

EXHIBIT “A”

**SCOPE OF SERVICES
For
EMERGENCY MANAGEMENT SERVICES**

Revised 3/10/15

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SCOPE OF SERVICES
EMERGENCY MANAGEMENT SERVICES

1.0 PURPOSE

The Florida Department of Transportation (FDOT or Department) requires the services of a Consultant to furnish qualified personnel to survey, assess, appraise, document physical damage, and prepare requests for reimbursement for costs associated with Federal and State Declared Disasters in accordance with Federal Emergency Management Agency (FEMA) and the Federal Highway Administration (FHWA) reimbursement requirements, which include but are not limited to the Terms for Federal Aid Contracts (Appendix I), and the Davis-Bacon Act (Attachment A).

NOTE: If the Consultant prepares the Project Worksheet with scope and/or man hour estimates to be used as the official scope and estimate for a project, the Consultant is not eligible to compete or bid for services (either as a prime or sub consultant) specified in the scope of the contract. Contractors on one contract may not oversee their own work performed under another contract, nor oversee other work which may create a conflict of interest situation.

2.0 PROJECT APPROACH

Contract services will be authorized by Task Work Orders (TWO) issued by the Department. The Consultants' work will be managed by the FDOT Project Manager, who will provide a specific description of the work for each task to be performed by the Consultant on an as needed basis.

Examples of potential task services to be performed by the Consultant are outlined in Section 3.0 of this document. Each TWO will include a description of the services to be performed, deliverable requirements, schedules, staffing requirements and details of the compensation to be paid to the Consultant. There is no guarantee that any or all of the services described in this agreement will be assigned during the term of this agreement.

Each TWO will be developed by the Department for execution by the Consultant. No services shall be performed prior to receipt of the executed TWO by the Department. The services to be performed under a TWO will begin upon written notice to proceed issued by the FDOT Project Manager. Initial duration or the services end date of a TWO may be extended as circumstances of an existing or on-going event may require. An extension of the services end date or change of initial duration of a TWO must be agreed to in writing by an amended TWO executed by both parties.

The Consultant will provide qualified technical and professional personnel to perform FEMA Public Assistance (PA) duties and responsibilities, normally assigned to the FDOT by the Florida Division of Emergency Management (FDEM). The PA Program provides supplemental Federal disaster grant assistance for emergency protective measures, debris removal and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations.

The Consultant will also provide qualified professional personnel to perform FHWA Emergency Relief (ER) Program tasks as needed. The ER Program funds repairs and reconstruction to designated Federal-Aid Roadways which have suffered damage as a result of a natural disaster or catastrophic event. The ER Program may also fund debris removal operations under certain conditions.

The Consultant may be requested to train and educate local, state, and federal government agencies on FEMA PA and FHWA ER Program requirements and other related topics as needed. All training materials developed to train FDOT staff, consultants, contractors, subcontractors, or county and local governments on behalf of FDOT shall be the exclusive property of FDOT without restriction or limitation on their use and shall be made available, upon request, to FDOT at any time during the performance of such services and/or upon completion or termination of this Agreement. All training materials will be fully compatible with the FDOT computer systems and accessible from FDOT computers. Training materials shall include, but not limited to all files (electronic or printed), presentations (electronic or printed), brochures (electronic or printed), or software to include but not be limited to online courses and computer based training. Upon delivery to FDOT of such materials, FDOT shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Consultant shall not copyright any material and products or patent any invention developed under this Agreement. The FDOT shall have the right to inspect the work and the products of the Consultant at any time.

The Project Manager will determine the number of Public Assistance Coordinators (PAC), Project Officers (PO) and Specialist needed to provide services under a TWO based on the size and severity of the event or disaster. It will be the responsibility of the Consultant to provide the number of required PAC's, PO's and Specialists' as required to perform the work. These individuals must be qualified as a PAC, PO or Specialists. A minimum of ten (10) PAC's shall be available for any given event or disaster. Resumes of the individuals to be assigned shall be submitted to the Project Manager for review upon request.

Each task assignment must also have one of the assigned individuals designated as "Task Lead" to manage and respond to personnel issues. A PAC/PO Coordinator shall be required when 10 or more contract employees are assigned to an operational project location.

Upon activation of the contract, the Consultant shall assign a point of contact from their Information Technology Office that will be available to meet with the Project Manager to address issues and/or concerns that are associated with file compatibility, storage and formatting of information being provided to FDOT.

In addition to this contract, the Department utilizes a Pre-Event Natural Disaster Monitoring/Construction Engineering and Inspection (CEI) contract for contract administration for disaster related damage assessment, debris monitoring, recovery monitoring and construction inspection for emergency work. The Emergency Management Services Consultant shall coordinate with the Department's Pre-Event Natural Disaster Monitoring/Construction Engineering Consultant to ensure that all documentation meets the requirements for reimbursement from the Federal Emergency Management Agency (FEMA) Public Assistance (PA) and the Federal Highway Administration (FHWA) Emergency Recovery (ER) program.

3.0. SCOPE

FEMA PUBLIC ASSISTANCE AND FHWA EMERGENCY RELIEF

Services will consist of providing individuals with working knowledge of roads and bridges, roadway infrastructure, utilities, debris removal and disposal, environmental and historic compliance, insurance, and cost estimating. These individuals shall have experience with related functions in support of Central Office and District personnel with disaster damage assessment and assistance programs of FEMA managed by the FDEM and FHWA Emergency Relief program managed by FDOT.

Examples of some of the services that the Consultant may be requested to perform are listed below:

- Attend meetings with FDOT personnel to discuss the programs application to the applicant's specific needs;
- Work with the FDOT to develop projects;
- Ensure that projects comply with all applicable rules and applicable laws, regulations and policies. Ensure that any special considerations associated with a project are identified and reviewed;
- Coordinate with FEMA personnel on behalf of the FDOT as necessary to resolve problems; prepare or assist in the preparation of Project Worksheets (PW's); assign Project Officer or Specialist to provide the FDOT with technical assistance as needed. Represents the FDOT at close-outs, on conference calls, during audits, and appeals as requested;
- Coordinate with FHWA personnel on behalf of the FDOT as necessary to resolve problems; prepare or assist in the preparation of Detailed Damage Inspection Reports (DDIR); assign Project Officer or Specialist to provide the FDOT with technical assistance as needed;
- Attend the Applicants' Briefing;
- Attend the FEMA Kick-Off meeting;
- Assist the FDOT with identification of eligible damages within required time-frame

4.0 LENGTH OF SERVICE:

This initial contract duration is for three (3) years with a renewal option of one year. Renewals will be made at the sole discretion and option of the Department and must be agreed upon in writing by both parties. The Department, at its sole discretion, may extend the initial duration or the services end date of a TWO, as circumstances of an existing or on-going event may require. An extension of the services end date of a TWO must be agreed to in writing by both parties. A TWO will be issued by the Department on an as needed basis, defining specific task to be performed associated with an event or disaster. The Consultant's services for each task shall begin upon written notification to proceed and will include and end date by which all services will be completed. The renewal option is contingent upon the availability of funds, satisfactory performance of the Consultant, and other factors as determined by the FDOT.

5.0 PERFORMANCE OF THE CONSULTANT:

During the term of this Agreement and all supplements thereof, the Department will review various phases of Consultant operations for each assigned TWO for disaster event, such as designations of specific sites, damage assessment, monitoring/construction inspection and administrative activities, to determine compliance with this Agreement. The Consultant shall cooperate and assist FDOT representatives in conducting the reviews if requested. If deficiencies are indicated, the Consultant shall implement remedial action immediately upon the approval of the FDOT Project Manager or designee. FDOT recommendations and Consultant responses/actions will be documented by the Project Manager. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

- A. Further subdivide assigned responsibilities, reassign personnel, or assign additional personnel, within three (3) working days of notification.
- B. Replace personnel whose performance has been determined by the FDOT to be inadequate. Personnel whose performance has been determined to be unsatisfactory shall be removed immediately.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.

6.0 PERSONNEL:

6.1 General Requirements:

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Method of compensation for personnel assigned to this project will be in accordance with Exhibit "B" Method of Compensation. The method of payment shall be the hourly cost per unit of work (hourly billing rate), with specific rates of compensation. Details of compensation to the Consultant will be included in the TWO issued to the Consultant for a specific event or assignment.

6.2 Personnel Qualifications: (as applicable)

The Consultant shall utilize only competent personnel, qualified by experience, and education. The Consultant shall submit in writing to the Project Manager the names of personnel proposed for assignment to the project management team, including a detailed resume for each containing at a minimum, salary, education, and experience. Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from FDOT. Staff that has been removed shall be replaced by the Consultant within 2 days of FDOT notification.

Public Assistance Coordinators (PAC) - the PAC will provide the FDOT with expert Customer Service representation on FEMA PA Program matters and manage the processing of the FDOT's Reimbursement request throughout the event and reimbursement period. The PAC will act as the lead on project development and preparation of project worksheets from task assignment to final inspection. PACs shall have an in-depth working knowledge of disaster relief laws, regulations, and Public Assistance programs and recovery roles of government and the private sector. The PAC must have working knowledge of Project Site identification by Category, Project Worksheet preparation by Category. The PAC shall be knowledgeable of documentation requirements and validation, environmental and flood plain regulations, insurance requirements, Preliminary Damage Assessment, and 406 Mitigation. They must have a working knowledge of the FEMA PA process and be capable of representing the State of Florida, officiating at public meetings, managing Project Officers and support staff. Leadership, management, communication, organizational, interpersonal, and critical analysis skills are required. The PAC performs functions of public assistance involving eligible work as well as working with public officials. These individuals must be knowledgeable of the FEMA PA and FHWA ER program differences and program eligibility for assigned projects. They may also be requested to further educate local, state or governmental agencies on these programs.

PAC Qualifications:

Minimum Training Requirements- *IS-631 Public Assistance Operations I, L382-Public Assistance Operations II, IS-632 Introduction to Debris Operations, IS-547 Introduction to Continuity of Operations, IS-100 Introduction to Incident Command System, IS200FW Basic Incident Command System, IS 801Emergency Support Functions (ESF) #1, IS803 Emergency Support Functions (ESF) #3,IS253 Coordinating Environmental and Historic Preservation Compliance.*

Project Officers (PO) and Specialists:

Project Officers (PO) and Specialists are resources for the FDOT. Typically, Project Officers are responsible for assisting applicants with the development of projects and cost estimates. While a Project Officer is generally knowledgeable with regard to the PA Program, a Specialist usually has a defined area of expertise that a Project Officer may call upon in the development of a specific project. Specialists having experience in such areas as roads and bridges; utility infrastructure, debris removal and disposal, environmental and historic compliance, accounting, building construction experience, insurance, and cost estimating may be required by the Disaster Field Office (DFO) or a subsequent facility. These individuals will prepare estimated man-hour requirements and estimates of costs for proposed services and completing the PWs. For large projects, a Project Officer is responsible for working with the applicant to prepare the PW. The Project Officer may lead a team that includes a representative of the State and one or more Specialists, depending on the type and complexity of the project. The Consultant will also be required to furnish FHWA-ER knowledgeable PO's. These individuals must be knowledgeable of the FEMA and FHWA ER program differences and will be expected to recommend accurate eligibility determinations for reimbursement of work activities for both the FHWA ER program and the FEMA program for assigned projects. They may also be requested to further educate local, state or governmental agencies on these programs.

PO and Specialists Qualifications:

Minimum Training - IS-631 Public Assistance Operations L IS632 Introduction to Debris Operations, IS-100 Introduction to Incident Command System, IS-200FW Basic Incident Command System, IS-253 Coordinating Environmental and Historic Preservation Compliance, IS 393 Introduction to Mitigation, IS600 Special Consideration for FEMA Public Assistance Projects.

Debris Specialists:

A Debris Specialist may be either a PAC or a PO and must meet the minimum requirements for the respective designation. The Specialist must have experience and expertise in debris operations and eligibility for both the PA and ER programs. The Specialist must also have a working knowledge of the FDOT's Debris Management Plan.

Note: The FDOT may require a PAC Coordinator for oversight of multiple (ten or more) PAC's and/or PO's working in a project area. The FDOT's Project Manger will provide request for a PAC Coordinator in writing to the Consultant. The PAC/PO Coordinator will continue to function as a PAC on a daily basis. *Must have worked as a PAC in at least 3 previous disasters.*

7.0 DEVELOPMENT/REVISIONS OF PLANS

The consultant may be task to revise existing operational plans, policies, and procedures or the development of new policies, plans or procedures directly or indirectly related to Emergency Management. These may include but not be limited to the following:

- Debris Management Plans
- Comprehensive Emergency Management Plans
- Continuity of Operations
- Emergency Management Program procedure

8.0 DOCUMENTATION AND REPORTING

The consultant is responsible for gathering and providing supporting documentation for FEMA and FHWA reimbursement request and completing accurate and detailed documentation required to receive reimbursement. Such responsibility includes, but is not limited to, processing Requests for Reimbursement, preparing Summaries of Documentation, preparing FDEM quarterly reports, perform Small Project Validation, assist with the Hazard Mitigation process requirements, providing a Joint Closeout Toolkit, Request for Final Inspection, and accurate site location information to include GPS coordinates and photographs taken to document “before, during and after” conditions at the respective sites.

All photographs (electronic and/or printed) taken will be considered the exclusive property of FDOT without restriction or limitation on their use and shall be made available, upon request, to FDOT at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to FDOT of such materials, FDOT shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The FDOT shall have the right to inspect the work and the products of the Consultant at any time.

The formatting and compilation of all documentation and information will be designed to meet the requirements of the FDOT Project Manager or his/her Designee. The Consultant shall compile both electronic and paper copies of documentation associated to each project managed. Each format shall be provided in the following manners:

(i) Electronic:

1. Any documents created by the Consultant before, during or after the process of developing a reimbursement request the documents will be saved electronically and provided in their original program format.

2. All documents and supporting documentation gathered for preparation of request for reimbursement submitted to Federal agencies for reimbursement shall be scanned into the FDOT Electronic Document Management System (EDMS). FDOT will assist with and facilitate the execution of these tasks.
3. Any printed documents that are converted or scanned to an electronic format will be done so using Optical Character Recognition (OCR) or software with similar capabilities and saved as PDF files that can be opened using Adobe Reader. The information in these files shall have the ability to be transferable, with a high degree of accuracy, and compatible with other programs such as Microsoft Word, Excel, Access, and SharePoint.
4. All electronic files will be named in accordance with Attachment B of this Scope of Services.

(ii) Paper:

1. A paper copy of each DDIR/PW will be generated, as directed, by the FDOT Project Manager.
2. Any copies mentioned in the preceding item will be made from electronic versions.

The Consultant is responsible for tracking site specific Direct Administration Costs by Category of work and by each Project Worksheet for FEMA reimbursement.

Any time spent by the Consultant on FHWA-ER eligible related activities shall be tracked separately from the FEMA-PA related work. If time is spent to determine eligibility of an item/activity and it is found to be ineligible, that time will still be tracked as a function of the FHWA-ER Program.

The Consultant shall ensure the deadlines for FEMA submittals for project sight identification, project cost estimates and appeals are met and proper and complete documentation has been provided.

A Project Status Summary, detailing current status and obstacles, shall be provided to the FDOT Project Manager or designee on a weekly basis. Weekly status updates shall include, but are not limited to, updates on site identification by category of work for reimbursement purposes, status updates on information gathering per site and category of work, status of project worksheet development, PW submittal information and timeline. Final Inspection status shall be provided in addition to other reports at the discretion of the FDOT Project Manager. Reports must be in an electronic format compatible with FDOT software.

9.0 PROVISIONS FOR WORK

9.1 Preparation Planning Meeting

The Consultant shall be prepared to meet with the Project Manager and other FDOT staff for introductions and expectations regarding this contract. This meeting shall be at the expense of the Consultant.

9.2 Task Assignments

All requests for personnel will be made by the Project Manager. Verbal requests will be followed up in writing to the Consultant. Each task assignment must also have one of the assigned individuals designated as "Task Lead" to coordinate field activities. The Consultant will notify the Project Manager who the Task Lead is for each task assignment.

9.3 Training

The Consultant shall assure all assigned personnel have the identified minimum training necessary to perform tasks. Personnel shall also receive additional training as may be needed and requested by the FDOT.

The Consultant may be requested to provide training manuals under a task assignment. If authorized, the Consultant shall be paid actual allowable costs incurred, supported by verifiable receipts as authorized and approved by the FDOT.

9.4 Timely Response

The Consultant shall provide all requested personnel within seven (7) days of the request from the Project Manager or within time identified if greater than seven (7) days. Assigned personnel not properly trained or qualified for the task assigned or found not acceptable for good cause shall be replaced by the Consultant within 3 days of notification.

9.5 Materials and Equipment

All individuals shall be self sufficient in regards to transportation, personal equipment, safety gear and miscellaneous equipment (vehicles, GPS unit, additional batteries for all units, cell phone, laptop computer with internet service, software needed to complete tasks in compliance with stated requirements, 10 CD-Rs, local area maps, cameras, all weather equipment, clothing etc.). **All costs for these items shall be included in the hourly billing rate.**

9.6 Records

The Consultants shall maintain adequate records to allow a detailed project audit if necessary.

The Consultant will provide supporting documentation for Invoices as requested by the FDOT. Should concerns arise, the Consultant shall respond to inquiries in a timely manner not to exceed two (2) business days.

10.0 FDOT RESPONSIBILITIES

The FDOT will provide a Project Manager as a contact point for all issues related to the contract. Assignments will come directly from the Project Manager. Invoices will also be submitted to the Project Manager or designee.

11.0 CONTRACT MANAGEMENT

It shall be the responsibility of the Consultant to provide a Consultant Contract Manager (Contract Manager) to oversee and approve all work product of assigned project personnel. The Contract Manager shall be approved by the FDOT Project Manager. The Contract Manager shall make the Project Manager aware of all changes to the assigned programs as they may occur and shall manage the routine issues associated with assigned personnel. The consultant must also provide other reports upon request of the Project Manager. The Contract Manager shall also be responsible for assuring qualified persons are assigned to any given tasks. Assigned personnel not properly trained or qualified for the task assigned or found not acceptable for good cause shall be replaced by the Consultant within three days of notification by the FDOT's Project Manager.

12.0 AGREEMENT MANAGEMENT:

12.1 General:

- (1) With each monthly invoice submittal, the Contract Manager will provide a reviewed and approved Status Report with sufficient detail information to allow the FDOT to verify the work performed and the hours billed under TWO issued under the Agreement. The Status Report will provide an account of the funds expended to date and an estimate of the man-hours required to accomplish the assigned work.
- (2) The Project Manager shall furnish the Consultant a TWO identifying the number and types of personnel, and the billing labor rate to be paid per personnel type, approximate time of service and the authorized Begin Date and Services End Date. No payment shall be made to the consultant for work performed prior to receipt of an executed TWO. No work shall be performed after the end of services date contained in the TWO. Any work

to be performed after the end of services date must be approved in advance and in writing by the FDOT Project Manager.

13.0 BEGINNING & LENGTH OF SERVICES

- 1) Services to be provided by the Consultant will be initiated and completed as directed by the Department Project Manager for each task work order authorized under this Agreement.
- 2) The Department's Project Manager shall furnish the Consultant a Task Work Order identifying the number and types of personnel, and the billing labor rate to be paid per personnel type, approximate time of service and the authorized Begin Date. No payment shall be made to the consultant for work performed prior to receipt of a Task Work Order.

14.0. SUBCONTRACTING

Services assigned to any sub-consultants must be approved in advance by the Department in accordance with this Agreement. All sub-consultants must be qualified to perform all work assigned and comply with the Federal requirements established in Section I of this scope. Additional sub-consultants with specialized areas of expertise may be required to complete specific Task Work Order assignments. The need for the sub-consultant to be hired, the work assignments to be performed, and all rates of compensation shall be requested in writing and agreed to by the Consultant and the Department. New sub-consultant firms must be authorized to work on the contract through a contract amendment and documented in the task work order prior to performing any work.

Revised 3/10/15

EXHIBIT "B"
METHOD OF COMPENSATION- Revised 3/10/15

1.0 PURPOSE:

This Exhibit defines the limits of compensation to be made to the Vendor for the services set forth in Exhibit "A", and the method by which payments shall be made.

2.0 ASSIGNMENT OF WORK:

The Department shall request Vendor services on an as-needed basis. Services to be provided on each project will be initiated and completed as directed by the Project Manager. A Task Work Order ("TWO") will be issued for each project scheduled.

3.0 COMPENSATION:

There is no Budgetary Ceiling; funds will be encumbered for each Task Work Order.

This is a Term Contract for an Indefinite Quantity whereby the Vendor agrees to furnish services during a prescribed period of time. The specific period of time completes such a contract. The Department will authorize services based on need and availability of budget. Execution of this Agreement does not guarantee that the work will be authorized.

4.0 ESTABLISHMENT OF TWO AMOUNT:

For each TWO the Vendor and the Department Project Manager collectively, following the Scope of Services as set forth in Exhibit "A", shall prepare an estimate of work and price based on the rates established in Exhibit "C". **Once an acceptable estimated Maximum Amount has been agreed upon by the Vendor and the Department's Project Manager, a TWO shall be issued by the Project Manager. The Project Manager shall obtain fund approval for each authorization by an approved encumbrance prior to issuing the TWO.** All work authorizations shall be completed within the term of this Agreement.

5.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices (3 copies) in a format acceptable to the Department. For the satisfactory **performance** of the services detailed in each TWO, the Vendor shall be paid for the services provided, at the unit billing rates specified in Exhibit "C", as approved by the Department. The contract billing rates shall include the costs of salaries, overhead, fringe benefits, operating margin, equipment, etc. Travel will not be reimbursed.

Payment for incidental expenses associated with the performance of the Services, shall be made on the basis of actual allowable costs incurred as authorized and approved by the Department. Allowable costs should be task related and not include items normally associated with overhead which is part of the billable rates. Invoices shall include documentation of hours provided.

Invoices shall be submitted to: Florida Department of Transportation
Attn: Samantha King
Emergency Management Office
605 Suwannee Street, MS 60
Tallahassee, FL 32399-0450

6.0 FINANCIAL CONSEQUENCES:

Payment shall not be made to the Vendor until the products have been delivered and/or the specified services have been satisfactorily performed and accepted by the Department.

7.0 DETAILS OF UNIT RATES:

Details of Unit Rates for the performance of the Vendor's services set forth in Exhibit "A" are contained in Exhibit "C", attached hereto and made a part hereof.

8.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

EXHIBIT "C"
PRICE PROPOSAL - Revised 3/10/2015

RFP Title: EMERGENCY MANAGEMENT SERVICES

RFP #: RFP-DOT-14/15-9030-GH

Provide a Unit Rate for the requested positions below as specified in Exhibit "A", Scope of Services.

Position	Personnel	Unit \$Rate*	Estimated Usage	Weighted Hourly Rate**
1	Public Assistance Coordinator	\$ /hour	45%	\$
2	Project Officer	\$ /hour	30%	\$
3	Project Specialist	\$ /hour	5%	\$
4	Debris Specialist	\$ /hour	5%	\$
5	Information Technology Specialist	\$ /hour	5%	\$
6	Training Specialist	\$ /hour	5%	\$
7	Contract Manager	\$ /hour	5%	\$
		Weighted Hourly Rate Total***		\$

*Unit \$Rate shall include the costs of salaries, overhead, materials, equipment, fringe benefits, and operating margin. The rates shall be used for the original contract period and for any renewals.

**Weighted Hourly Rate = Unit \$Rate X Estimated % Usage

***Weighted Hourly Rate Total shall be used to determine evaluation price points only.

MFMP Transaction Fee:

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the 1% MFMP Transaction Fee in accordance with the attached Form PUR 1000 General Contract Condition #14.

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: _____ FEID # _____

Address: _____ City, State, Zip _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____