

Exhibit “A”
SCOPE OF SERVICES
Disaster Debris Monitoring for the City of Gautier, Mississippi

Arrington & Associates, LLC will provide any and/or all services listed below to the City of Gautier as they deem applicable to recovery efforts.

Field Documentation

Arrington & Associates will work closely with the CITY, FEMA, MEMA, FHWA and any other applicable agencies to ensure that work/ project documentation, verification and eligibility requirements are sufficiently met for reimbursement.

Collection Monitoring of Right-of-Way and Public Property Debris/Trees

Arrington & Associates, LLC will provide collection monitors to ensure debris is disaster related and eligible for federal reimbursement as designated under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Load tickets will be issued in the field including information as stated in the Debris Monitor Field Guide - Disaster Assistance Directorate Public Assistance Division FEMA B-587 / June 2008. Information will include but not be limited to location, date, time, debris type, vehicle identification, drivers name, load size, and disposal site. Tickets will be issued for each load which will be delivered to the temporary debris reduction site (TDRS) or disposal site with the truck driver for rating. Similar services will be provided if private property work is approved later on this project.

Monitor Training

Arrington & Associates, LLC will provide training to employees concerning safety, eligibility for reimbursement, and disaster specific information. All guidelines will be available to FEMA/ MEMA for review to ensure adequate measures are being used for monitoring all debris from ‘cradle to grave’.

Spot Checks and Auditing of Monitors

Arrington & Associates, LLC will provide supervisory personnel to ensure that field monitors are making accurate eligibility calls, providing adequate and complete documentation, and are working effectively with the debris removal contractor.

Project Mapping

Arrington & Associates, LLC will use maps, as required by the City, to document the debris removal progress. The final pass along each roadway will be mapped for Public Information, and FEMA/ MEMA documentation. We will assist the City in public communication and relay any citizen complaints for action by the contractor or the City.

Truck Certification

Arrington & Associates, LLC will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurements, photos, and calculations documenting the capacity of the truck will be kept for load rating and ticket auditing.

TDRS/ Disposal Sites

Arrington & Associates, LLC will provide trained monitors as needed at the TDRS and/or disposal sites to call loads based on the amount of debris in each truck. Monitors will ensure that each truck is empty upon leaving the site. In addition, our monitors will inspect and verify truck certification sheets during and throughout the project to ensure no modifications have been made. Similar systems will be used to verify, track, and document hauling of reduced debris from TDRS sites through final disposal.

Data Management

Arrington & Associates, LLC will establish a data management team that reconciles load ticket information. This information will be provided to the City, FEMA/ MEMA, and the contractor as needed. In addition, our staff will work with the contractor reconcile invoices, and help process invoices for recommendation to the City. Arrington & Associates, LLC will organize field information for FEMA/ MEMA documentation. We will help track invoices for FEMA/ MEMA reimbursement and provide additional supporting information as necessary.

Safety Meetings and Monitor Updates

Arrington Associates, LLC will hold regular meetings with debris monitors and staff for project updates and for safety issues.

Weekly Coordination Meetings with Contractor(s)

Arrington & Associates, LLC will initiate a weekly meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the week.

Status Reports

Arrington & Associates, LLC will provide detailed status reports to the City. Relevant project statistics and cumulative statistics will be shown in a straight forward manner for officials to provide information to the media or to their constituents. We will communicate with the City on a regular basis to resolve any disputes which may arise on the project.

Project Worksheet Preparation and Project Closeout

Arrington & Associates, LLC will work directly with the FEMA Project Officer with the development of the project worksheets (PW) and furnish data needed to ensure the scope of work and cost estimates for the project are properly represented in the PW. In addition, Arrington & Associates, LLC will act as the applicant's representative through the duration of the project until the FEMA project closeout team has closed out the project.