

**REQUEST FOR PROPOSALS # 05-2017**  
**PROFESSIONAL SERVICES FOR MONITORING OF DEBRIS**  
**REMOVAL AND RELATED SERVICES FOR THE**  
**CITY OF PORT WENTWORTH**

The City of Port Wentworth is seeking to enter into a disaster debris monitoring agreement for future disasters. Notice is hereby given that sealed proposals must be received by the City of Port Wentworth at or before 5pm on July 13, 2017 at 317 Cantyre Street, Port Wentworth, Georgia 31407. All proposals will be received by Chief Lance Moore. Mr. Moore reserves the right to reject any proposals received and to award said proposals in the best interest of the City of Port Wentworth. Main Phone: (912)-401-0475

Disasters often produce large volumes of debris. Debris and damaged trees create hazardous conditions including blocked roadways/drives and obstacles to emergency vehicles. These hazards and obstacles often block routine, essential, and emergency traffic both vehicular and pedestrian. One of the first essential steps in securing the community is the removal of hazardous debris to allow security, emergency, and other service traffic. As requested by the city, additional services may include emergency management preparation/planning services and disaster response services such as damage assessments and assistance with reimbursement/financial recovery. It is in the best interest of the city to enter into an agreement for a term of five years with a firm to provide debris management and monitoring services in the event of a disaster.

**REQUIREMENTS**

The city is seeking qualifications and proposals for monitoring and managing the removal of disaster generated debris from public lands, easements, and rights-of-way. Removal of debris from private property may also be included. The primary purpose of these services is to ensure that the entire debris removal, hauling, recycling, and/or disposal process is done properly and expeditiously and is eligible for reimbursement under the Federal Emergency Management Agency (FEMA) public assistance program, Federal Highway Administration (FHWA), and Georgia Emergency Management Agency (GEMA) guidelines.

Respondent must meet the following general conditions:

1. Be able to provide monitoring of the cleanup, removal, separation, reduction, and disposal of debris as defined in the scope of services set forth on Exhibit "A" attached hereto and incorporated herein by reference (the services).
2. Be willing and capable of performing the services including, but not limited to, proper documentation preparation, management, and event closure services.
3. Be knowledgeable and have experience in the provision of the services for reimbursement through the FEMA public assistance, FHWA ER program and GEMA.
4. Be able to perform the services and any other agreed to services in a timely manner, recognizing that the city desires to have this project completed within 30 days following completion debris hauling and removal
5. OFCCP debarred companies will not be eligible to be awarded contract

## **RESPONSE FORMAT**

Please provide the following information:

### **Company Profile:**

A company profile including the firm name, business address, telephone number, year established (include former firm names and year established, if applicable), type of ownership, and parent company, if any. Provide the name of the person who shall serve as authorized negotiator for respondent and if the respondent is selected to negotiate with the city.

### **Experience:**

Provide information indicative of experience on other projects of similar complexity that documents successful and reliable experience in past performance within the last seven (7) years, as it relates to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least 10 FEMA reimbursable disaster debris removal projects related to at least 3 different declared disasters over the past seven (7) years, including at least two projects involving the removal of at least 500,000 cubic yards of debris. Identify local governmental clients for whom similar services have been provided including the name of client, client contact person, description of services performed, and quantity of debris monitored. Respondent must demonstrate special disaster recovery program management services including monitoring of private property/right-of-entry (ROE) work, waterway/marine debris clean up, sand recovery/beach remediation, hazardous tree/limb removal, hazardous material removal, vessel and vehicle recovery, asbestos removal, data management, contracting/invoice reconciliation, and FEMA appeals assistance.

### **Personnel:**

Provide an organizational chart and summary of staff qualifications. Demonstrate current capacity and current expertise in debris removal, solid waste, and hazardous waste management/disposal. Respondent shall document knowledge and experience of personnel with Federal, State, and local emergency management agencies, programs, funding sources, and reimbursement processes.

### **Conflicts:**

All respondents must certify the respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, with the services sought herein pursuant to federal or state law. Has the respondent had a contract related to debris removal cancelled within the past seven years? If so, state the name and address of the other contracting party and the reason for cancellation.

### **Technical Approach:**

Provide a description of the proposer's approach to the project including implementation of the RFP scope of services, startup procedures, debris estimating methodology, and management of debris recovery contractors.

**References:**

The respondent shall provide references for five debris projects of comparable size performed over the past seven years. Include the client name, debris quantity, summary of work, along with name, address, and phone number of a responsible contact person.

**Capacity:**

Capacity to perform services timely for the city is critical and could be impacted by other obligations firms may have in the general area.

**Fee Schedule:**

Each proposer must complete and submit the Cost Proposal Form/Fee Schedule below. Cost will be evaluated using the hourly rates submitted below for the labor positions listed. The hourly labor rates shall include all applicable overhead and profit. Overtime hours will be paid at the same rate as regular time hours. All normal expenses shall be absorbed in hourly rates, including lodging, meals, transportation, and per diem. Special costs such as boat rental and marine expenses may be billed to the owner at cost without mark-up. Proposer may also include additional optional positions and services.

<u>POSITIONS</u>	<u>HOURLY RATE</u>
Project Manager	\$ _____
Operation Managers	\$ _____
Data Manager	\$ _____
GIS Analyst	\$ _____
Field Supervisor	\$ _____
Debris Site/Tower Monitors	\$ _____
Collection Monitor	\$ _____
Data Entry Clerk/Clerical	\$ _____
Billing/Invoice Analysts	\$ _____

**Submittal:**

Please submit one original and three exact copies of the proposal, for a total of four sets. Proposals and copies shall be submitted in a sealed envelope, clearly labeled with RFP title, date, and company name.

## **EVALUATION OF PROPOSALS**

Evaluation of proposals and selection of a monitoring and management firm shall be at the sole discretion of the city. This will be a qualification based section. Professional firms will be evaluated using the following criteria and respective weights. Firms submitting a proposal in response to the RFP may be required to give an oral presentation to city representatives. The city's response for an oral presentation shall in no way constitute acceptance of a proposal or imply that an agreement is pending. The city reserves the right to award to the opportunity to provide services specified herein based on initial proposal submissions without oral presentations.

<b><u>GRADING CRITERIA</u></b>	<b><u>POINTS</u></b>
1. References on recent projects of comparable size and scope including two projects over 500,000 C.Y.	20
2. Qualifications of firm and key staff	20
3. Diverse project experience including ROW, C&D debris, marine Debris, private property, structure demolition, and vessel removal	15
4. Capacity to respond immediately	25
5. Fee schedule	20
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## **Exhibit A**

### **Scope of Services Debris Removal Monitoring**

#### **Staff Mobilization**

When a potential disaster threatens the city, the debris monitoring firm (Monitor) will mobilize 2 to 3 days in advance with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.) to participate in the “response” phase of the disaster event. Additional monitor staff shall be contacted and put on standby for potential mobilization. Logistical arrangements for out of city staff such as lodging arrangements for key staff, is considered the responsibility of the monitor.

#### **Field Documentation of Work**

Monitor shall carefully document debris removal activities as well as hazardous trees and trees that contain hazardous limbs that need to be removed. Monitor will work closely with the city and with FEMA/FHWA to determine the most effective methods of documentation to ensure that debris removal is eligible for federal funding. Monitor shall communicate with FEMA to ensure documentation supports project reimbursement. Monitor will work with FEMA to pre-validate as much eligible debris, tree, and limb removal as practical.

#### **Collection Monitoring of Rights-of-Way and Public Property Debris**

Monitor will provide collection monitors with each of the contractor’s loading crews to ensure each load is related to the disaster and is eligible for federal reimbursement. The street address and/or GPS coordinates will be recorded on each load ticket. The monitor will initiate a multipart ticket in the field for each load containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris storage and reduction site (TDSRS) or disposal site with the truck driver for load rating. Load ticketing and documentation will also be performed for hazardous tree and limb removal. This project may include monitoring the removal of abandoned cars, boats, marine debris, white goods, beach cleaning, and structure demolition. Monitor will provide similar services if debris removal from private property/right-of-entry (ROE) is approved for this project. Field monitoring of debris haulers shall be performed in accordance with current FEMA, FHWA and state requirements in coordination with the city.

#### **Monitor Training**

Monitor will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. The Monitor will be required to perform adequate training for locally hired staff at no expense to the city. All monitor employees must be able effectively communicate to a level appropriate to their responsibilities.

### **Spot Checks and Auditing of Monitors**

Monitor will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

### **Project Mapping**

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the city's information and FEMA documentation. The monitor will assist the city in public communication and will document and relay any citizen complaints for action by the contractor or the owner.

### **Truck Certification**

The monitor will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurements, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each TDSRS/disposal site for quality control. Certifications should also include a methodology to discourage collection contractors from modifying their vehicle after certification, such as identifying unique attributes to the vehicle like sideboards. Photographs of the vehicle and its driver shall be documented. Periodic spot checks and recertification of trucks that were potentially altered after initial certification shall be performed.

### **Quality Control/Quality Assurance**

A QA/QC program should be implemented by the monitor to minimize errors in debris monitor tickets and all documentation functions. Eligibility of work, reliability, of documentation, and data accuracy are all critical in achieving full reimbursement for eligible project expenses.

### **TDSRS/Disposal Sites**

The monitor will provide trained monitors at TDSRS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from TDSRS sites through final disposal, if applicable.

### **Data Management**

Monitor will establish an advanced project data management system and enter load ticket information daily. Data will also include GPS coordinates or addresses for tree and stump removal and debris removal process as applicable. This information can be provided to the city, FEMA, FHWA, and the contractor. Additionally, the staff will work with the contractor to reconcile invoices and review debris removal invoices for recommendation of payment by the city. Furthermore, the monitor will organize field information for FEMA documentation

including photographs and/or GPS coordinates. The monitor will help track invoices for FEMA reimbursement and provide additional supporting information as requested.

### **Public Information Support**

Monitor may be asked to assist the city in public outreach following a disaster event as it relates to debris recovery efforts. This may include establishing and staffing (including supplying equipment, phone lines, etc.) a “debris hotline” to respond to public complaints and concerns, or establishing a website. This also may include assistance with press releases, public notices, and other public information functions. All functions will be performed in a manner to maximize federal and state reimbursement.

### **Funding Support**

The monitor shall assist the city in securing maximum reimbursement for eligible work from state and federal agencies. Specific funding support services may include working with the city to develop a cash flow strategy that focuses on early reimbursement. This includes assistance in preparing a debris quantity estimate that is supported by FEMA staff, early preparation of a project worksheet to cover the estimated cost of the entire debris removal effort at the outside of the project, and assisting the city and FEMA personnel with project worksheets, versions, etc. The monitor shall be prepared to assist the owner with appeals based on their in-depth knowledge of FEMA and FHWA reimbursement policies. The monitor shall be prepared to assist the city, if requested, in tracking progress of project worksheets and providing quick response to any issue that may arise and potentially slow funding. The monitor shall be prepared to assist the city in finding additional funding reimbursement sources related to disaster mitigation.

### **Recovery Services**

The city is interested in selecting a monitoring firm with field implementation and FEMA reimbursement experience in community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and database management
- ROW and private property vegetative/ C&D hazard removal monitoring
- ROW and private property demolition coordination and monitoring
- Monitoring of marine debris removal and beach sand cleaning

### **Other Related Services**

Services not specifically identified in this request, but are needed to provide a complete debris removal and documentation project.

### **Pre-Storm Coordination**

The monitor will be prepared to meet with the city once prior to July 1<sup>st</sup> of each year to coordinate services for the upcoming storm season. Additionally, the monitor shall coordinate with the city immediately prior to a credible disaster threat. These meetings shall occur at no cost

to the city and are meant to facilitate increased coordination of efforts, to discuss the city's expectations of the monitor, and to fast track recovery activities when a disaster strikes.

### **Safety Meetings and Monitoring Updates**

Safety of monitoring staff is of paramount importance. The monitor will hold regular meetings with debris monitors staff for project updates and to communicate safety issues. If the essential information becomes available, the staff may meet more frequently.

### **Coordination Meetings with Contractor(s)**

The monitor will initiate a coordination meeting with the debris removal contractor to help expedite the work and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

### **Contractor Damages**

The monitor may be asked to develop a database application to track and help the city manage contractor damages.

### **Status Reports**

The monitor will provide detailed daily or weekly status reports to the owner as requested for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.