

Exhibit A: Responsibilities/“Scope of Work”

The Residential Hazardous Tree Arborist will be responsible for one or more of the following tasks assigned:

1. Will work under the direction and oversight of EDCFSC’s Program Coordinator to ensure compliance with the guidelines, conditions and criteria of the Grant funding agency and the Project’s Scope of Work. This includes any adjustments made to Section 5C.
2. Complete a Hazardous Tree Evaluation Form by inspecting and identify all potentially hazardous trees on Landowner’s property to determine hazardous tree mitigation needs to meet California Public Resources Code 4291 and El Dorado County Ordinance No. 5186;
3. Will use the EDCFSC's designated technology platforms, including Esri ArcGIS Field Maps and Esri Survey123, for all applicable field inspections, data collection, mapping, project documentation, and reporting activities.
4. Primary targets include the Landowner’s primary residence, entry points within 100ft of the home, and trees that may not pose a threat to the home but fall within Zone 1 (5-30ft). Entry points may extend to 300ft from residence pending approval of program mitigated negative declaration.
5. Each Tree will be tagged with an identifying markers i.e. metal strips, aluminum tags, labeled caution tape, or any other identifying tree tag; as well as noting accessibility for chipping services for each identified tree
6. Assess trees within a 2-year timeframe (life expectancy), and prioritize trees, noted on the ArcGIS FieldMaps’ Hazardous Tree Evaluation (HTE) Form, based on their level of hazard and threat to the Landowner’s property and identify any trees recommended for expedited removal (30 days);
7. Recommend Tier Status to each identified hazardous tree based on the level and intensity of work required during tree removal services;
8. All identified trees shall have photos, depicting hazard type noted on the HTE Form and any structural defects and/or obstacles nearby; properties determined to have no eligible trees must include a dated site photo demonstrating that an on-site evaluation was completed.
9. Evaluation will include defining the size, species, defects and level of work needed to meet hazardous tree removal requirements using EDCFSC provided forms, giving educational material to Landowner, taking photos of all identified trees, and explain to Landowner that not all recommended trees may be removed;

10. Take at least three (3) photos of each identified tree on the HTE Form, capturing the location of the tree, the tree tag ID and any surrounding obstacles. All photos will be identified by the Job Number and Landowner.
11. Identifying the location of all above ground utilities and infrastructure systems, to include, but not limited to power lines, septic tanks, and irrigation systems that may prevent ease of accessibility for tree removal, crane or chipping equipment. Note each location under the nearest identified tree on the HTE Form; utilities are not a target within this scope.
12. Oversee to protect any sensitive areas from disturbance that have been identified as an endangered plant or animal habitat, or watercourses.
13. Will arrive at the work site as scheduled. If there is a scheduling delay, Arborist will promptly notify the resident to reschedule.
14. Will contact each Landowner and complete the evaluation within three weeks of receipt of request,
15. Must coordinate with Landowners to schedule work at a time that is convenient for the Landowner and does not cause undue disruption or inconvenience.
16. Will be equipped with camera, computer, internet access, phone, vehicle, tools and personal safety equipment to fully implement the evaluation efficiently and safely;
17. Will evaluate and enter date completed, recommended trees in priority order, HTE Form, and photos of all recommended trees into the EDCFSC web-based program database as jobs are completed;
18. Shall comply with all established Program administrative processes, including timely Progress Payment invoices of the EDCFSC and any report requested by the funding sources.
19. Will be reimbursed for all completed work monthly upon receipt of their complete and correct invoice by the third business day of each following month; invoices will contain Job Number, Itemized Trees, Date Evaluation Completed, and Job Cost.