

EXHIBIT A

SCOPE OF SERVICES

I. SCOPE OF SERVICES:

A. DISASTER DEBRIS MONITORING SERVICES

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, and other public, eligible, or designated areas. Specific services may include:

- a. Coordinating daily briefings, work progress, staffing, and other key items with the County.
- b. Selection and permitting of DMS locations and any other permitting/regulatory issues as necessary.
- c. Scheduling work for all team members and contractors on a daily basis.
- d. Hiring, training, scheduling, and managing field staff.
- e. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency as well as speed up recovery work and assure all debris removal work meets FEMA eligibility guidelines.
- f. Assisting the County with responding to public concerns and comments.
- g. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h. Entering load tickets into a database application.
- i. Digitization of source documentation (such as load tickets).
- j. Furnishing and operating an automated/electronic (paperless) debris tracking system.
- k. Developing daily operational reports to keep the County informed of work progress.
- l. Development of maps, GIS applications, etc. as necessary.
- m. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
- n. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.

B. EMERGENCY MANAGEMENT PLANNING, TRAINING, AND STAFF / EQUIPMENT AUGMENTATION

As directed by the EMA Director, the Consultant shall provide:

- a. Development of a debris management plan – including identification of an adequate number of TDSRS locations. Staff training as necessary.
- b. Procurement assistance for debris removal contractors and associated services.
- c. Hazard mitigation plans and programs.
- d. Other emergency management plans and documents as directed by the County.
- e. Staff and equipment to support the County in various functional areas as required following an emergency event.
- f. Other consulting services as requested by the County.

C. GRANT MANAGEMENT CONSULTING SERVICES

As directed by the County, the consultant shall provide: