added and true partnership-based approach that reduces overall cost and risk to Seguin Utility Department. The following outlines key elements of the DRG team proposal and their importance to Seguin Utility Department and this engagement:

- Seguin Utility Department's project requires stability yet must be flexible in its approach. The DRG team will employ best practices acquired through our extensive GIS data experience within the utility industry.
- DRG understands the goals and Seguin Utility Departments core concerns core concerns for field inventory and building the GIS to accommodate data to support OMS, EA and DMS. While DRG brings extensive field asset collection we also provide quality field personnel who focus on Safety, Quality and Production.
- Seguin Utility Department's project requires first-hand working knowledge of electric networks, GIS data and OMS applications and data. The DRG team brings to Seguin Utility Department world class field verification and GIS services expertise, knowledge of ESRI Geometric Network and staff who have owned systems on Seguin Utility Department's scale, and extensive operational systems expertise from OMS, ADMS, SCADA and EMS, and access to DMS experts as needed through the process. This in ensures a solid understanding of the data requirements.
- Seguin Utility Departments territory is expansive and field operations are often logistically complex and require many staff. Large-scale projects of this nature deserve and are benefited by deployments of visual status through a simple, yet powerful dashboard. DRG will deploy our Executive Project Management dashboard for this project and will prepare results to fully configure it for Seguin Utility Department production.

SECTION 2 - COMPANY BACKGROUND AND EXPERIENCE

Davey Resource Group's main office is located in Kent, Ohio, with regional offices in Alpharetta, Georgia; San Diego, California; and Albany, New York. Operational headquarters are also located in Michigan, Illinois, Delaware, Maryland, Florida, Texas, Louisiana, Mississippi, North Carolina, and Washington.

We are the utility and horticultural consulting division of The Davey Tree Expert Company. DRG had its beginnings providing our parent company with utility and horticultural consulting services as early as 1909. We have been providing right-of-way management services and asset management services to the utility industry since 1991.

DRG's major area of focus is asset management on the right-of-way. Our services in this field include pole inspections; field inventories/verifications; geographic information system (GIS) database development and data collection; and equipment inventories and audits that include joint use, streetlight, underground equipment, and NESC safety compliance. DRG's projects have spanned from the annual inspection of 10,000 poles to a joint use inventory project of 1,500,000 poles over a three-year period.

DRG is committed to the electric utility marketplace. We offer our dedicated and experienced staff to your important GIS data collection project. The following facts summarize why DRG is qualified and committed to providing SUD with this important GIS field inventory. DRG has 30 years of quality experience providing field inventories for electric utilities:

- DRG has over 300 experienced field technicians.
- DRG has over 35 experienced GIS professionals in Office utilizing ESRI applications
- DRG has multiple projects either utilizing or conforming to ESRI GIS applications including the ESRI UN.
- DRG has a dedicated internal ESRI GIS team.
- DRG has had extensive training and experience utilizing Integrated ESRI GIS applications.
- DRG was named ESRI business partner of the year in 2001.
- DRG verifies and guarantees full connectivity in the data we collect.
- DRG has performed to successful completion over 200 field inventory projects over the last 30 years.

DRG has extensive knowledge and experience in the development of digital maps for electric utilities. Our experience includes all aspects of field data collection, data conversion, and GIS development described in this proposal. Over the past twenty five years, DRG has used various ESRI integrated applications in the development of GIS mapping systems including ESRI UN, NISC MapWise; Milsoft WindMilMap; Schneider ArcFM; and Futura GIS. These factors ensure that SUD will obtain the best possible solution from DRG for a well-managed and successfully integrated project.

We are committed to bringing the greatest accuracy, versatility, and electronic compatibility to all of our projects. Our highly trained personnel regularly utilize the most modern technologies such as Trimble GPS Receivers, laser rangefinders, web-based reporting systems, pen-based field computers, and personal digital assistants (PDAs). DRG also has designed specialized software (ROWKeeper) for the many needs of right-of-way management activities, including preplanning for work crews, reporting, organizing pole inventories, and collecting data on PDAs in the field.



SECTION 3 – PROJECT OVERVIEW

Davey Resource Group (DRG) will use a defined and tested approach for working with SUD. DRG has the resources, technical knowledge and industry experience to complete the project accurately and safety. Our team is committed to creating efficiencies that will reduce conflicts, increase accuracy and productivity. The foundations of our success with this approach start with a couple of key components:

- **A single point of contact** – a single, experienced Project Manager will be responsible for communicating with SUD staff as it relates to field items and office delivery and GIS items.
- **A phased ramp-up** – a deliberate, stepwise mobilization of resources will allow SUD and DRG to become familiar with the intentions and the mechanics of the inventory project. We view the time spent carefully ramping up a large project to be the best investment in its ultimate success.
- **Value added data** – DRG is offering to add value added data to the inventory. This data will allow SUD to include those additional data pieces that have value.

The solution DRG is proposing takes advantage of elements of past projects that have been successful. This approach ensures that communication discipline is established from the beginning and that all program stakeholders are working toward the same goals from the outset.

PROJECT MANAGEMENT DISCIPLINE

Project Management is a central discipline used in all DRG projects. Each project is assigned to an experienced Project Manager who has been exposed to on-the-job experience, typically in other job functions. Project Managers also undergo additional training and development through programs offered by DRG.

Each project adheres to a standard approach as described in this proposal. This approach takes advantage of a suite of Project Management processes and tools. These controls are expanded on in following sections. The end result is that the majority of DRG's projects are successful when judged by their delivery within budget and on schedule. Project controls ensure abundant and useful communication, tight scope control and standardization in collection and delivery of the DRG work products.

PROJECT CONTROLS

The principal project control tool is the project procedures manual. Each project requires that a procedures manual be drafted and accepted by all project stakeholders. The manual is extensively reviewed at the project kickoff, scheduled upon award of any contract. The manual's format is standard. It will contain the following sections:

- Project Scope Overview
- Project Contact List
- Project Metrics
- Project Schedule
- Detailed Data Collection and Delivery Table
- Detailed Description of Deliverables
- Invoicing Processes and Invoice Template
- Safety Procedures

PROJECT STARTUP

Once DRG is awarded a project, we will schedule a project kickoff. The kickoff is an important first step and will be used to build the DRG knowledge base for the project. It also clarifies the expectations, assumptions, and goals of the verification project. Some of the items that are finalized at kickoff include:

1. Introduce SUD and DRG project staff.
2. Discussion of accepted options
3. Review of the proposed work and clarification of any gaps/assumptions.
4. Definition of the project ramp-up plan and milestones.
5. Definition of initial tasks and deliverables.
6. Data collection and deliverable preparation discussion.
7. Review/discussion of DRG's proposed project tracking tools.
8. Draft of the DRG project procedures manual.

A detailed project specification including the procedures manual is created at the kickoff meeting. This specification unifies the expectations of all the stakeholders and helps to ensure consistency among the project team. DRG expects that most of the procedure's manual will be focused on tying all the SUD's process documents into a single repository.

The project kickoff typically occurs upon completion of contract award and prior to any fieldwork.

MOBILIZATION

Concurrent with project kickoff, DRG will mobilize staff based on work area outlined by SUD. This staff will be pulled from ongoing projects where they are performing similar work. Any of the design engineering staff earmarked for the project who have not been through a four-week distribution design training class will be sent there prior to arriving on SUD's property. (see Training)

Once our staff are at SUD, we will send them through SUD-specific training. Our assumption is that the training dates will be set during the discussions taking place at project kickoff.

TRAINING

Early in the history of Davey, John Davey recognized the importance of training and engagement of our employees and the value that was provided to both the company and our customers. Because of this Davey began recruiting and training young men in the art and science of Tree Care in the off season to both retain good, dedicated employees and ensure high quality and well-trained resource for our customers. This was the beginning of the formation of what has now become the Davey Institute of Technology. Since its inception, the Davey Institute has served as a resource for both our customers and our company developing intensive job specific training to ensure we provide the highest level of service to our customers.

Our Asset Management training programs have been developed through the Institute and built with experts in the various fields of service. Each person assigned to the SUD program will have gone through one or more of several programs or proven their understanding in their specific field of service.



SECTION 4 - PROJECT MANAGEMENT & METHODOLOGY

1. **Project Startup:** Once SUD has determined the extent of the Inventory based on the options that have been defined in the RFP and Proposal then the first step of the process will begin by meeting with SUD personnel prior to fieldwork being performed. This meeting will be used to define data delivery specifications, clearly outline and understand SUD's current data integration "hooks," and identify a clear process for the data integration and delivery process. This step will additionally serve multiple purposes and ensure DRG's staff understands the full scope of this project. In addition, DRG staff will clearly outline:

- a. Data collection specifications.
- b. SUD procedures.
- c. SUD guidelines.
- d. Data delivery specifications.

A Project Procedures manual will be developed and updated at this preplanning session and help to ensure consistency among data collectors and serve as a reference tool for field personnel. A copy of this manual will be provided to SUD for their review and approval.

2. **Project Schedule and Proof-of-Concept (Pilot Project):** DRG plans to complete a small pilot project. DRG will perform a one circuit pilot project and deliver it to SUD for review. This will ensure all systems and communications are functioning properly. After final delivery of the pilot, SUD will have 7 calendar days to evaluate the pilot and suggest any changes or modifications. DRG will provide SUD with the completed pilot circuit.

3. **Data Collection:** Once SUD is comfortable DRG has an accurate understanding of their specifications, our team will utilize an efficient data collection methodology that has proven successful on the pilot project and on similar projects:

- a. **Data Dictionary** – The data dictionary will be based on the required features and attributes as indicated in the SUD "Scope of work" file and preliminary discussions that will occur in the project setup meeting. The data dictionary will be finalized after the Proof-of-Concept (pilot project). DRG understands there also could be changes as the project moves forward, however, any significant changes could affect pricing and would need to be discussed in further detail.
- b. **Data Transfer** – DRG has the ability to link existing database information to equipment collected in the field. This will require a common link to be able to do so. DRG will load these files into our field data collection software





4. **Data Collection Overhead and Underground Distribution:** DRG field staff will verify every pole, underground feature, conductor and equipment as outlined in the technical requirement of the bid package with DRG's Field Maps Data Collection mobile software.
 - a. DRG technicians will verify phasing and wire size on first span out of the sub for each feeder and systematically follow the feeder span by span pole by pole electrically until the final open point of each feeder. DRG will use this systematic approach so connective and all taps and attributes are collected in a manner that will ensure a complete inventory of each and every feeder as electricity flows. During this time many process will be completed including the option of taking a digital picture at each pole location.
 - b. Technicians will acquire phase coming out of the sub either by using a phase tracker to identify the phase on the first span out of the sub or from SUD and continue correct phasing throughout each circuit for Oh and UG conductor.
 - c. DRG technicians will collect attributes and assets as required with GPS.
 - d. DRG technicians will collect/Verify service and secondary conductor and draw a line to the collected Service location. DRG will visually verify the premise locations connected to each transformer and identify the location of the meter on the structure if visible. DRG is open to discussing additional solutions with SUD. But the main solution should be to establish and verify Transformer to Premise/Meter connectivity.
 - e. Technicians will collect and verify data in way that will ensure data connectivity in the ESRI Utility Network Model.
 - f. Field supervisors will monitor quality and production of team members and be in frequent communication with SUD Project Manager.
 - g. DRG Field Project Manager will also be monitoring quality and production. Project Managers will be in frequent communication with SUD Project Manager and also GIS Production Managers and Office Project Manager.

5. **Underground (UG) Facility Inventory:** DRG uses the same approach for UG that was used in the overhead inspection. UG facilities will be located by systematically following each circuit pole by pole and utilizing the existing line work and data from SUD. The location and the required information will be verified and collected by performing a visual assessment from the outside of the container and then also by opening the container to collect the required data. DRG technicians will have the necessary training for opening Dead front UG containers as well as have the needed PPE. Should any live front containers need to be opened then DRG would look to SUD for assistance. The mapping technician will complete the primary distribution mapping of the UG in the field. As they come to each piece of equipment, they will use any existing UG data provided by SUD to verify feed and open points. DRG will open underground containers to verify the required information outlined by SUD as an option if necessary. There may be instances where the container will not need to be opened. DRG will also utilize all source materials available to verify the primary and secondary distribution (e.g., existing databases, maps, UG diagrams and discussions with SUD UG line crews) to complete this inventory.



6. **Data Processing:** DRG's Project Manager will be responsible for running the custom programs and queries to validate the data collected in the field. This responsibility will include running custom queries and reports to check for data validity (e.g., missing, inconsistent, duplicate, non-unique and unmatched data). Programs will be run to check for phase consistency by color-coding the lines and any point features that carry a phase attribute. Connectivity is established by tracing from the substation out to all consumers or termination point using the GIS software. Outstanding questions go back to the field for verification and correction.
7. **Quality Assurance:** DRG will be using ESRI field Maps mobile software in the field. Using this tool in the field will ensure quality assurance procedures be performed on data collected by field personnel. SUD will benefit from a multi-tiered approach to quality control. This approach utilizes quality checks in three main areas:
- Computerized Data Inventory – Working together with GIS software company staff, DRG has developed custom queries. These queries run multiple data verifications to look for abnormalities in the data that could signal errors in the field.
 - Quality Assurance Records – QA records will be completed in selected GIS software so that quality checks have a record of the data collected. This process ensures a detailed and documented approach to quality assurance.
 - Data Delivery/Deliverables – DRG will deliver final in the SUD ESRI GIS map data format.

PHOTOGRAPHIC METHODS – PHOTOS

As an option, Davey Resource Group can take digital pictures at the same time the field inventory process is being performed in the field. DRG will use our standard procedures of collecting all of the requested data while in the field. The DRG field technician will concentrate on acquiring the GPS point and collecting all the data that is requested. At the same time the technician will take one picture of the pole and UG Container. DRG is providing this and an option.

The pictures will be linked from the camera to the data collection computer via Bluetooth. All data and pictures will be stored locally on the field computer and sent back to the DRG office. Once the pictures are received in the DRG office, the data will be post processed.

DRG plans to take one picture per pole and UG location. However, SUD will have the option to take as many photos as desired. The photo will be high resolution so that SUD staff can zoom in and see pertinent information.

DRG plans to take one picture per equipment location of the name plate should that option be selected. The nameplate pictures will consist of the name plate on each device as clear as possible. The photo will be high resolution so that SUD staff can zoom in and see the information on the pole.



QUALITY ASSURANCE/QUALITY CONTROL

DRG takes a great deal of pride in providing quality data to its clients. In order to demonstrate to SUD our commitment towards quality data collection, DRG will complete the following steps to ensure accuracy:

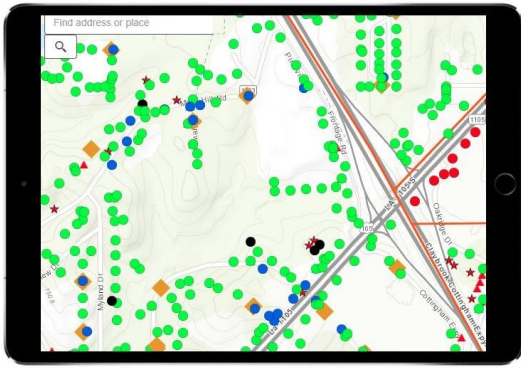
- **Data Collection Specification** – A clear understanding of the data and the methods for collection and categorization ensure higher quality data. DRG will use the detailed specification provided by SUD before actual data collection begins to ensure that everyone (both SUD and DRG personnel) understands the data to be collected and how it will be categorized.
- **Training** – Training of personnel is intended to assure everyone understands how the data is to be collected. Proper training of qualified individuals at the start will create quality data from the onset of the project.
- **Field Quality Check** – At the beginning of the project, ten percent of an individual's information will be checked in the field. A person with a demonstrated record of collecting quality data will have at least three percent of their data checked in the field. Quality control is often completed the day after the data collection is completed, but it will always be completed by Tuesday of the week following data collection. Accurate and timely quality assurance checks are critical to the success of this project.
- **Locating Field Checks** – While our field checks are often random, we prefer a focused field check where auditors check areas where there are most apt to be mistakes. This may be where equipment is concentrated, where lines have difficult access, or where other unusual situations exist.
- **Documenting Field Quality Checks** – All errors found in the field are corrected and updated to the computers. Errors are also tallied in the computer so that error rates can be determined and documented. As this project progresses, we will have a field quality check each week for each data collector. These will be stored in a spreadsheet and delivered to SUD if requested.
- **Field Supervisors** will conduct the audits of the Field Auditors. The quality assurance field manager will ensure that trends are quickly corrected, and communication takes place between auditors and supervisors.
- **Quality Assurance** will be completed electronically where possible so that quality checks are a permanent record of the data collected. This means there will be additional fields in the Field Software web site for quality assurance.
- **Quality Assurance Information** will be tallied by week ending date and provided to the client at least monthly, preferably by e-mail. More detailed delivery procedures can be defined if required. Accuracy rates and classification of any errors will be included as appropriate.



- **Computerized Data Inventory** is almost certainly the key to collecting successful data. The following computerized capabilities of our Field Software will ensure accurate and complete data collection:
 - ⇒ All attributes can be defined with drop down lists for data entry, or as free formatted text, if required.
 - ⇒ Attributes can be defined as uneditable for SUD system information.
 - ⇒ Intra-record data verification can be defined. For example, if a joint use company is entered, the quantity of attachments must be greater than zero.
- **Symbology** is a crucial tool for our auditors in the field.
 - ⇒ Symbols can be defined for each layer to allow users to see each pole.
 - ⇒ Symbols can be set for different conditions. For instance, different symbols are used when a pole is inspected.
 - ⇒ The software has colors and shapes that can also be used to ensure the field personnel have information displayed appropriately.
 - ⇒ Basemap information can also have sizes, shapes, and colors displayed for field use.
- **System Fields and Capabilities** help us manage our data collectors and our data on a real time basis.
 - ⇒ Capabilities are included for adding and deleting data within the system. A delete field is stored throughout the Field Software system so that the deletion information will be delivered to SUD. This will serve as the exception report.
 - ⇒ The software maintains all fields necessary to load information to a Field Software web site and download it to a field computer when required. These capabilities are included so that quality control can be completed from the web site, with updated information going back to the web as required.
- **Final Inventory** is completed as each data set is completed and before it is delivered to SUD. This is an extensive process where we look for any abnormalities that may be in the data. Programs have been developed for this in the past, and we add to these programs as this project is implemented.

FIELD EQUIPMENT

IPAD PRO TABLET

iPad Pro Tablet	
Processor	Apple A10X Fusion
Hard Drive/Memory	64GB or more
Display	10.5" HD touch screen display (2224x1668) 
Communication	Wi-Fi(802.11a/b/g/n/ac), Bluetooth (v4.2)
Power Supply	AC Adapter (65W, 100-240VAC, 50/60Hz), Hot swappable Dual Li-Ion battery, 461F ready
Camera	12MP Rear/7MP Front
Operating System	iOS 10
Sensors	Compass, Magnetometer, Accelerometer, Ambient light sensor, Gyroscope, and Barometer

TRIMBLE NAVIGATION GPS

Trimble R2

The Trimble® R2 is a compact, durable GNSS receiver that provides an easy-to-use solution for GIS and survey professionals who need to collect highly accurate data in a wide range of geospatial applications. Capable of delivering between submeter and centimeter positioning accuracy in real-time to any mobile device via a wireless Bluetooth® connection, the R2 receiver gives you total flexibility to choose a solution based on the accuracy and GNSS performance level that suits your application, letting you work the way you want.

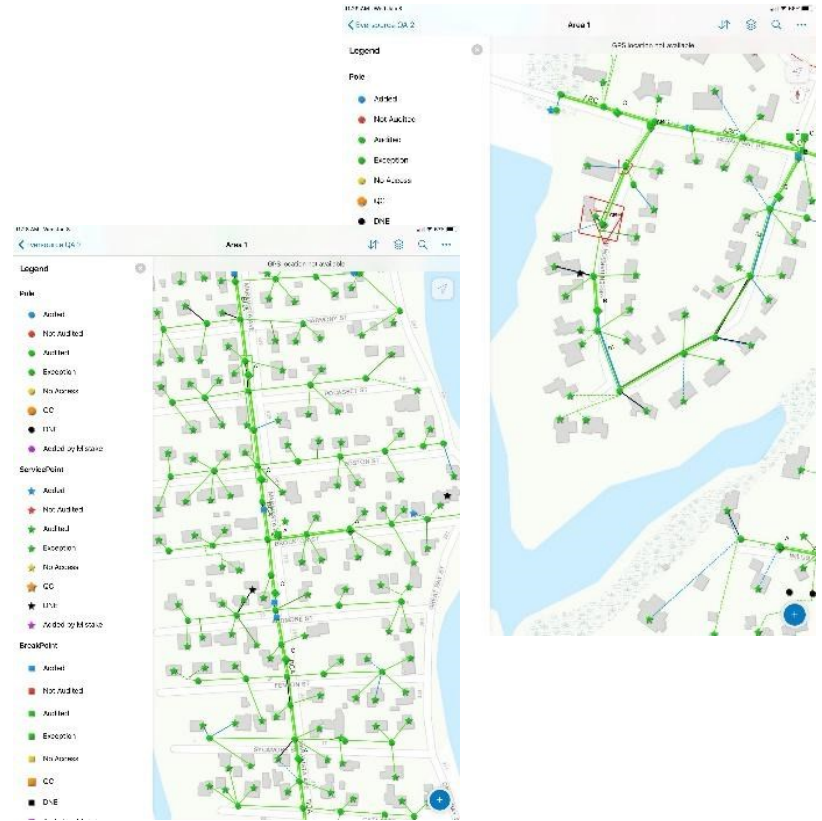
"Disclaimer—Any SUD data provided is not to be utilized as a survey product"



ESRI FIELD MAPS MOBILE DATA COLLECTION SOFTWARE

DRG's mobile data collection application is a multifaceted data collection tool that allows for the insertion of missing features using GPS as well as spatially correcting existing features with GPS. In addition to being able to collect spatial data, field Maps allows for attribute collection and feature association.

Because field maps is part of the ESRI ArcGIS platform it is designed to quickly and easily communicate with other Esri products such as ArcGIS Online and Enterprise. This means it is able to support automated and manual syncing of data between the field and office to ensure efficient data transfer.



COMPANY ATTIRE AND VEHICLES

The team outfits its field staff with the best tools to perform the work at the highest level and work as safely as possible. Below is an example of DRG team company vehicle.



DAVEY EXPERIENCE

Davey Tree's founder, John Davey, founded the company in 1880. In many of his writings, he emphasized the phrase, "Do it right, or not at all." This has become our company motto and Davey Resource Group lives by it every day.

While we work to always do things right, occasionally an issue will arise. Our attitude is that if we make a mistake, we correct it as soon as possible. We also try to never surprise a client. If we do have to surprise a client, we do it earlier rather than later.

These traits have served us well in the development of digital maps for electric utilities. Our experience includes all the aspects of field data collection, data conversion, and GIS development. Over the past twenty-five years, our personnel have developed considerable experience with field inventory projects and have established procedures that are necessary to ensure a successful project. This project will use our standard procedures and software and personnel will be assigned to various tasks specific to SUD's project. Using standard procedures and software ensures quality work is completed on time and on budget.

To the extent that a project can be completed with standard procedures, this project will build on the success of approximately one hundred fifty projects over the last 29 years.

Project Communication Plan and Production Reporting

DRG will require weekly and as needed conference calls to discuss the project schedule and issues that may arise. There will be online documents to track project progress.

DRG project management staff will deliver a weekly progress report to SUD's Project Manager by 10:00 AM EST every Monday via e-mail, regardless of whether or not work was performed, throughout the duration of the project. The report will include the following, at a minimum:

Weekly status reports are provided to SUD by the DRG field operations manager and include:

- Feeder and substation being worked on.
- Consumer complaints.

Monthly reports of work completed and work in progress include:

- Facilities collected.
- Project schedule update.
- Data delivery schedules.
- Percent work completed per feeder.
- Percent worked total project to date.

DRG works toward an industry standard accuracy rate of 97%. The DRG team uses the reports and graphs below to track various stages of the project. These reports ensure that production is being met and that we are on schedule. These reports will be available to SUD during the project. Updated schedules and productions rates will be provided once the pilot project is completed and full production mode is in place

PROJECT REPORTING EXAMPLES:

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16
Verification (Miles of CV Distribution)	0	1,445	2,889	4,045	5,201	6,646	7,802	8,957	10,402	11,558	12,714	14,158	15,314	16,470	17,364	
Percentage Complete	0.00%	8.32%	16.64%	23.30%	29.96%	38.27%	44.93%	51.60%	59.91%	66.60%	73.22%	81.64%	88.20%	94.86%	100.00%	
Verification (Joint Use Distribution)	0	332	664	929	1,184	1,526	1,792	2,057	2,389	2,654	2,920	3,251	3,517	3,782	3,960	
Percentage Complete	0.00%	8.35%	16.76%	23.46%	30.16%	38.64%	46.24%	51.66%	60.32%	67.03%	73.73%	82.11%	88.81%	96.61%	100.00%	
Verification (poles)		7200	14400	21600	28800	36000	43200	50400	57600	64800	72000	79200	86400	93600	100800	108000
Percentage Complete	0.00%	6.67%	13.33%	20.00%	26.67%	33.33%	40.00%	46.67%	53.33%	60.00%	66.67%	73.33%	80.00%	86.67%	93.33%	100.00%



DRG-XXX Weekly Report

Report Period	xx/xx/xx to xx/xx/xx
Distribute to	xxxxx
Prepared by	xxxx

Safety Report:

- All work completed safely for week ending xx/xx/xx
- No OSHA recordable incidents.
- No other incidents.
- No near misses.

Current Staff Assignments:

Name	Email	Phone	Feeder
Jesse Hughes	jesse.hughes@davey.com	xxx-xxx-xxxx	CT 1103/1105
Jay Casti	jay.casti@davey.com	xxx-xxx-xxxx	CT 1103
John Morrow	john.morrow@davey.com	xxx-xxx-xxxx	CT 1105
Leroy Manivong	Leroy.manivong@davey.com	xxx-xxx-xxxx	CT 1103
Daniel Tarasi	Daniel.tarasi@davey.com	xxx-xxx-xxxx	CT 1105
Roland Pratt	roland.pratt@davey.com	xxx-xxx-xxxx	CT 1103 TR

Project Metrics:

- Features mapped this week = 1,261 *Note this number is based on GPSed features (Poles)
- Features mapped to date = 21,600 *Note this number is based on GPSed features (Poles)
- Action Items



DRG-XXXX Weekly Conference Call Agenda xx.xx.xx

Client Team:
DRG Team:

Weekly Production Summary

Safety
Ckts in Mapping:
Ckts in QC:
Ckts in Delivery:

Data Collection Status

- Features mapped this week = xxx *Note this number is based on GPSed features.
- Features mapped to date = xxx *Note this number is based on GPSed features.
- Deliveries this week: xxxxx

Discussion Items:

- 1.

Action Items

- 1.

Schedule Status

Questions/Additional Items

Client team:
DRG team:



SAMPLE STATUS REPORT

DRG uses the reports and graphs below to track various stages of the project. These reports ensure that production is being met and that we are on schedule. These reports will be available to SUD during the project. Updated schedules and productions rates will be provided once the pilot project is completed and full production mode is in place

ISSUES TRACKING AND MANAGEMENT

The following items, at a minimum, will be provided to SUD by the DRG Project Manager for project reporting:

- Weekly status reports that include accomplishments for the reporting period, tasks for the upcoming reporting period, action items, and key management concerns.
- Monthly executive reports summarizing the month's activities, raises current concerns, and tracks plan versus actual progress.
- Circuit status reports.
- Project schedule.
- Resource assignment.
- Implementation, planning and coordination.
- Data delivery and system integration activities.
- Data acceptance and testing.
- Migration and circuit cutover planning.

CHANGE CONTROL

Our experience has been that the best approach to change and change order management is to have clearly defined objectives and goals for the project. As long as the goals and objectives can be clearly stated by the SUD and DRG, change management should remain a lesser concern. Because this is a major project, however, change management will be addressed. Our plan is to identify change requirements early in the project and bring them to SUD's attention as soon as possible. We would prefer to address change issues during the pilot or earlier rather than address changes when a significant portion of the project is complete. We will also keep a database or log of all change processes.

PROJECT DEFINITION AND CLARITY

Our experience indicates that a sharp and specific project scope leads to a successful project. A clear project definition leads to a concise project that meets the needs of everyone involved. While SUD has provided a good start on defining the project scope, there will be further substantive discussions to define and firm up expectations. Additional details will require attention by DRG and SUD managers together. The project startup meetings can last longer than expected, however this process has proven to be valuable in running smooth successful projects with less surprises for either DRG or SUD. Communication will be key throughout the project and especially during the startup process to ensure that expectations are clear and concise for all parties involved.

WEEKLY STATUS REPORTS

Weekly status reports are provided to SUD by the DRG field operations manager and include:

- Feeder and substation being worked on.
- Consumer complaints.

Monthly reports of work completed and work in progress include:

- Facilities collected.
- Project schedule update.
- Data delivery schedules.
- Percent work completed per feeder.
- Percent worked total project to date.

DRG works toward an industry standard accuracy rate of 97%.



SECTION 5- SUCCESSFUL EXPERIENCE AND QUALIFICATION OF STAFF

Davey Resource Group offers SUD access to several closely related services in the utilities industry. The breadth of allied services offered by Davey Resource Group and The Davey Tree Expert Company is unique to our proposed solution when weighed against the capabilities of most consultant or engineering services firms. This access gives SUD considerable assurances of scalability and flexibility if program demands evolve or increase.

The inventory project at SUD will assist in improving the infrastructure integrity by capturing all data required to provide a highly accurate ESRI Geometric Connectivity Model. DRG makes a commitment to our customers like SUD to staff projects with full time Davey employees. These employees are ingrained in the Davey Culture and have a strong work ethic and most importantly have a desire to work safe and efficient. DRG as a part of the Davey Tree Expert Company has access to employees from many other divisions in the case of a large-short term project, which most IOU related projects fall into that category.

DRG has focused on becoming an integrated utility services company that focuses on assisting our utility clients with services covering all aspects of the business, from storm related field services, data collection and systems maintenance (GIS and mapping) to make ready engineering, facilities inspection, process management, construction, and maintenance

An effective project is built on defined job roles held by individuals with specific skills, training and assignments who each understand their roles and where they fit in the overall process. While individuals may specialize, the goal is to provide a career path that allows individuals to assume more responsibility for the overall process as they gain experience. The exact shape of the organization will be determined by the tasks and tools that are employed in the program. For the SUD inventory project, there will be an emphasis on staff with electric distribution background. The team listed below will be the core of the management and operations team that will oversee the goals and production of the SUD Inventory.

KEY PERSONNEL

PROJECT DEVELOPER AND CLIENT SATISFACTION

TOMMY MALONEY | SENIOR PROJECT DEVELOPER

Tommy Maloney designs field data collection and engineering projects for DRG's clients in the U.S. He has over 28 years of experience successfully deploying large, technically complex projects throughout the United States. His focus in the utilities industry has been on GIS deployments, joint use and attachment audits, and third-party attachment application processes. Tommy holds a bachelor's degree in Planning and Development from University of West Georgia. He lives near Atlanta Georgia.

FIELD OPERATIONS KEY PERSONNEL

STEVEN JOHNSTON | VP REGIONAL OPERATIONS

With over 31 years of experience in all aspects of asset management services. Steven has successfully managed and coordinated efforts with hundreds of utilities across the county that include, Storm Response Services, Make Ready Engineering, Construction, field data collection and processing services, Steven has direct oversight of Asset Management joint use audit, field inventory / verification, and make ready engineering services provided by DRG throughout the United States. He has additionally designed and implemented projects in South America and Bermuda. Steven received his Bachelor of Science degree in Geography from the University of Georgia in 1989.

JOE HAWBAKER | ACCOUNT MANAGER

Mr. Joseph Hawbaker joined the Davey Resource Group in 2014. Armed with a B.S. in Geography, concentrating in GIS, he started as a Utility Systems Technician working on Pedernales Electric Cooperative in Central Texas. Throughout his six-year tenure, Joseph has worked on electric systems for many clients, providing solutions from verifications & inventories to pole loading & MRE to underground locating & inspections. This has left him intimately familiar with electric systems, and he continues to apply this knowledge as he's grown into his current role of Account Manager. Joseph joined the Consumers Energy team in February of 2016 at the start of the High Voltage Distribution pole inventory. After transitioning to the Electric System Model Enhancement project, he led the field resources during the transition from personal geodatabases to ArcSDE in early 2017. This leadership role continued to develop over the next year, and he was promoted to Account Manager in July of 2018.

KENNETH COFFELT | PROJECT MANAGER

Kenneth Coffelt joined Davey in 2015. Kenneth is a project manager with a variety of work experience, including GPS/GIS field inventories, Utility Safety Inspections, and AMR meter installations, and storm response efforts. His previous clients include Houston County Electric, Upper Cumberland EMC, Baldwin EMC, Southeastern Electric, and Mount Wheeler Power. Kenneth has more than 15 years of experience in the utility industry. He is a American Red Cross certified Safety Trainer in First Aid, CPR, and AED. Kenneth coordinated the crews and worked with IOU's, municipal and Cooperative clients. Kenneth excels in team management and client communication.



GIS KEY PERSONNEL

CLINTON MCFALL | REGIONAL GIS MANAGER

Clinton McFall is a Regional GIS Operations Manager at Davey Resource Group Inc. He studied Geographic Information Systems (GIS) & Information Technology (IT) at Kennesaw State University. Prior to graduation, he began his career working in the public sector for a local government organization. As he progressed in his career, he found his calling in leading teams, developing workflows and Enterprise GIS solutions that push the boundaries of the technology and leverage the organization's resources. Clinton has 7 + years of experience in the GIS industry; his specialty is centered around GIS architecture, systems integration, and designing organic workflows that maximize efficiency.

CARLA WALDRON | PRODUCTION MANAGER

Carla Waldron is a Production Manager at the Davey Resource Group Inc. She has been with DRG for over 22 years and completed her Master's Degree in Geography/GIS at Georgia State University in 2005. Carla's experience includes managing all aspects of asset management projects - specifically for Electric Utilities. Carla's GIS experience includes an extensive knowledge of the ESRI ArcGIS Platform, AutoCad, NISC, ArcFM, Futura and Windmil. In her current role, Carla oversees the planning and tracking of projects from initial project budget, through project award and production to final reconciliation of data and project close out.

TIM GAUNT, GISP | GIS IMPLEMENTATION MANAGER

Timothy Gaunt serves as the GIS Implementation Manager at the Davey Resource Group Inc. He studied Geographic Information Systems (GIS) and Information Technology at the University of North Georgia (Formerly Gainesville State College) and completed a BS in Environmental Spatial Analysis with an IT Emphasis. He has 15+ years of experience designing, implementing, managing, and supporting GIS and IT solutions for a wide array of organizations including public utilities, local governments, private companies, and nonprofits. He leads the team of GIS Solutions Architects that design, implement, and maintain the technology solutions leveraged by the DRG Asset Management Teams.

BRANDON LEWIS | GIS PRODUCTION MANAGER

Brandon Lewis has a diverse background managing complex asset management projects for large scale telecommunications and power distribution companies. His formal education included the study of geographic information systems and information security from Kennesaw State University.

SECTION 6 - DRG REFERENCES

Below is a list of contacts that have been delivered services similar to those requested by SUD. Following are individual projects selected to demonstrate the capability of Davey Resource Group to provide Field Inventory Services and data delivery in ESRI Format. Additional references can be provided upon request.

CURRENT UTILITY NETWORK CLIENTS

Client/Utility Name	Client Contact Name	Client Contact Phone Number	Contact e-mail
City of Milford Delaware	Anthony Chipola Electric Director	302.422.1110 ext 1137	achipola@milford-de.gov

TEXAS CLIENTS: THESE ARE JUST A FEW RECENTLY COMPLETED OR IN PRODUCTION PROJECTS:

Client/Utility Name	Client Contact Name	Client Contact Phone Number	Contact e-mail
Greenville Utility Electric System, TX	Zack McDonald Engineering Manager	(903) 457-2812	zmcdonald@geus.org
Lubbock Power and Light	Jeff Baker GIS Data Services Manager	(806) 775-2560	jbaker@mail.ci.lubbock.tx.us
Houston County Electric	Kathy Calvert General Manager	936-852-7237	kcalvert@houstoncountyelec.com
Austin Energy	Phillip Higgs	(512) 322-6160	Phillip.higgs@austinenergy.com
CPS Energy	Bob Strachan Manger of GIS Services	210.353.2585	rdstrachan@cpsenergy.com
Pedernales Electric Cooperative	John Tillery GIS	830-868-6319	john.tillery@peci.com



OTHER TEXAS CLIENTS

- Bandera Electric Cooperative
- Comanche Electric Cooperative
- Texas New Mexico Power
- Hilco
- South Plains
- Navasota Valley Electric
- Kerrville PUB
- Lighthouse Electric Cooperative
- United Cooperative Services
- Oncor
- CenterPoint
- Trinity Valley Electric
- Rio Grande Electric

SECTION 7 – PROJECT COSTS

Electric Distribution Asset Payment Schedule:

Deliverable / Service	Pricing				Notes
	Quantity	Unit	\$/Unit	Price	
Inventory OH, UG, and Meters	16,794	Pole/Pad/ Meter	\$10.69	\$179,576.43	Collect all Poles, Pads, and Meters with associated conductors & equipment per the RFP. Underground lines will be drawn straight line between connected features.
Inventory Substation	4	Substations	\$265.51	\$1,062.02	Document the presence of: <ul style="list-style-type: none"> • Transformers • Circuit Breakers • Disconnect Switches • Switchgear • Protective Relays • Capacitor Banks • Busbars • Regulators • Isolators • Control Panels • Pictures of all equipment
Tagging OH & UG	6,894	Tags	\$1.28	\$8,817.97	Price per tag to apply a 1 - nail tag to each pole and document tag number in the attribute data of the related pole. Tags & nails & stickers provided by COS.
Open UG Equipment	1,279	UG structures	\$32.98	\$42,175.09	Price per UG EQ opened. Base inventory price also applied to these features.
iPad Pictures	16,794	Photos	\$0.82	\$13,778.13	Price per picture for 3/4 pole top picture to assist in quality control of the data and visual display of attributes.
Nameplate Pictures	1,750	Photos	\$7.96	\$13,933.97	Picture of equipment nameplates charged per photo
Hourly Field Rate	0	Hours	\$79.99	\$0.00	Hourly rate in the instance that personnel is asked to be on standby for issues found in the field such as safety hazards.

SECTION 8 - SAFETY

The DRG team is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, we have implemented a comprehensive Safety and Loss Prevention Program. It is designed to prevent workplace accidents, injuries, and illnesses. This Program is an Industry Best Safety program called “The Road to Zero.”

The Company’s goal is attaining Zero accidents through consistent reduction of accident frequency per 10,000 labor hours. DRG’s Safety and Loss Prevention Program is a commitment to ensuring that all employees understand the key role that they play in achieving these objectives. The primary purpose of the program is to ensure the safety and health of our workers, provide a safe and healthful work environment, and protect property from damage.

To ensure the safety of all personnel that will be performing work on the SUD project, DRG will additionally define project specific safety requirements that will assist in meeting this goal. In addition, strict adherence to our Fire Safety Plan will be a critical part of our approach. These values are something that we strive for our employees to not only maintain on the job, but something that is internalized as part of their daily lives.

DRG maintains a complete Safety Manual that can be provided to SUD upon request. (This document is more than 200 pages in length, so addition here was not practical).

Any instance where personnel safety becomes an issue, our HTA (Hard to Access) pole approach will be utilized. In severe cases, SUD may be requested to provide security or personnel to assist in access.

For personnel in remote locations, the team has implemented the following procedures (these safety protocols are in addition to all standard safety protocols):

- Any personnel entering an area of inconsistent communications will coordinate call in/out times with immediate supervisory personnel.
- Supervisors will clearly identify daily all locations that may require these procedures.
- Supervisors will coordinate with SUD staff responsible for each local area to understand any specific safety hazards that may be present.
- Any person not contacted within two hours of identified time will be reported to supervisor for an escalated approach.



PERSONAL PROTECTIVE EQUIPMENT

A key component of preventing incidents is visibility and proper planning. Each employee will be clearly visible and identifiable to the public (see image at right). Proper attire is required at all times after exiting the vehicle. This includes full length pants (jeans are not acceptable), boots above the ankle, DRG approved shirt, and proper identification. DRG data technicians will have in his/her possession and wear the following personal protective equipment (PPE):



- Class III Safety Vest – While in the field, personnel will wear Class III safety vests any time work is being performed outside of the vehicle. This vest is worn due to the high visibility needed when working in close contact to heavy traffic and approved for use based on ANSI 107-2004.
- Hard Hat – While in the field and outside of the vehicle, personnel will wear Company issued hard hat that meets ANSI Z89.1, 2003, TYPE I, Class “E” & “G” standards.
- Safety Glasses – While in the field and outside of the vehicle, personnel will wear company supplied eye protection at all times. This eye protection meets OSHA standards for eye safety.
- Field Employee Communications – All personnel have cell phones and can be contacted where service allows. When an individual enters a known area that has no reliable communication options, we will use a “call in/call out” procedure, meaning each auditor will touch base with their direct superior upon entry and exit from these areas. Cell phone contact lists will be used as the primary tool for contact during emergencies. The Project Manager has an updated list of these contacts always. Each employee will call their direct Supervisor at the end of every work day upon returning from their respective field location as an added safety measure.

SAFETY TAILGATES

DRG supplies all field personnel with monthly Safety Tailgates which are supplemented with additional Asset Management specific tailgates as needed. These tailgates are held weekly with field personnel as part of the ongoing DRG and OSHA safe work practices and training requirements.

JOB BRIEFINGS

To avoid accidents on the job site, DRG auditors will plan and communicate with one another. Personnel participate in ongoing job briefings in compliance with DRG and OSHA safe work procedure requirements. Ongoing discussions as part of the job briefing:

- Error precursors observed during field visits.
- Practical steps in job completion.
- Potential on the job hazards.
- Action steps to avert the associated on the job hazards.
- Active encouragement of crewmembers to participate in job briefing.
- Answer all questions thoroughly and be certain that crew members who ask questions understand the answers.

All crewmembers must understand how to complete their part of the job assignment safely. They are not allowed to start a job until supervising personnel are assured this is the case. The term “job briefing” has been introduced in recent years; however, evaluating, planning and communicating have long been part of a DRG coordinator’s responsibilities and daily activities. Job briefing remains one of our primary tools for on the job hazard identification, training and accident prevention.

DRG DEFENSIVE DRIVING

The DRG Defensive Driving Course (DDDC) is a key element of our driver safety education program. The goal of DDDC is to help you to defend yourself on the road, avoid collisions, and adjust driving to unpredictable conditions and, most importantly, how to save your life and lives of others through safe driving. Each driver is trained through the DDDC on a bi-annum basis.

FIRST AID/CPR

This DRG First Aid Course is designed to provide first aid training specific to the DRG employee. The level of training provided by DRG is intended to meet the requirements set forth by the Occupational Safety and Health Administration (OSHA) and be comparable to standards set by the American Red Cross. All DRG vehicles are equipped with company supplied First Aid kit and 2.5 lbs. ABC fire extinguisher. All field employees are trained in the full DRG First Aid Course every two years and in CPR every year.

HAZARDOUS MATERIALS TRAINING

DRG’s Hazard Communication (HazCom) Standard Training Program is provided to field operations. The Program consists of eight written sessions, a video, and a Session #1 Test. DRG’s HazCom is united with Department of Transportation (DOT) Hazardous Materials Law HM-126F to form a HazCom and HazMat compliance package. To achieve compliance, employees are educated in the components of the Occupational Safety and Health Administration (OSHA) standard and trained in safe hazardous materials usage, handling, and transport. Each employee is certified as being trained in HazCom and HazMat by a valid and certified Instructor/Trainer. DRG’s monthly Safety Tailgates provide continuing education and training under the OSHA standard. All field employees are trained in the HazCom program on a two- year basis.

ELECTRIC / COMMUNICATION DISTRIBUTION IDENTIFICATION

Each DRG field technician is trained in the identification of electrical and communication distribution equipment in the classroom and field environments. Each DRG field technician is trained in the identification of electrical distribution hazards as well as minimum approach distances. Stray Voltage training is also provided, to ensure that contact with unnecessary facilities are avoided, unless strictly described by the scope of work.

VEHICLE INSPECTION

Each DRG driver inspects his vehicle daily before its first use and the vehicle surroundings before movement (after being parked).

TEMPORARY TRAFFIC CONTROL

Each DRG field technician when parking a vehicle will use at a minimum the 3-cone taper traffic control system.

COMPANY ATTIRE AND VEHICLES

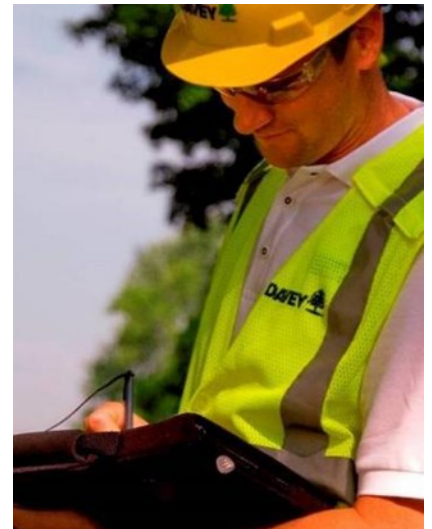
The team outfits its field staff with the best tools to perform the work at the highest level and work as safely as possible. Below is an example of DRG team company vehicle.

Report Dangerous/Hazardous Field Conditions Patrol Inspection

DRG will report observed dangerous/hazardous field conditions to SUD. “Urgent” field conditions are those occurrences where equipment or structures are broken or negatively impacted by an outside force (e.g., tree limb on conductor, broken crossarm, wire down, wire laying on a crossarm)

When an “urgent” field condition is discovered, DRG will:

1. Immediately call the SUD representative and report the problem. All DRG personnel will have the contact information of the SUD representative.
2. Within 24 hours, DRG will submit an “urgent” field condition report to the SUD representative.
3. The “urgent” field condition report will accurately describe the nature of the dangerous condition and precisely identify its location. The report will also state the name of the person who discovered the condition and his contact information.
4. DRG will keep a log of all “urgent” reports submitted to SUD.
5. SUD and DRG will define the “urgent” conditions during project startup. They will include items such as:
 - Large tree limb on primary conductor.
 - Primary conductor off its insulator.
 - Primary conductor laying on crossarm/bracket.
 - Floating conductors.
 - Broken crossarms or braces.



DAVEY PERSONAL EXCELLENCE

Davey Personal Excellence (DPE) is more than a safety initiative. It is a distinct way of thinking and behaving that helps reduce human error and organizational conditions that create situations where error is likely to occur. When applied to safety, DPE is designed to identify and mitigate these situations that greatly increase the risk of incidents. The overwhelming majority of incidents are caused or triggered by human error.

DPE is adapted from Human Performance Excellence principles that were developed in response to critical organizational incidents in the nuclear power and commercial aviation industries. These five principles are not safety specific. They apply to every aspect of the Davey Mission. “Always deliver a superior tree, landscape and environmental service experience to every residential, utility, commercial and government client.” The success of our mission depends on four key values of our culture: our safety, the quality of our service, our productivity and the client experience that we face every day.

DPE PRINCIPLES:

- *People are fallible, even the best make mistakes.* It is important to understand we cannot eliminate all errors. We can, however reduce the frequency and impact of errors.
- *Situations that are likely to result in error are predictable, manageable and preventable.* Things like time pressure, distractions, stress and poor communications skills are error precursors that can create situations ripe for error to occur. Enhanced awareness of error precursors allows us to adjust behaviors and conditions to reduce the likelihood of error.
- *Individual behavior is influenced by organizational pressures and values.* Our Espoused Values are tested every day against our Values-in-Use. Any gaps between our espoused values and values in use put our mission at risk.
- *People achieve high levels of performance based largely on the encouragement and reinforcement received from leaders, peers and subordinates.* High performance cannot be achieved without discretionary effort (effort beyond the minimum we need to get by). This is a key leadership concept. People cannot be threatened or punished into providing discretionary effort. Discretionary effort can only be elicited by encouragement and positive reinforcement of desired behaviors.
- *Incidents can be avoided by understanding the reasons mistakes occur and applying lessons learned from past incidents.* A key component of high performing organizations is a “Just Culture” or “and atmosphere of trust in which people are encouraged, even rewarded, for providing essential safety related information, but in which they are clear about where the line must be drawn between acceptable and unacceptable behavior.”

Safety is created every day by people negotiating between safety and the other values of our organization in actual operating conditions. Davey Personal Excellence is about leadership and helping people make good decisions in all of our offices and all of our job sites.



DRG COVID-19 PREPAREDNESS PLAN

There is no higher priority for our company than the safety of our clients, employee- owners, and the communities we serve.

Like most organizations, we have been closely monitoring the evolving situation with COVID-19 and its potential safety impacts. To keep you informed, we wanted to share the steps we have taken in order to ensure the health and safety of those in our care:

- We have activated Davey's Pandemic Preparedness Plan. The Plan provides for preparedness coordination through our COVID-19 Action Team, employee and client communication, infection control measures, and business continuity planning. This includes implementing Davey best practices developed in other emergency response situations such as severe weather events, invasive pest infestations, etc. Davey's COVID-19 Action Team is meeting frequently to assess and address the situation.
- We are actively monitoring developments and following the guidance from local authorities, the Centers for Disease Control (CDC), the World Health Organization (WHO), and other relevant government agencies and health experts.
- We are communicating frequently with all employees on this topic, providing them with guidelines issued by health authorities and links to the latest CDC information. We will continue to inform and update employees as the situation evolves.

In addition, we have taken the following corporate actions at this time:

- We have provided employees with travel guidelines, including restricting non- critical travel and following CDC recommendations with respect to Level 3 Travel Advisory locations.
- We have developed a corporate program to provide employees with additional compensated time off should they become sick or quarantined with COVID-19 or need to care for infected or quarantined family members.

While we do not anticipate any service disruption and have proactively taken steps to prevent it, we believe that transparency is critical during times of uncertainty. As such, we will communicate with you immediately should circumstances change, both directly and via updates to the company website. If you have questions, please contact your Davey representative or contact us at info@davey.com.

Thank you for your trust in Davey. Since 1880, we have weathered many storms, and we are prepared to support our clients, employee-owners and the communities we serve during this outbreak.

PANDEMIC DISEASE PLAN COORDINATOR

In order to ensure efficient and prompt response to disease issues and their impact at the workplace, Davey has assigned General Counsel (Erika Schoenberger) to function as the Pandemic Disease Coordinator should the Plan be activated. The Coordinator is responsible for, among other things, initiation of Command Staff and ensure the Pandemic Preparedness Plan, as well as directives by federal, state, and local agencies, including the Center for Disease Control and World Health Organization, are monitored and implemented.

ASSUMPTIONS

Because pandemic disease may spread rapidly and easily from person to person, our business may be impacted by absenteeism. Similarly, we could be impacted by sub-contractors, vendors and other partners facing the same high absentee rates, potentially limiting our ability to provide essential components to maintain daily operations.

The following are essential/critical components of Davey business that could be impacted and should be addressed as needed. Recognize that a pandemic includes:

- Absenteeism - Employees may not be willing to or able to come to work.
- Healthcare services not being available.
- Schools, churches and other public places having restrictions on gatherings.
- Travel restrictions – impacts on business travel, in-person meetings, and other logistics.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee employees supporting those transportation means.
- Essential services around utilities, food distribution/access and other systems may not be at “normal levels”; access to cash flow could be tight.
- If any, immediate or imminent impacts from financial system volatility.

EFFECTIVE INTERNAL/EMPLOYEE COMMUNICATION PROCEDURE

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared. A specific communications plan will be developed and modified as appropriate for the specific outbreak.

Timely risk communication is critical to inform employees regarding changes in the pandemic status. Davey will form an Action Team made up of at least the below individuals, or an appropriate delegate, to coordinate Davey’s response.

- We are committed to provide continuous updates through internal & external communications when a pandemic is imminent:
- Notification to employees of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Ensure customers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

We will use safety alerts, email, and other modes of communication to our employees. The use of the company website also will serve as a portal for sharing information with employees and vendors, as the situation requires.

EXTERNAL CLIENT COMMUNICATION PROCEDURE

A specific communications plan will be developed and modified as appropriate. As part of that plan, Davey will notify key contacts including both customers and suppliers in the event an outbreak has impacted our ability to perform services. This procedure will include notification to customers and suppliers when operations resume. If an outbreak impacts our ability to provide services, a customer or regional specific action plan will be developed to coordinate additional resources, communicate to impacted customers, and otherwise manage the impact.

BUSINESS CONTINUITY PLANNING

The following business continuity plan will take effect should Davey experience significant absenteeism or changes in business practices are required so that Davey business operations can be effectively maintained. This includes implementing Davey best practices developed in other emergency response situations such as severe weather events, invasive pest infestations, etc. Davey's Pandemic Action Team is meeting frequently to assess and address the situation.

ACTION TEAM:	
President/CEO (Pat Covey)	Directs all aspects of the response
Communications (Sandra Reid, Jennifer Lennox, Scott Hyland)	Creates and releases upon approval from the CEO information to employees, customers, media, and other stakeholders.
Service Line Leadership (Executive Vice Presidents)	Responds to customer concerns, maintains relationships with other outside organizations
Safety Manager (Joe Tommasi)	Monitor and advise Action Team on health agencies, government and other governing bodies' guidance. Ensures the safety of all persons involved with the pandemic
HUMAN RESOURCE SECTION:	
Human Resource Administration (Anna Davis)	Initiates and manages ongoing employee and internal administrative issues throughout a pandemic
LOGISTICS SECTION:	
Purchasing/Inventory/Facilities Manager (Craig Holcomb, Molly Senter)	Meets the goods, services, and site needs of the operation during the pandemic
IT Systems Coordinator (Greg Dykes)	Preparations for system stresses, enabling remote operations, and following any disaster recovery plan, as needed.
Coordinator/Legal (Erika Schoenberger)	Organizes and assists with direction for Action Team, provides legal guidance as needed.
FINANCE SECTION:	
Finance Section (Joe Paul)	Monitors all expenditures and ensures fiscal resource availability during the pandemic



WORK AT HOME OR STAY AT HOME POLICY

Flexible work policies should be enacted where possible. Employees will be encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools are closed, without fear of reprisal. Tele-commuting or other work-at-home strategies should be developed where possible. Policies related to leave and other considerations will be reviewed by Action Team, as needed.

INFECTION CONTROL MEASURES

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing and use of hand sanitizers should be encouraged by Davey supervision. As available, hand washing facilities, hand sanitizers, tissues, hand soap and disposable towels will be provided by Davey.
- Employees are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.
- Travel restrictions – review of health authorities' guidance and consider limiting non-essential business travel, large group meetings, and conferences. Limiting large or crowded gatherings of personnel if an outbreak or increased level of disease is in progress. –
- Social distancing including work schedule flexibility and decreasing the possibility of contact by limiting large or close contact gatherings should be considered.
- Equipment and/or working surfaces shall be cleaned periodically. Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.

Our employees will be directed to take the following or other guidance as provided by health authorities for infection control measures which may include:

- Avoiding close contact with people who are sick.
- Covering your cough or sneeze with a tissue, then discarding the tissue in the trash.
- Avoiding touching your eyes, nose and mouth.
- Cleaning and disinfecting frequently touched objects and surfaces.
- Staying home when you are sick, except to seek medical care.
- Wash your hands often with soap and water for at least 20 seconds.



PROCESS FOR IMPLEMENTING LESSONS LEARNED FOLLOWING A PANDEMIC EVENT

Following a pandemic event, the Pandemic Disease Coordinator will lead a leadership review of the plan to identify learning opportunities and take action to implement any corrective strategies for future events.

Following the event, employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

Record of Signing

For

Name **Steven C. Johnston**

Title **Regional Vice President, Utility Asset Ma...**



Signed on 2024-01-11 15:12:27 GMT

Secured by Concord™
DocumentID: Y2NjOWQxODUtYz
SigningID: N2UyODdjYjgtMG
Signing date: 1/11/2024
IP Address: 40.128.76.224
Email: steven.johnston@davey.com



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