

EXHIBIT A

STATEMENT OF WORK

Tetra Tech Team

Administration of the San Pedro Bay Ports Clean Truck Program

Tables 1-5 list all tasks and subtasks to be performed by the Tetra Tech team.

Table 1. - Task 1: Program Structure Development (Grants)

Subtask Number	Subtask Name / Purpose
1.1	Review / recommend changes to policies, etc.
1.2	Work w/ MTOs & DTR
1.3	Develop Parking protocols
1.4	Develop reporting system on grantee status
1.5	Develop accounting system
1.6	Develop audit / review programs for grantees
1.7	ID insurance requirements
1.8	Develop compliance standards (federal) for security, safety
1.9	Develop procedures for truck delivery
1.10	Develop protocols for interfacing with OEMs
1.11	Establish geofences / develop monitoring procedures
1.12	Develop reporting system of key oversight metrics
1.13	Develop audit system for maintenance, safety, etc.
1.14	Review / evaluate other funding requirements
1.15	Develop credit screening criteria grants / loans
1.16	Project Management
1.17	Develop operational procedures for CSC

Table 2. - Task 2: Ongoing Program Implementation (Grants)

Subtask Number	Subtask Name / Purpose
2.1	Collect, process & approve app data w/ tracking
2.2	Aggregate vehicle orders, transmit data to all parties
2.3	Exchange data with DTR etc. to update grantee
2.4	Provide monthly reports on awards, funds, etc.
2.5	Present briefings on program status etc.
2.6	Analyze AVL data and other info for compliance
2.7	Track all funds used to replace / retrofit trucks
2.8	Monitor / audit grantee for maintenance / other
2.9	Meet with ports periodically to ID / resolve issues
2.10	Provide forecasts of activities and costs
2.11	Monitor effectiveness of driver ed / revise material
2.12	Manage participant issues including redeployment

2.13	Process paperwork to complete program exit
2.14	Collect / verify documentation through driver updates
2.15	Maintain, audit and update program procedures
2.16	ID conditions for repossessions and notify as need
2.17	Administer scrappage programs
2.18	Project Management
2.19	Day to Day Staffing / Administration of CSC
2.20	Provide technical support for CSC

Table 3 – Task 3: Program Structure Development (Concessions)

Subtask Number	Subtask Name / Purpose
3.1	Review / recommend changes from interim
3.2	Work with DTR / Gate Admin to develop /manage
3.3	Develop protocols RE City WFD and enforce parking
3.4	Develop reporting system on concessions
3.5	Develop accounting system (port specific)
3.6	Ensure compliance with insurance by concessionaires
3.7	Develop protocols for concession enforcement
3.8	Develop compliance standards for fed requirements
3.9	Project Management
3.10	Develop operational procedures for CSC
3.11	Other

Table 4. - Task 4: Ongoing Program Implementation (Concessions)

Subtask Number	Subtask Name / Purpose
4.1	Collect and process application data w/ tracking
4.2	Approve and execute concession applications
4.3	Exchange data w/ DTR etc. to maintain / update
4.4	Provide monthly status reports on concessionaires
4.5	Meet regularly with ports to ID / resolve issues
4.6	Provide forecasts of activities and costs
4.7	Present briefings on program status
4.8	Collect and account for all fees (concession /truck)
4.9	Administer defined enforcement program
4.10	Monitor concessions to ensure compliance
4.11	Manage issues including LA employee driver requirements.
4.12	Collect/verify documentation, audit once per 2 years
4.13	Maintain, audit and update program procedures
4.14	Project Management
4.15	Provide CSC staff
4.16	Provide technical support for CSC

Table 5. - Task 5: Outreach – Grants and Concessions

Subtask Number	Subtask Name / Purpose
Grants	
5.1	As needed further educate LMCs and IOOs
5.2	Support development of systems
5.3	Provide Services for CSC
5.4	Conduct outreach at LMCs
5.5	Implement additional strategies
Concessions	
5.6	Conduct outreach at LMCs
5.7	Develop outreach for City's Workforce development
5.8	Host public information sessions / collect feedback
Other	
5.9	Meetings and reporting
5.10	Monitor effectiveness of education / outreach
5.11	Web-based outreach (concessions, stakeholders)