**EXHIBIT E** **– DEFINITIONS**

## 214 FORMS (ICS 214 FORMS)

The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after action report.

## ASSESSOR’S PARCEL NUMBER (APN)

The unique number assigned to each parcel of land by the county tax assessor. Refer to “Site”*.*

## CAL OES

The California Governor's Office of Emergency Services.

## CALEPA

The California Environmental Protection Agency.

## CALRECYCLE

The California Department of Resources Recycling and Recovery.

## CLEANUP GOAL REPORT

The scope of work consisted of collecting soil samples from across the fire impacted areas. Samples are collected from geologic units within each geologic formation within the burn scar. The most up to date California and Federal health-based and hazardous waste standards are then compiled to evaluate cleanup goals for the burn scar area’s soil types within unique geologic units. Background levels of heavy metals are considered when determining cleanup goals to ensure that resources are not allocated to removing soil concentrations which may be above the health-based standards but are not related to the debris from the incident.

## CONTRACT MANAGER

State or User Agency staff point of contact responsible for managing contractors to meet their respective scopes of work and approve contractor reimbursement for completed and approved work documented by A&M Consultant and in contractor invoices.

## CONTRACTOR

A party contracting with the awarding Agency.

## DAY

Unless otherwise indicated, a “day” or “days” refers to a calendar day(s).

## DGS

The California Department of General Services, Procurement Division (DGS – PD).

## DIRECTOR

The Director of the User Agency, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

## DISABLED VETERAN BUSINESS ENTERPRISE (CERTIFIED)

A business that has been certified by DGS-PD, Office of Small Business and DVBE Services (OSDS), as a Disabled Veteran Business Enterprise (DVBE) as defined in Military and Veterans Code 999 et. seq. and 2 California Code of Regulation (CCR) 1896.60.

## DISASTER DEBRIS AND HAZARD TREE REMOVAL (DDHTR) CONTRACTOR

The contractor responsible for disaster debris and hazard tree removal identified by the Assessment and Monitoring Contractor and as directed by the Contract Manager and Incident Management Team (IMT).

## FIELD STAFF

Contractor’s staff or Subcontractor staff that conducts work throughout the Operational area. This does not include staff that work in a field office or remote Contractor’s office, full-time.

## HAZARD TREE

A tree so damaged by fire that it possesses an imminent threat of falling onto public Right-of-Way (ROW), other improved public property, or other infrastructure – as approved by the IMT.

## INCIDENT ACTION PLAN (IAP)

A formal plan which documents incident goals, Operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters.

## INCIDENT COMMAND SYSTEM (ICS)

A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple Agencies can be effective.

## INCIDENT MANAGEMENT TEAM (IMT)

Designated personnel who provide support to incident management. The IMT includes the Operations Chief, Planning Chief, Finance and Administration Section Chief and their respective designees.

## HOLIDAYS

Those days designated as State holidays in the Government Code.

## LOT

Refer to “Site”.

## LICENSED TIMBER OPERATOR (LTO)

Licensed Timber Operator "LTO" is used herein to refer to a person who has been licensed under the Forest Practice Act law and is authorized to conduct forest tree cutting and removal Operations.

## NOTICE TO PROCEED

A Notice to Proceed (NTP) is a notification from the User Agency informing the Contractor it shall begin work under the Operation.

## MANAGEMENT STAFF

Contractor or Subcontractor staff responsible for oversight and management of Contractor or Subcontractor staff conducting specific operational or scientific related tasks as described in the RFP. This includes but is not limited to the Program Manager, Incident Commander. Operations Section Chief, Branch Directors, Planning Section Chief, Finance Chief, Lead RPF, Lead CAC, Environmental Group Manager, Environmental Group Supervisors, and Data/Packet Manager).

## OPERATION

The full scope of Assessment and Monitoring Services for Disaster Debris and Hazard Tree Removal, including that described in Exhibit A.1, Special Provisions and additional services performed by other Contractors or Government Agencies necessary.

## OPERATION SECTION CHIEF

Conducts operations to reach the incident objectives. Establishes the tactics and directs all operational resources. Oversees and directs all tactical staff and Operations for the Assessment and Monitoring Services for Debris and Hazard Tree Removal.

## OPERATIONAL STAFF

Contractor staff and/or Subcontractor staff excluding finance, accounting, and GIS staff. Includes all staff that will be working in the field for the majority of the time during an operation.

## PROJECT

Refer to “Operation”.

## PROPERTY

A parcel of land owned by a resident, commercial, industrial, or public entity.

## RIGHT-OF-WAY (ROW)

“Right-of-way” generally means that portion of real property granted to a public or quasi-public entity to utilize said property for public street, drainage, or utility purposes.

## RIGHT-OF-WAY SEGMENT

A reasonable Operational portion of a public right-of-way.

## RIGHT-OF-ENTRY PERMIT (ROE)

A Right of Entry Permits is a legal agreement executed by a landowner allowing the User Agency, A&M Contractor, and DDHTR Contractor to perform debris removal activities on a certain parcel of land.

## SCOPE OF WORK (SOW)

The description of work required of a Contractor by the awarding Agency.

## SECTION 106

Section 106 of the National Historic Preservation Act and all associated statutes and regulations, including 36 CFR 61*.*

## SITE

A building or facility, or group of contiguous buildings or facilities with common ownership and within a single APN. A Site may include a “Property,” “Lot,” or “APN” as defined in this Agreement [modified, 19 CCR 2900(gg)].

## SMALL BUSINESS (CERTIFIED)

A business that has been certified by DGS-PD, Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896 et seq.

## STATE

Under the Master Service Agreement (MSA), the term “State” refers to all State of California Agencies specified on the California State Portal, [State Agency Listing](file:///%5C%5CYO00FIL001%5CCommon2%5CAcquisitions%5CMAP-Masters%5CMasters%5CContracts%5CAssessment%20and%20Monitoring_NEW_2021_RFP5219930%5C1_Procurement%5C1.1_Development%5CSolicitation%20SOW%5CFINAL%20DOCS%5CState%20Agency%20Listing) (https://www.ca.gov/agenciesall/).

## SUBCONTRACTOR

A person or entity which contracts with the Contractor to perform all or a portion of the work.

## TITLE 22 METALS

California Code of Regulation (CCR) Title 22, Division 4.5 (also known as the California Administrative Manual (CAM)) refers to CAM 17 metals which include: antimony, arsenic, barium, beryllium, cadmium, chromium, cobalt, copper, lead, mercury, molybdenum, nickel, selenium, silver, thallium, vanadium, and zinc.

## USER AGREEMENT

An Agreement between a User Agency and Contractor(s) to provide services under the MSA.

## WORKDAY

For the purposes of this MSA, a workday includes Monday thru Saturday, including state holidays. A workday is defined as all hours necessary to support daily on-site Operations, including, but not limited to, health and safety briefings, beginning and end of shift briefings, and all-hands safety meetings. The IMT will determine Operational hours for each Operational period.

The actual length of a specific workday may vary based upon Operational needs, specific job description and duties, weather, local laws, and other factors. Daily Operations working hours are 6:00 a.m. to 6:00 p.m. Pacific Time (PT) or as specified by the User Agency.

## WORK ORDER

At the discretion of the User Agency, it may choose to direct work via Work Orders for services contained in the User Agreement. Work Orders detail activities to be completed within the Scope of Work, not to exceed cost, and provide a schedule for completion. The Contractor shall not perform or undertake any work that is not indicated or addressed in a Work Order.