

North Central Texas Council of Governments



**DISASTER DEBRIS MANAGEMENT
STUDY**

TAB I

SAMPLE SCOPE OF SERVICES

DISASTER DEBRIS MONITORING

SAMPLE SCOPE OF SERVICES

SCOPE OF SERVICES EXHIBIT “___”, DISASTER DEBRIS MONITORING

I. BACKGROUND

The *(County/Municipality)* requires the services of a debris-monitoring consultant to support the oversight and management of debris recovery contractors. Also, the Consultant will provide a range of related services including damage assessment, training, emergency planning and other services as needed and ordered by the *(County/Municipality)*

II. SCOPE

A. DEBRIS MONITORING SERVICES

1. Disaster Response Administrations and Documentation

Upon notification by the *(County/Municipality)*, the Consultant will provide the following services:

A Project Manager who shall be responsible for the overall monitoring of debris contractors and the management of the consultant’s monitoring team shall be the *(County/Municipality)* point-of-contact. At the availability of the *(County/Municipality)* the Project Manager will be physically located in the Emergency Operations Center (EOC) or other location specified by the *(County/Municipality)*. The Project Manager shall assign an operations manager to oversee each debris recovery contractor. The Project Manager will be supported by the full array of resources to enhance efficiency and expedite deliverables. The Project Manager’s responsibilities include:

- Coordinating daily briefings, work progress, staffing, and other key items with the *(County/Municipality)*.
- Scheduling work for all team members and contractors on a daily basis.
- Scheduling and managing field staff.
- Monitoring recovery contractor’s progress and making/implementing recommendations to improve efficiency and speed up recovery work.
- Assisting the *(County/Municipality)* with responding to public concerns and comments.
- Conducting safety inspections.
- Ensuring compliance with contracts by all subcontractors.
- Scheduling and running periodic meetings with field staff and contractors.

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A Project Management Team consisting of the following members at a minimum shall be established:

- Project Manager
- Operations Managers
- FEMA Coordinator
- Scheduler/Expeditors
- GIS Analyst
- Field Supervisors
- Debris Site/Tower Monitors
- Environmental Specialist
- Project Inspectors (Citizen Site Monitors)
- Project Inspectors (Load Ticket Data Entry Clerks/QA/QC)
- Billing and Invoice Analysts
- Administrative Assistants
- Field Coordinators (Crew Monitors)

The Consultant may use other required positions as necessary with the written approval of the (*County/Municipality*) Project Manager. All such positions and applicable hourly rates shall be listed in the cost proposal form.

B. Services Provided by Consultant Include:

1. Operational Reports and Record Documentation

The Consultant will prepare and submit operational reports throughout the duration of the recovery operations. Daily reports shall document the debris contractors' activities and progress from the previous day and shall be submitted by 10:30 a.m. to a distribution list established by the (*County/Municipality*) Project Manager. Each daily report submitted will contain the following minimum information:

- Contractor name
- Contract number
- Reports and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed and hauled.
- GIS mapping data updates and digitized reports.

The Consultant will review and validate debris removal contractor(s) invoices prior to submission to the (*County/Municipality*) for processing.

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2. Technical Expertise and Guidance – As directed by the (*County/Municipality*), the Consultant shall provide:

- A comprehensive emergency management plans to include plan development; plan review, and plan revisions.
- Damage assessment to include plan development, procedure development, staff training, and staff augmentation.
- Damage assessments of facilities.
- A comprehensive mitigation program to include development of a mitigation plan, staff training, cost benefit analysis, project management, environmental review and staff augmentation.
- Development of debris plan to include staff training.
- Project management to include the formulation and management of permanent work projects, task force management and management services for Commissions, Boards and Panels.
- Technical support and assistance in developing public information.
- Other reports and data as required by the (*County/Municipality*).

C. Other Services – As directed by the (*County/Municipality*), the Consultant may provide the following:

- **Training and Assistance:** Sessions for all key (*County/Municipality*) personnel and assistance in all disaster debris recovery-planning efforts as requested.
- **Preliminary Damage Assessment:** Determine the impact and magnitude of the disaster event before federal assistance is requested, identifying damaged locations and facilities, pre and post disaster estimates of debris quantities, documenting eligible costs and describing the physical and financial impact of the disaster.
- **Debris Planning Efforts:** Assist in all disaster debris recovery planning efforts as requested by the (*County/Municipality*). These planning efforts shall include but are not limited to development of a debris management plan, assistance in the identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event.
- **Digitization of all source documentation:** Load tickets and supplies to the (*County/Municipality*) with each invoice.
- **Soil Sampling:** Pre and Post soil sampling of the site.
- **Mapping:** A full size evaluation, including maps of locations and surveys (wetlands, threatened and endangered species).
- **Permits:** Permitting, Licensing and Certifications.

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D. Final Report

A final report will be prepared by the Consultant and will be submitted to a distribution list as established by the (*County/Municipality*) Project Manager within 30 days of completion of the recovery operations. Recovery Operations includes remediation of sites, closure of sites and conclusions of all related operations. At a minimum, the following information will be included in this report:

- Discussion of disaster response requirements and results.
- Recommendations for future disaster response strategies.
- Copies of manifests, certificates, and related documents.
- Log books and all other data taken during the implementation of the Disaster Response Plan.

E. Meetings and Communications

Open, timely conversations and written documentation are significant actions to provide successful completion of the Disaster Response Plan. Throughout the execution of the plan, Consultant will meet with (*County/Municipality*) representatives as directed by and coordinated with the (*County/Municipality*). Consultant will attend a pre-proposal conference for the debris recovery contractors, if so directed by the (*County/Municipality*), and will convene and attend regular progress and coordination meetings, as appropriate. The consultant must provide minutes of all meetings. Minutes shall be provided within three (3) business days after the meeting occurs.

F. Field Monitoring

Consultant will provide a quality control team consisting at a minimum of two monitors per site and one monitor per recovery crew. This team will monitor the recovery contractors for contract compliance, efficiency and regulatory compliance. They will provide feedback to the (*County/Municipality*) through their management team. They shall be equipped with state-of-the art technology, which include digital cameras, computers and other communication devices and GPS units with an accuracy of 3 meters.

1. Response Time/Mobilization

The consultant shall comply with the following requirements:

- Reporting to EOC – The project manager and at his discretion other key personnel shall report to the EOC within six (6) hours after notification.
- Debris Sites – The Consultant shall ensure that site monitors as specified below are deployed and operational commensurate with the beginning of debris collection and the establishment of debris sites. At a minimum monitoring shall consist of the following personnel:
 - Two staff per debris site

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- One staff per debris recovery crew

2. Responsibilities of the Quality Control Team:

The responsibilities of the quality control team include:

- Documenting daily and weekly recovery work, ensuring that proper records are maintained for trip tickets and recovery costs.
- Inspecting means and methods to measure and record work and recommending changes that may be needed.
- Stopping work in progress that is not being performed or documented in the appropriate manner.
- Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
- Checking work in process to make sure that the proper work authorizations, permits, and other prerequisites has been received.
- Reporting on any improvements in work assignments and/or efficiency/productivity that may be appropriate.
- Maintaining digital photo documentation of recovery work on a weekly basis.

H. REVIEW, PERMITS, LICENSES AND CERTIFICATES

A wide variety of permits, licenses, and certificates may be required to perform debris management work, depending on the assignment. The Consultant will work closely with the (*County/Municipality*) and local agencies and regulators to clarify and resolve any compliance issues, as well as to determine requirements for and to obtain necessary permits, licenses, and certificates, if requested. In these cases, the Consultant will identify the requirements and demonstrate compliance, even though permits are not required. Some of the permits that we anticipate being required for this type of work include, but may not be limited to the following:

- Environmental Permits – asbestos/lead paint abatement, construction permit, demolition permits.
- Clean Water Act (NPDES) Permits – emergency discharge permit, indirect discharge permit, wetlands disturbance permit, and storm water management permit.
- Clean Air Act (Emissions) Permits – burn permit (air curtain incinerators), stack-monitoring permit, fugitive emissions (dust) control permit.

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I. EVENT CLOSURE

Consultant will assist the (*County/Municipality*) in preparing final reports necessary for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by (*County/Municipality*) staff and designated debris removal contractors. The Consultant will assist in reviewing and processing requests for payment by the disaster debris removal contractors.

III. SCHEDULE

Consultant will provide continuous services for a not-to-exceed fee (to be negotiated) and for the period specified in the notice to proceed. A mutual not-to-exceed amount will be negotiated for each operation based on the hourly rates proposed on the Cost Proposal Form herein. Should these services be required for a longer period, Consultant will prepare and submit a proposal for additional costs, consistent with the rates in the Cost Proposal Forms. A revised cost will be negotiated.

Consultant will mobilize a staff of sufficient size to adequately monitor debris operations. During this period, the Project Manager will provide daily updates on debris removed and estimate the time remaining for job completion.

END OF SCOPE

TAB I – Sample Debris Monitoring Scope of Services

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COST PROPOSAL FORM

The Hourly rates shall include all costs, all applicable overhead and profit (excluding lodging, meals, and transportation).

POSTIONS	HOURLY RATES	HOURS NOTE: County/Municipality must estimate number of hours based on event	TOTAL
Project Manager	\$		\$
Operations Manager	\$		\$
FEMA Coordinator	\$		\$
Scheduler/Expeditors	\$		\$
GIS Analyst	\$		\$
Field Supervisors	\$		\$
Debris Site/Tower Monitors	\$		\$
Environmental Specialist	\$		\$
Project Inspectors	\$		\$
Load Ticket Data Entry Clerks	\$		\$
Billing/Invoice Analysts	\$		\$
Administrative Assistants	\$		\$
Field Coordinators (Crew Monitors)	\$		\$
TOTAL			\$
Other Required Positions (List)			
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL			\$

The hours listed are not intended to represent the actual contract amount, but are an estimated representation of a typical work month. The actual contract value will be negotiated with the successful proposer prior to issuance of the notice to proceed for each event