

## Exhibit A

### **Task 3: Debris Services**

#### ***Subtask 3.1- Design TS Helene Private Property Debris Removal (PPDR) Program***

- a. Program Design – Tetra Tech will work with the County during the first week of the engagement to design a County PPDR Application Program based on the current debris removal model in place (e.g. an outside agency performing debris removal, FEMA designating Buncombe County as a “high impact and catastrophic” zone). Specific activities during this Subtask include:
  - i. Review Right of Entry form and provide feedback to the County.
  - ii. As requested, review and provide input on the development of interlocal agreements with cities to allow the County to perform debris services in incorporated areas of the County.
  - iii. Create Program Guidelines.
  - iv. Participate in meetings with local, state and federal legal teams to review forms and program requirements.
  - v. Coordinate with local, state, and federal agencies to identify Right of Entry needs for waterway debris removal.
- b. Build Cloud-Based Document Storage and Application Intake System – In concert with the County Information Technology (IT) Department, Tetra Tech will build a PPDR document storage system for the Tropical Storm Helene debris program. This system will allow for application intake (if approved by the County). This will be cloud-based to store relevant project documents to be turned over to the County upon project completion. The County and Tetra Tech staff will be provided access to the System during project operations. Specific activities during this Subtask include:
  - i. Determine platform in conjunction with the County based on legal requirements.
  - ii. Build-out file storage system and reports.

#### ***Subtask 3.2- Implement TS Helene PPDR Program***

- a. Perform PPDR Program Outreach – In conjunction with County staff, Tetra Tech will lead outreach activities to County residents for the TS Helene PPDR program. Our team will focus on the benefits of program participation, requirements for participation and set expectations associated with the work being performed and timeline. It is imperative the program has strong County staff/elected official participation for outreach activities. Specific activities during this Subtask include:
  - i. Conduct internal meeting to discuss communications strategy.
  - ii. Schedule, organize and lead Town Hall Debris Meetings (estimated four (4) meetings).
  - iii. Perform one-on-one meetings with community leaders.
  - iv. Develop social media messaging/graphics for inclusion in local and county-sponsored accounts.
  - v. Develop Frequently Asked Questions (FAQs).
  - vi. Provide talking points for County leadership.
- b. Execute PPDR Application Intake and Verification – Tetra Tech will implement the County PPDR Application program that incorporates mobile, fixed-site, canvassing, and home-based application intake. This will include staffing application support centers, collecting and scanning documentation, and verifying ownership. Based on the program guidelines described above our team will interface with County residents to collect required documentation thru the following activities:
  - i. Establish up to 5 PPDR Application Intake Centers within County facilities/locations and 1 virtual intake center over a 45-day period.

- ii. Staff ROE application support locations during operating hours and collect required ROE forms.
  - iii. Provide approximately 4,000 verified ROEs to USACE for debris removal.
  - iv. Provide the County with a PPDR ROE Dashboard.
  - v. Provide the County with weekly progress reports and conduct a weekly meeting with County leadership.
- c. Provide call center services to provide support to disaster survivors with questions about the County’s debris programs. The call center will also provide scheduling support for home-based application intake. Deliverables for this task include: debris program call scripts, debris program FAQs, daily reporting on call volume metrics and inquiry types, escalation procedures, and master schedule for home-based application intake.
- d. Perform ROE for Waterways (IF REQUIRED) – Based on the information provided by FEMA/USACE at the time of the task order, the County **may be required** to obtain ROEs for work to be performed by a third party (e.g. USACE). This may include ROE for easements to the waterway and ROEs for work to be performed on the waterway itself.
- e. Perform Debris Site Assessments (IF REQUIRED) – Based on information provided by FEMA/USACE at the time of the task order, the County **may be required** to perform debris site assessments prior to turning over the PPDR file to USACE to remove debris. The site inspections will identify hazards on the property for removal by USACE. Specific activities include:
- i. Schedule and conduct approximately 4,000 Site Inspections
    - Review applicant created debris estimates.
    - Coordinate with property owner for date/time of inspection.
    - Provide four (4) Site Inspection Teams for completion of the Site Inspection Forms.

**Subtask 3.3- Vessel and Vehicle Disposal Coordination**

- a. Tetra Tech will support the County with the final disposal operations of derelict vessels and vehicles collected by the USACE Debris operation. Tetra Tech will provide the following services.
- i. Receive notifications from USACE that a vessel/vehicle has been retrieved and placed on the ROW, document and notify County staff.
  - ii. Document that the vehicle/vessel has been towed to the vehicle/vessel staging area.
  - iii. Notify the County when statutory deadlines for vehicle retrieval are met and that the vehicle/vessel can be disposed.
  - iv. Document that final disposition has taken place.

**Subtask 3.4- Provide General Debris Technical Assistance to County**

- a. Tetra Tech will provide Technical Assistance by Debris Subject Matter Experts (SMEs) to the County leadership as they engage with State and Federal partners. Specific activities include:
- i. Attend Debris Task Force Meetings with State/FEMA/USACE.
  - ii. Attend other internal related debris meetings (County Debris RSF Task Force).
  - iii. Provide debris program related support to County including policy review and analysis, strategy development and funding source analysis.
  - iv. Provide support for waterway debris removal programs.

**Table 3: Task 3 Cost Breakdown [1][2][3][4][5][6]**

Labor Category	Hourly Rate	Estimated Staff	Estimated Hours	Estimated Cost
Project Executive	\$295.00	1	20	\$5,900
PPDR Program Design SME	\$235.00	3	160	\$37,600
PPDR Documentation System Designer	\$215.00	1	40	\$8,600
PPDR Planner	\$115.00	1	20	\$2,300
PPDR Public Information Designer	\$115.00	2	40	\$4,600
PPDR Documentation Manager	\$135.00	1	800	\$108,000
PPDR Documentation Supervisor	\$115.00	3	2,664	\$306,360
PPDR Documentation Specialist (Intake Center)	\$95.00	12	5,400	\$513,000
PPDR Documentation Specialist (Home-based)	\$95.00	8	4,320	\$410,400
PPDR Documentation Specialist (Waterway)	\$95.00	2	1,080	\$102,600
PPDR Documentation Supervisor (Waterway)	\$115.00	.5	270	\$31,050

<b>Labor Category</b>	<b>Hourly Rate</b>	<b>Estimated Staff</b>	<b>Estimated Hours</b>	<b>Estimated Cost</b>
PPDR Call Center Representative/ROE Intake	\$90.00	6	3,240	\$291,600
PPDR Reporting & Data Analysis	\$135.00	2	840	\$113,400
Vessels & Vehicles Documentation Manager	\$135.00	1	50	\$6,750
Vessels & Vehicles Documentation Specialist	\$95.00	2	520	\$49,400
Debris Technical Assistance	\$235.00	3	40	\$9,400
PPDR Site Assessment Reviewers	\$90.00	25	16,000	\$1,440,000
PPDR Site Assessment Planner	\$135.00	1	480	\$64,800
PPDR Site Assessment Schedules & Reviewers	\$95.00	10	7,680	\$729,600
PPDR Public Information Designer	\$115.00	2	40	\$4,600
<b>Estimated Labor</b>				<b>\$4,239,960</b>
<b>Estimated Expenses</b>				<b>\$170,000</b>
<b>Estimated Total</b>				<b>\$4,409,960</b>

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates plus non-labor expenses as set forth in the Master Services Agreement (MSA) between the County and Tetra Tech for Comprehensive Disaster Recovery, Financial and Grant Management Support and Pre-Disaster Cost Recovery Planning Services.

[2] Though the table above outlines the anticipated staff positions and level of effort for these services, Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories; (ii) use fewer hours within one subtask and more hours within another subtask; and (iii) use additional positions/hourly rates in the MSA not shown above for performance of the subtask(s) as necessary.

[3] Based on the 45-day timeline, we anticipate approximately 80-90% of the 4,000 ROEs would be collected during this period.

[4] If required, Environmental services for Section 106, 107 or other required clearances may be added.

[5] Based on the 45-day timeline, we anticipate approximately 50-60% of the Site Assessment Reviews would be completed during this period.

[6] This may include site assessments in municipalities within Buncombe County as requested by the County.