DISASTER DEBRIS MONITORING SCOPE OF SERVICES

PowerSouth is a generation and transmission electric cooperative that provides wholesale electric power to its 20 distribution members throughout Alabama and Northwest Florida. The scope of services to be provided pursuant to this RFP includes debris project/operations management, debris collection monitoring, Automated Debris Management Systems ("ADMS"), data processing and management, Debris Management Site ("DMS") monitoring, debris vehicle certification, damage complaint tracking, data compilation and reporting, payment monitoring and reconciliation processing, reporting and coordinating, and other related services as outlined in this Exhibit for one or more Participating Members in the wake of a Federally declared major disaster. Where PowerSouth elects to participate in the RFP for itself, it is also a "Participating Member." The selected Respondent will execute a Master Services Agreement ("MSA") with one or more Participating Members. If a Participating Member elects to activate Contractor under the MSA, the Participating Member will issue a Task Release (wherein Participating Member will be referred to as an issuing Member) with the specific details of the work. The Scope of Work described below provides the full scope of services that may be requested in a Task Release; however, a Task Release may describe less than all of the services described, as required by the issuing Member's specific needs.

I. GENERAL

After a disaster, Contractor shall be required to furnish all supervision, labor, parts, tools, materials, equipment, supplies, and transportation necessary to monitor issuing Member's debris removal contractor as it conducts removal/clearance of disaster-generated vegetative debris from issuing Member's utility right-of-way ("ROW") throughout issuing Member's service territory. All debris monitoring activities are to comply with current FEMA guidance and local, State, and Federal laws and regulations. Contractor should expect to provide debris monitoring services during daylight hours, seven days per week. Any deviations from this schedule will require issuing Member approval.

II. MOBILIZATION AND DEMOBILIZATION

A. Mobilization

Contractor must be fully operational and onsite at issuing Member's location within 48 hours after Contractor receives Task Release from the issuing Member. Issuing Member and Contractor may agree on a longer or shorter activation time per the Task Release.

B. Demobilization

The issuing Member shall provide Contractor with 24-hours advanced notice that debris monitoring services will no longer be needed and can be demobilized.

III. MINIMUM MONITORING PERSONNEL REQUIREMENTS AND RESPONSIBILITIES

A. Debris Monitoring Field Supervisor

Contractor will provide one debris monitoring field supervisor for no more than 10 site debris monitors. Responsibilities include, but are not limited to:

- Scheduling debris monitoring resources and deployment timing
- Communicating and coordinating with issuing Member personnel
- Providing suggestions to improve the efficiency of collection and removal of debris
- Coordinating daily activities and future planning
- Remaining in contact with debris management/dispatch center or supervisor

• Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility

• Supervising the accurate computation of debris volumes, hazardous tree and stump sizes and quantities, hourly labor, and hourly equipment usage, as applicable

• Documenting and recording measurements and computations

• Documenting work using digital photographs

• Ensure that work stops immediately in an area where human remains, or potential archeological deposits are discovered

• Report to project manager if debris removal/clearance work does not comply with all local ordinances as well as State and Federal regulations

• Compiling, reconciling, and documenting daily, in an electronic spreadsheet format, all eligible debris cut by the debris removal/clearance contractor(s)

B. Debris Monitor

Contractor will provide trained debris monitoring personnel to oversee the clearance, removal, hauling, and disposal of eligible debris, as applicable. Responsibilities include, but are not limited to:

• Providing trained debris monitoring personnel at designated sites to check and verify information on debris removal/clearance operations

• Validate hazardous trees, including hangers, leaners, and stumps and document hazard through photographs, GPS, and appropriate forms

• Monitoring clearance and removal activity

• Checking the area for safety considerations such as downed power lines and children playing in area, and ensuring that traffic control needs are met, and trucks and equipment are operated safely

• Performing a pre-work inspection of areas to identify potential problems such as covered utility meters, transformers, fire hydrants, etc. to mitigate damage from loading equipment

• Ensuring the work area is clear of debris to the specified level before equipment is moved to a new area

• Properly monitoring and recording performance and productivity of debris removal/clearance crew

• Remaining in regular contact with debris management/dispatch center or supervisor

• Ensuring that only eligible debris is cleared

• Ensuring that only debris from approved public areas is cleared

• Performing other duties from time to time as directed by the issuing Member or its designated representative

• Recording any instances of damage caused by debris removal/clearance crews or equipment with photographs and written reports

C. Clerical/Data Entry Supervisor

Contractor will provide a clerical/data entry supervisor to coordinate data entry and information management systems. Responsibilities include, but are not limited to:

• Supervising the preparation of detailed estimates and submitting them to issuing Member's debris manager

• Implementing and maintaining a disaster debris management system linking the debris site information, including reconciliation and photographic documentation processes

• Providing daily, weekly, or other periodic reports for issuing Member debris manager noting work progress and efficiency, current/revised estimates, project completion, and other schedule forecasts/updates

D. Clerical Staff/Data Entry Clerk

Contractor will provide clerical staff/data entry clerk(s) as required to enter debris removal information into the Contractor's information management systems and to respond to specific directions from the data entry supervisor. ADMS shall be used when doing so would significantly reduce the required level of effort for clerical support and issuing Member has determined the associated costs are reasonable.

IV. SERVICES

A. Project/Operations Management

Contractor shall be responsible for Project/Operations Management of the debris monitoring activities for issuing Member. This responsibility includes providing an experienced Project/Operations Manager, supplying a temporary field office for the monitoring staff, and coordinating and meeting with issuing Member (or its designated representative), field staff, and contractors. Additionally, Contractor will be responsible for hiring, training, deploying, scheduling and monitoring the activities of its collection monitors.

B. Collection Monitoring

Contractor will be responsible for monitoring and certifying all of issuing Member's authorized collection activities. This responsibility includes monitoring and certifying all debris loads to ensure eligibility for federal reimbursement, providing trained collection monitors, exercising quality control over the debris monitoring activity, and providing daily feedback to issuing Member. Contractor shall ensure that all loads are correctly captured by the ADMS. Contractor shall photographically document daily collection activities. Contractor shall identify and document, through photographs and GPS coordinates, all leaners, hangers, and stumps, and coordinate with federal and state representatives to ensure eligibility and maximum reimbursement.

Additionally, Contractor shall coordinate with issuing Member to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc.
Contractor's staff should be equipped with modern communication equipment. Contractor shall have the ability to maintain shapefiles or geodatabases of collection passes, customer complaints, and leaners, hangers, and stumps, including photos, and to track these issues using a geographic information system ("GIS") and provide an updated shapefile or geodatabase to issuing Member on an appropriately determined schedule.
The primary role for debris monitors is to document the type, location, and amount of debris collected. Debris monitors should be able to estimate debris quantities, differentiate between debris types, properly fill out load tickets, and follow all site safety procedures. In performing the services under the contract, Contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA reimbursement. Professional Engineers and other certified professionals are not necessary for debris monitoring and may not be used without the express written approval of issuing Member.

C. ADMS

Contractor shall provide an electronic ADMS that shall create load tickets electronically, eliminating the need for written and scanned tickets. The ADMS features shall include, at a minimum, the following:
• Paperless electronic (handheld device) load ticket generation and data collection;

• Debris vehicle certification data capture at certification site;

• Encrypted and secure field data transfer (field to DMS, DMS to server);

• Accessible secure database for government and debris removal contractor(s) use. Database will be internet accessible by debris removal contractor(s), issuing Member, State, and other public entities on a need to know basis;

• Minimal manual entry of load ticket data fields (e.g., load call, type of debris);

• Automation of debris pickup location thru use of GPS technologies;

• Evaluation of daily event status using web-based reporting and GIS tools;

• Coordination of debris removal contractor(s)' invoices, FEMA documentation, and applicant payment process enabled thru an integrated database management system;

• Contractor shall use an ADMS during the performance of services under the agreement for managing the collection, transport, and/or disposal of debris.

D. DMS and Disposal Monitoring

Contractor shall provide debris management site and disposal site monitors and spotters to observe and document the unloading, processing, and loading of debris in accordance with FEMA requirements. This responsibility includes estimating the load volume, completing the ADMS load tickets, and signing and certifying that the information is complete and accurate. Additional responsibilities include conducting pre-use and post-use environmental monitoring, ensuring that the truck certifications are accurate, ensuring that
all collection vehicles are equipped with the necessary safety restraints, coordinating with all federal, state, and local agencies, and keeping accurate records. The debris monitor's roles and responsibilities in the field include, but are not limited to:

• Measure and certify truck capacities (recertify on a regular basis).

• Complete and physically control load tickets (in monitoring towers and the field).

• Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms).

• Ensure that trucks are accurately credited for their load.

• Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted, debris is fluffed - not compacted).

• Ensure that hazardous waste is not mixed in with loads.

• Ensure that all debris is removed from trucks at the DMS or disposal site.

• Report to project manager if improper equipment is mobilized and used.

• Report to project manager if contractor personnel safety standards are not followed.

• Report to project manager if general public safety standards are not followed.

• Report to project manager if completion schedules are not on target.

• Ensure that only debris specified in the scope of work is collected and identify work as potentially FEMA-eligible or ineligible.

• Monitor site development and restoration of the DMS, if applicable.

• Ensure daily loads meet permit requirements.

• Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.

• Report to project manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

E. Debris Vehicle Certification

Contractor shall be responsible for measuring and capturing data elements for each debris removal vehicle in accordance with FEMA requirements utilizing the ADMS. Additionally, Contractor shall take a photograph of each vehicle showing the vehicle number and type of vehicle. Contractor will also perform random verifications at least once per week at each DMS or disposal site to ensure that no vehicle modifications have been made.
Trucks or equipment designated for use under issuing Member's Task Release shall not be used for any other work during working hours.

F. Damage Complaint Tracking

Contractor shall assist issuing Member with tracking, managing, reporting, and customer follow-up through to resolution of all damage complaints resulting from debris removal activities. Contractor should track complaints using a GIS including linked photos.

G. Data Compilation and Reporting

Contractor shall be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing debris disposal data and vehicle certifications, project records, photos and manifests, etc., to support federal (FEMA), state, and local reimbursements, and subsequent audits.
Contractor shall be responsible for providing daily status updates to issuing Member. This reporting will include creating, updating and maintaining a database to include all information on debris removal and disposal, including number of loads and types, vehicle certification, and stump, hanger, and leaner information and images. All electronic reporting will be provided in a format acceptable to issuing Member and issuing Member shall have access to the database to perform queries and produce reports. Issuing Member will require Contractor to meet minimum standards for the timeliness of data reporting. Examples of required reporting include:
• Daily cumulative hours for each piece of equipment and labor hours for personnel, by position

• Types and quantities of debris collected from rights-of-way and/or collection centers

• Types and quantities of debris accepted at the DMS and/or final disposition

• Types and quantities of debris recycled/reduced at the ROW or DMS and taken to final disposition

• Any operational or safety issues

H. Payment Monitoring and Reconciliation Processing

Contractor shall be responsible for reviewing, validating, and reconciling debris removal contractor(s)' invoices prior to submission to issuing Member for processing.

I. Other Related Services

Additional services issuing Member desires Contractor to provide include the following:
• Assist issuing Member in preparing final reports for reimbursement by FEMA, state agencies, and other governmental entities;

• Providing professional oversight to ensure compliance with State and FEMA regulatory and reporting requirements, as well as any other federal, state, or local regulation applicable to debris management;

• Ensuring that the processing of federal funding is done as expeditiously as possible by taking ownership of the responsibility for ensuring the accuracy of invoices, payroll, monitoring information, reports, ADMS data, vehicle certifications, and operating data;

• Meeting with issuing Member's representatives and the debris removal contractor(s) daily; and

• Additional services that Contractor wishes to propose or that issuing Member and Contractor agree to in a Task Release.