

--STATE OF NORTH CAROLINA--
DEPARTMENT OF TRANSPORTATION
RALEIGH, N.C.

REQUEST FOR QUALIFICATION

Managing Obstructive Vehicles Efficiently (MOVE) Heavy Towing Program

December 3, 2012



INTRODUCTION

In an effort to minimize the potential personal injury and/or economic loss associated with disruptions to the regular flow of traffic, the North Carolina Legislature passed General Statute 20-161(f) authorizing the immediate removal of vehicles and/or property which interfere with the regular flow of traffic or otherwise constitute a hazard on the State highway system. This portion of the legislation, referred to as "Quick Clearance", will now be known as Managing Obstructive Vehicle Efficiently (**MOVE**) and will be activated primarily when there is a need to remove large scale vehicles (Commercial Motor Vehicles) from the road. **MOVE** is a cooperative agreement between the N.C. Department of Transportation (NCDOT) and select towing and recovery companies within the state that meet minimum qualifications as outlined in the Cooperative Agreement that will be executed between the NCDOT and each Tower wishing to participate in the program.

PROGRAM DESCRIPTION

When a major incident occurs, **MOVE** can be activated upon concurrence of the responding law enforcement agency and the NCDOT. At that time the appropriate pre-qualified Tower for the zone in which the incident has occurred will be notified by NCDOT. Once the Tower receives notification from NCDOT, the time required for them to respond begins according to performance measures as described below.

MOVE activation can be utilized during one of two possible scenarios.

1. An incident occurs that does not seem to present any special challenges and therefore a Tower is called from law enforcement's rotation list. Once on scene, it becomes apparent that the site conditions are more challenging or require equipment and/or skills that the on-scene tower does not have.
2. Upon arrival, it is obvious to both law enforcement and the NCDOT representative that the incident is severe enough to justify **MOVE** activation. These scenarios will typically involve the need for heavy towing and recovery of large vehicles that have overturned or present other unique challenges.

PROGRAM QUALIFICATIONS

In order to participate in **MOVE**, Towers must meet minimum qualifications in regards to both equipment and personnel.

MOVE Program Required Special Equipment

In order to participate in the **MOVE** Program, the Tower must have the following required special equipment available for use at all times:

1. Rotator (**40** Ton minimum)
2. Two additional **30** Ton Wrecker Units (Hydraulic)
3. Landoll or Hydraulic Tilt Trailer with Tractor
4. Support Unit with Equipment
5. Trailer Dollies
6. Wheel loader, Backhoe or Skid Steer



7. Digital Camera

MOVE Program Certified Personnel

In order to participate in the **MOVE** Program, the Tower's personnel must have the required skills for managing the removal of large scale vehicles and meet the following minimum criteria:

1. A minimum of **five (5)** years of experience with large scale vehicles in the towing industry (Owner and Operations Manager).
2. **All** response personnel are trained on current towing methods for all vehicles including large scale vehicles.
3. A minimum **five (5)** person response team for services.
4. Provide and maintain a minimum **\$1 million** Liability Insurance Policy while participating in the **MOVE** Program.
5. All response team and management personnel attend NCDOT provided Incident Management Training on an annual basis.

PROGRAM PERFORMANCE MEASURES

In order to participate in the **MOVE** Program, the Tower must meet or exceed the following performance measures.

1. The Tower's response team is required to be on scene within **60** minutes of a **Request for Service** by the NCDOT.
2. The Tower's response team is required to **clear the road** within **120** minutes from the **Notice to Proceed. Roadway** clearance time is based on when travel lanes are confirmed clear. **Incident** clearance time is based on when all first responders have left the scene. **Towers are measured on Roadway clearance only.**
3. The Tower is required to record times for **Roadway Clearance Measures** by capturing digital images of the beginning, middle and end of incident by utilizing a digital camera that can time and date stamp each image
4. The Tower will be required to serve on the **MOVE Towing Review Board (MTRB)** during enrollment in this program. The Tower representative on the Board will rotate on an annual basis.
5. The Tower is required to attend all **Incident Management Team** meetings in their assigned area and all **After Action Review (AAR)** meetings.

Failure to meet the minimum performance measures will result in the Tower having to appear before the **MOVE** Towing Review Board (MTRB) to explain why they were unable to meet the specified performance measures and open the roadway to traffic within the specified time frame. Failure to meet the specified performance measures by the Tower or to provide sufficient justification of why the performance measures were not met can result in them being removed from the **MOVE** program.

PROGRAM LOCATION

MOVE zones will only exist in counties where there is currently an Incident Management Assistance Patrol (IMAP) operating and on select portions of I-95 as outlined in the table below.



MOVE zones will be established that will provide coverage of all of the routes below. One Tower will be assigned primary responsibility of each zone and they will be responsible for responding to all **MOVE** activations within their zone. Tower from neighboring zones will have secondary responsibility for zone coverage should the primary Tower be unable to respond in a timely manner as called for in the performance measures. Reasonable allowances will be made on a case by case basis for initial response time performance measures for towing and recovery companies from secondary zones. Listed below is a list of the initial **MOVE** locations. New locations may be added as the program grows.

MOVE REGION	ESTIMATED MILEAGE
TRIANGLE	108
TRIAD	281
METROLINA	237
MOUNTAINS	140
I-95	180

APPLICATION PROCESS

To be considered for participation in **MOVE**, the Tower must complete and submit a **MOVE** application. If a Tower is removed from the **MOVE** program for not meeting the Performance Measures, then they must re-apply to be reinstated.

MOVE will operate on a yearly cycle. Once a cycle begins, no new towing and recovery companies will be added to the list until the end of the current cycle. Towing and recovery companies may submit applications at any time during the last six months of a program cycle for consideration and approval for the upcoming cycle.

ALL Applications are due by December 17, 2012.

Email completed applications to MOVE@ncdot.gov by **December 17, 2012** or

Mail completed applications to:

North Carolina Department of Transportation
 c/o **MOVE** Heavy Towing Program
 1533 Mail Service Center
 Raleigh, N.C. 27699-1533

Mailed applications must be postmarked by **December 17, 2012.**

PROGRAM DURATION

Once qualified, a Tower will be allowed to participate in **MOVE** for as long as they are in good standing and meet the performance measures of **MOVE**.





MOVE HEAVY TOWING PROGRAM APPLICATION

Participation in the Managing Obstructive Vehicles Efficiently (**MOVE**) Heavy Towing Program means that a Tower has met all of the minimum prerequisites as outlined in the signed Cooperative Agreement and has the necessary equipment, personnel and experience required to participate in the **MOVE** Heavy Towing Program and therefore respond to qualifying large-scale incidents on the interstate.

To participate in the **MOVE** Heavy Towing Program, the Tower must:

- Own and maintain all required equipment
- In the heavy duty towing and recovery business for a minimum of Five (5) years prior to applying
- Meet all Training and Certification requirements
- Have the ability to meet response and clearance time requirements
- Completely fill out the attached **MOVE** application
- Agree to the terms and conditions included in the **MOVE** Cooperative Agreement
- Attend all Incident Management Team meetings in their area and all After Action Review meetings in which they were involved in the incident being addressed
- Attend NCDOT provided Incident Management Training on an annual basis

The application process for participation in **MOVE** includes the following steps:

- NCDOT reviews applications for completeness
- Applications are qualified based on **MOVE** specifications
- NCDOT conducts on-site inspections of equipment, facility, and staff to ensure compliance
- Open enrollment for **MOVE** is every year and the enrollment period lasts for thirty (30) days

ALL Applications are due by December 17, 2012.

Completed applications can be emailed to MOVE@ncdot.gov by **December 17, 2012** or

Mail a completed application to:

North Carolina Department of Transportation
c/o **MOVE** Heavy Towing Program
1533 Mail Service Center
Raleigh, N.C. 27699-1533

Applications must be postmarked by **December 17, 2012.**

Participation in the **MOVE** Heavy Towing Program is voluntary and at the discretion of NCDOT. Only approved **MOVE** companies will be called for **MOVE** incidents.

For complete information on **MOVE** terms, requirements and maintenance please refer to the **MOVE** Cooperative Agreement.



Please print or type and include additional sheets if necessary.

Application Date: _____

Company Information

Company Name		Fax Number	
Business Address		24 Hour Phone Number	
Company Start Date		Email	
Business Phone		Address Where Equipment is Located	

Days and hours of operation for tow yard office		How long has your Company been in operations at this location? If less than 5 years, please provide previous address.	
Size of secure storage yard		Closest access point and entrance ramp to the Interstate from tow yard	
Is yard fenced?		List route from tow yard to Interstate (attach map if preferred)	
Describe security measures		Distance from tow yard to access point (miles and tenths)	
Estimated travel time to access point between 5:30 am and 7:00 pm Monday-Friday		Estimated travel time to access point all other times	



List any multi-agency training sessions or drills with local Fire-Rescue, EMS, Haz-Mat, Public Safety or DOT agencies you have hosted or participated:

Exercise	Date and Location



Recovery Wreckers and Equipment Inspection Form

List all recovery trucks that will be used to qualify for **MOVE**. Fill out information for each vehicle. Inspector will use this form as a checklist during the equipment inspection.

Equipment	Make, Model and Year	Serial/VIN#	Inspector's Initials
Rotator (40 Ton Minimum)			
Two 30 Ton Wrecker Units			
Landoll or Hydraulic Tilt Trailer with Tractor			
Support Unit with Equipment			
Wheel Loader			
Trailer Dollies			



Equipment	Make, Model and Year	Serial/VIN#	Inspector's Initials
Digital Camera			

Inspector's Comments:

Liability Insurance

Participation in the **MOVE** Heavy Towing Program requires the Tower retain a minimum of \$1 million Liability Insurance Policy. Please list your information below.

Insurance Company	
Insurance Company's Contact Information	
Date of Policy	
Policy Number	
Amount of Policy	

Insurance Confirmed by NCDOT

Date	
Signature	



Contract Equipment and Service Provider Information

List your sub-let service providers

Contract Equipment	Contract Company Name, Address, and Phone Number	Contract Location (where equipment is deployed from)
A disposal company that delivers to the incident		
A vacuum or suction service		
A trucking or transport company		
A construction crane rental company with 50 ton and larger mobile cranes		
A contractor or equipment rental company that delivers heavy duty, rubber tired, articulated front end loader		



Staff Information

List all owners, supervisors and operators:

Note: The Tower is responsible for performing their own nationwide criminal records checks to ensure that each employee who provides services under the contract meet all of the Federal laws and North Carolina Statutes.

Employee 1

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 2

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 3

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 4

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 5

Employee Name	
Position	
Towing Experience	
Training and Certifications	



Employee 6

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 7

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 8

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 9

Employee Name	
Position	
Towing Experience	
Training and Certifications	

Employee 10

Employee Name	
Position	
Towing Experience	
Training and Certifications	

