



November 25, 2013

Mr. Joseph A. Bouzan, Purchasing
City of Foley
407 East Laurel Ave.
Foley, AL 36536

Subject: Letter Proposal – Preparation of a FEMA 325-Compliant Disaster Debris Management Plan

Dear Mr. Bouzan,

Pursuant to your request, Thompson Consulting Services (Thompson) is pleased to provide this letter proposal to the City of Foley (City) to assist the City with the development of a Federal Emergency Management Agency (FEMA) Debris Management Guide – 325 (FEMA 325) compliant Disaster Debris Management Plan (DDMP). The development of a DDMP will allow the City to better respond to future emergency debris removal situations. In addition, following the implementation of the Sandy Recovery Improvement Act, FEMA issued an Alternative Procedures Pilot Program for Debris Removal on June 28th, 2013. One of the elements outlined in the procedures is a financial incentive available to the City for preparing a DDMP. By preparing a DDMP that is approved by FEMA through submission to the Alabama Emergency Management Agency, the City will qualify for a one-time two percent (2%) cost share adjustment applied to debris removal completed within 90 days following a future federally declared debris generating disaster.

The purpose of the DDMP is to outline the components critical to the success of a debris removal operation in the City. The DDMP provides key information that will help the City coordinate and effectively manage a debris removal operation if the City were affected by a major, debris generating incident. Central to the success of debris removal operations is the City's understanding of the following elements prior to a debris generating incident, all of which will be outlined and documented in the newly developed DDMP:

- The parties involved and their roles and responsibilities regarding the debris removal
- The rules, regulations, and guidelines enacted by FEMA and other agencies governing debris removal
- The process of collecting debris
- The disposal of debris, including where the debris will be staged for reduction and/or hauled for final disposal

Scope of Services - Disaster Debris Management Plan

The purpose of this scope is to develop a FEMA 325-compliant DDMP that includes components critical to the success of a debris removal operation in the City. Thompson will perform the following tasks to assist the City in developing an integrated disaster debris response to a debris generating incident.

Task 1: Project Initiation

The Project Initiation task lays the foundation for successful project coordination by identifying key personnel and the scope of the planning process. Thompson will provide a data request to the City to collect documentation, allowing sufficient time to review prior to an internal kick off meeting. Thompson will also capture key issues that the City will face following a debris generating event. Thompson will review existing documents and provide an outline of the DDMP for City comment.

Task 2: Identification and Evaluation of Debris Management Sites

Thompson will review any previously used debris management sites and will identify any suitable sites for potential use in the event of a debris-generating disaster. Any new potential sites will be provided to staff for review and consideration.

While the Alabama Department of Environmental Management does not specifically regulate vegetative debris, there are many criteria that make some locations more suitable than others. Thompson will collect and review the relevant information, including the following:

- Site Information (name and address)
- GPS coordinates
- Government affiliation
- Basic directions to site
- Site ownership and contact information
- Contractor who will manage site
- Description of operations
- Debris type, estimated quantities, and ultimate disposal information
- Distance from debris pile to nearest property line/building
- Distance from processing site location to nearest property line/building

Task 3: Debris Removal Zones and Map Development Assistance

The purpose of this task is to assist the City with the development of collection zone maps that can be used for field monitoring within the City. Thompson recognizes that City personnel will have experience with debris removal operations from past disasters and may have successful zone configurations already identified. To complete this task, Thompson will provide a staff member with experience in debris removal operations to develop collection zones with the City. The finalized collection zone map will be incorporated into the City's DDMP.

Task 4: Plan Development (Preparation of Draft and Final DDMP)

The final step in this Scope of Services will be to compile the task elements defined above into a summary DDMP document for reference and use by the City. Thompson is estimating the plan to include approximately 20 – 25 pages plus associated appendices (e.g., debris estimates by Category 1-5, zone map, health and safety supplement, DMS location(s) and maps, etc.). Thompson will develop the FEMA 325 compliant DDMP by reviewing and incorporating other City documents relating to debris removal operations. The DDMP will specifically outline recommended methods for handling various debris streams including construction and demolition debris, leaners, hangers, and stumps, white goods, appliances, and boats in addition to standard vegetative debris removal.

Other key components of the DDMP will include the following:

- Organizational structure, role and contact information for individuals and departments involved in debris removal operations
- Debris volume estimates
- DMS report (ranking, acreage, location, maps, etc)
- Pre-event preparations during times of normalcy
- Pre-event preparations prior to impending debris generating event
- Post-event response
- Post-event recovery
- Debris removal zone map
- Sample press releases
- The City's procurement documents related to the debris removal contract
- Health and safety strategy (to be developed with City's input)
- Thompson will include a crosswalk that provides page references where the City's DDMP meets Alternative Procedures Pilot Program debris management plan requirements.

A draft version of the City's DDMP will be delivered to the City for review and comment. The City will provide consolidated comments on the draft DDMP to Thompson. Thompson will incorporate the appropriate comments into the final DDMP.

Thompson will then provide the City with three copies of the final DDMP along with any associated electronic files.

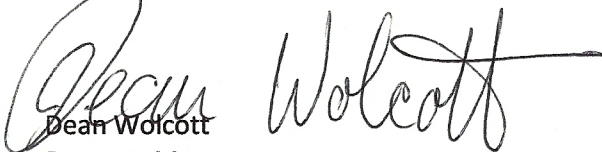
Thompson offers to provide the DDMP defined above for a fixed fee of \$5,000.00 as defined in the following table. Payment for the services rendered shall be due upon completion of each task.

Table 1: Cost Proposal

Task	Proposed Budget
1. Project Initiation	\$700
2. DMS Review	\$500
3. Zone Maps Assistance	\$600
4. Plan Development	\$3,200
TOTAL	\$5,000

Thompson appreciates the opportunity to provide this proposal for disaster preparedness assistance to the City of Foley. Please don't hesitate to call me with any questions regarding this proposal.

Best Regards,


Dean Wolcott
Program Manager
Thompson Consulting Services