

EXHIBIT "A"

SCOPE OF SERVICES

EMERGENCY MANAGEMENT SUPPORT SERVICES

1.0 DESCRIPTION OF SERVICES

Provide assistance to the District Four (D4 and/or District) Maintenance Office, District Emergency Coordination Officer (DECO) or their representative to support emergency management functions such as preparing and updating emergency management plans, organizing and conducting workshops and informational meetings, testing, and exercises of the District's emergency operations and providing emergency operations support during all phases of emergency events as requested. The geographical area for the services under this agreement will primarily be in D4, which consists of Broward, Palm Beach, Martin, Saint Lucie, and Indian River Counties. However, services may be required in adjoining districts, at the discretion of the DECO.

2.0 SERVICES TO BE PROVIDED

The Vendor shall complete work by the date(s) stated on each Letter of Authorization (LOA) issued.

The Vendor's Sr. Project Manager shall directly oversee all aspects and requirements of services to be provided as directed by the DECO.

Emergency Plans

Update the District's Emergency Management Standard Operating Procedure (SOP) and its annexes (Continuity of Operations Plan, Debris Management Plan and Review of the Shoulder Use Evacuation Plans). The plan shall be prioritized to establish and maintain a current framework through which D4 prepares for, responds to, recovers from, and mitigates the impact of a wide variety of disasters.

Emergency Preparedness Support

The Vendor shall assist the DECO in preparing D4 for the annual start of hurricane season (or any other natural or man-made incident), as well as continuing emergency preparedness support throughout each year of the contract term. The Vendor's emergency preparedness capabilities and activities shall include:

A. Provide emergency management support during statewide and regional exercises; provide comments to amend the emergency management plans, if required by D4.

B. Assist the DECO with preparation, coordination, and presentation of policies, procedures, plans, and other information to governmental and private organizations.

C. Provide workshops/orientation for local government representatives supported by D4.

D. Assist in the development of proposals and scope packages for pre-event and emergency contracts (Cut & Toss, Debris Removal, Debris Monitoring, Sign Repair, and Signal Repair, etc.)

E. Interpret, understand, and execute Federal Emergency Management Agency (FEMA) and Federal Highway Administration (FHWA) policies and procedures.

F. Coordinate, assist, and track reimbursement-related activities and documentation with FEMA and FHWA.

G. Act as a liaison to Central Office Emergency Management Staff.

H. Participate in meetings, conferences, workshops, and site visits as required to ensure the integrity and consistency of the District's emergency operations meet the Department's Mission, Vision, and Values.

I. Have a thorough knowledge and understanding of the District's Emergency Operations Shoulder Use/Evacuation plans. This includes the coordination of evacuation plan exercises, performing evaluations of the exercise(s), and assisting the DECO and field offices in the implementation of evacuation plans.

J. Knowledge and skill in using Web-based and other emergency management software.

K. Replace personnel with qualified personnel within 5 days when someone leaves or is determined to be inadequate.

Workshops and Exercises

Exercises and/or Drills shall be utilized to validate D4's emergency management program. The Vendor and the DECO shall develop workshops and/or exercise programs and evaluate the District's emergency management and operations capabilities and shall include, but not be limited to:

1. Familiarize the executive staff with updates to the emergency management program.
2. Instruct the Emergency Operations Center (EOC) staff and other emergency management or response support personnel.
3. Conduct an annual table-top exercise.
4. Conduct additional exercises and programs as directed by the DECO.

The Vendor shall also develop and facilitate workshop(s) with the local municipalities and counties to ensure they have an understanding of the FHWA and/ or Emergency Response (ER) process(es), as it/they relate(s) to the Department. This workshop should be given at a minimum of annually or as needed to assist the local governments.

Quality Assurance (QA)/ Quality Control (QC) Plan for Compliance with Standards/ Requirements

The vendor shall develop a Quality Management Plan for ensuring compliance with current Department Procedures; Department and Federal Manuals, Guides and Handbooks; Florida Statutes; Florida Administrative Code Rules; and other requirements as referenced in the Scope of Services.

3.0 VENDOR STAFFING

Staff members in all positions must have, at a minimum, a high school diploma, or equivalent and experience in emergency management.

At the Department's option the Vendor may be requested to provide additional positions or personnel. Fees for these personnel services will be addressed as an amendment to this contract.

At the option of the Department, some staff may be required to work in any of the Department's facilities.

The Vendor shall provide the following positions on an as-needed basis:

- **Sr. Project Manager:** Shall provide leadership for the vendor and act as a liaison between the vendor and the Department. This position may be designated as Incident Commander by the Department and shall be responsible for performing the duties detailed in the Department's Emergency Management Standard Operating Procedure (SOP), as modified.
- **Grants Management Specialist:** Shall track and manage recovery efforts funded by FEMA or FHWA as directed by the DECO. This work will be conducted in the District EOC or other designated location. Activities shall include, but not be limited to:
 - Recording and producing audit ready documentation of personnel, material, equipment, and contract information to ensure maximum reimbursement from eligible funding sources, such as FEMA and FHWA.
 - Provide Quality Control of recovery projects including review of all draft FEMA Project Worksheets (Form 90-91) required by FEMA and Detail Damage Inspection Reports (DDIR) for FHWA for reimbursement.
 - Identification, design and implementation of cost effective mitigation measures as part of repair or restoration of infrastructure.
- **Emergency Management Specialist:** Shall review and update of the District's Emergency Management Standard Operating Procedure (SOP), and its annexes, and any other documents that may be required by the DECO. Develop and facilitate workshop(s) to the Department staff and local governments to include all aspects of Emergency Management. Some examples include but are not limited to:
 - Updating staff and local agencies about changes in the FHWA/ER process(es) and changes to FEMA and/or ER regulations;
 - Review of emergency duties prior to the start of Hurricane season;
 - Present workshop(s) related to Emergency Management, as directed by the Department;
 - Perform all duties as required to support the DECO related to preparation prior to and coordination during any event.