

# NOTICE OF INVITATION FOR PROPOSAL

To whom it may concern,

Notice is hereby given that sealed proposals will be received by the City of Morgan's Point, Texas by 2:00 p.m. on Friday November 12th at 510 Bayridge Road., Morgan's Point, TX, 77571. Envelopes containing the proposals must be sealed, addressed to Owner, and designated as proposal for the following described:

## "PROPOSALS FOR PROFESSIONAL SERVICES FOR DISASTER DEBRIS REMOVAL MONITORING AND RELATED SERVICES"

**COMPANY/NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Proposal specifications may be obtained from Owner at 510 Bayridge Road., Morgan's Point, Texas, 77571, phone 281-471-2171.

Each proposal package must contain the Respondent's Proposal in a sealed envelope. Each proposal must be stamped received in Owner's office before the time and date specified above.

A bid opening meeting will be held at 510 Bayridge Road., Morgan's Point, TX 77571 on Friday November 12<sup>th</sup> at 2:00 p.m.

The Owner reserves the right to reject all proposals received and to award said proposals in the best interest of the Owner.

**REQUEST FOR PROPOSALS**  
**PROFESSIONAL SERVICES FOR DISASTER DEBRIS REMOVAL**  
**MONITORING AND RELATED SERVICES FOR**  
**CITY OF MORGAN’S POINT, TEXAS**

The City of Morgan’s Point (the “Owner”) is interested in selecting a debris monitoring firm for a potential future disaster(s) which may generate large quantities of debris throughout the City. The City is seeking a highly qualified and experienced firm to provided monitoring of the disaster debris removal process and related services.

Disasters such as floods, winter storms and tornadoes 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 for security, emergency, and other service traffic. It is in the best interest of the Owner to enter into a pre-event agreement for a term of five years with a firm to provide debris removal monitoring services in the event of a disaster.

As requested by the Owner, additional services may include emergency management preparation /planning services and disaster response services such as damage assessments. Task orders for additional emergency management services, such as emergency management planning must be approved by the Owner prior to performing services. Prior to beginning development or updating of a planning document (such as a DMP, COOP or CEMP), Provider will deliver to the Owner a specific scope, cost and schedule for the services.

**REQUIREMENTS**

The Owner is seeking qualifications and proposals for monitoring the removal of vegetative and construction debris generated by the disaster from public lands, easements, and rights-of-way. The primary purpose of these services is to ensure that the debris loading, hauling, and disposal process is done properly and expeditiously and in compliance with local, state, and federal laws, rules and regulations. Private property debris removal may also be included in this scope of services, if approved by the Owner.

Respondent must meet the following general conditions:

- 1) be able to provide monitoring of the clean up, 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 federal, state, and local disasters; and
- 4) be able to perform the Services and any other agreed to services in a timely manner, recognizing that the Owner desires to have this project completed within 30 days following completion of debris hauling and removal.

## **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, should Respondent be selected to negotiate with Owner.

### **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 related to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least 10 disaster debris removal projects related to at least 3 different declared disasters, over the past seven (7) years, including at least two projects involving removal of at least 1,000,000 cubic yards of debris. Identify local governmental clients for whom similar services have been provided including name of client, client contact person, description of services performed, and quantity of debris monitored. Provide resumes of key staff. 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, management, and contracting/invoice reconciliation.

### **Personnel:**

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

**Conflicts:**

All Respondents must certify that Respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to federal, state, or local law. Has Respondent has 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 reason.

**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 similar size performed over the past eight years. Include the client name, debris quantity, brief summary of work, along with name, address, and phone number of a responsible contact person.

**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/Disposal Monitor	\$ _____
Collection Monitor	\$ _____
Data Entry Clerk/Clerical	\$ _____
Billing/Invoice Analysts	\$ _____
E-Ticketing Unit	\$ _____

**Submittal:**

Please submit one original and four exact copies of the proposal, for a total of five 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 firm shall be at the sole discretion of Owner. This will be a qualifications based selection. 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 Owner representatives. The Owner's request for an oral presentation shall in no way constitute acceptance of a proposal or imply that an agreement is pending. The Owner reserves the right to award the opportunity to provide the 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 similar size and scope, including two projects over 100,000 C.Y.	20
2. Qualifications of firm and key staff	20
3. Diverse project experience including, ROW, private property debris monitoring, and construction and demolition debris	20
4. Local knowledge and recent experience providing Services for the Owner	20
5. Fee Schedule	20
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

# **Exhibit A**

## **Scope of Services**

### **Debris Removal Monitoring**

#### **Staff Mobilization**

When a non-predicted disaster impacts the Owner, e.g. tornado, the debris monitoring firm (Monitor) will mobilize within 12 hours following notification. When a potential predicted disaster threatens the Owner, e.g. hurricane, the Monitor will mobilize 2 days in advance with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.) in order 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 town staff such as lodging arrangements for key staff, is considered to be 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 hanging limbs that need to be removed. Monitor will work closely with the Owner to determine the most effective methods of documentation.

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

Monitor will provide collection monitors with each of the debris removal Contractor's loading crews to ensure each load is related to the disaster. The street address and/or GPS coordinates will be recorded on each load ticket. The Monitor will initiate a multi-part or electronic 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 Debris Management Site (DMS) 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 federal and state requirements and in coordination with the Owner.

#### **Monitor Training**

Monitor will provide training to all employees concerning safety, project eligibility, and disaster specific information. The Monitor will be required to perform adequate training for locally hired staff at no expense to the Owner. All Monitor employees must be able to 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 Owner's information. Monitor will assist the Owner in public communication and will document and relay any citizen complaints for action to the Owner.

#### **Monitoring of Marine and Stream Debris Removal**

Monitor shall monitor and document the removal of disaster related debris from waterways, oceans and bays, as directed. Monitor shall also monitor and document the removal of disaster

related debris from streams and floodways. This may include floating debris, submerged debris, and removal of abandoned vehicles and vessels. Debris removal shall be documented and load ticketed. Monitor will document Contractor work progress based on Contractor bid item pricing, such as Linear Feet of stream cleared, Cubic Yards of debris removed, or Tons of debris removed, as appropriate. Monitor documentation will be electronically entered into the debris management data base along with other debris removal and monitoring documentation. Monitor will review and validate all debris removal Contractor invoices and make payment recommendations to the Owner.

### **Truck Certification**

Monitor will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/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 QC/QA 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 critical in achieving project fulfillment.

### **DMS/Disposal Sites**

Monitor will provide trained monitors at DMS 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 DMS sites through final disposal, if applicable.

### **Data Management**

Monitor will establish an advanced project data management system and enter load ticket information on a daily basis. Data will also include GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. This information can be provided to the Owner. Additionally, the staff will work with the debris removal Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the Owner. Furthermore, Monitor will organize field information documentation including photographs and/or GPS coordinates.

**Public Information Support** - Monitor may be asked to assist the Owner in public outreach following a disaster event as it relates to debris removal 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.

### **Funding Support**

The Monitor shall assist the Owner in securing any federal or state funding or reimbursements.

### **Recovery Services**

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

- Right-of-Entry (ROE) administration and data base management
- ROW and public property vegetative/C & D hazard removal monitoring
- ROW and public 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**

Monitor will be prepared to meet with the Owner once prior to June 1<sup>st</sup> of each year to coordinate services for the upcoming storm season. Additionally, Monitor shall meet with the Owner immediately prior to a credible disaster threat. These meetings shall occur at no cost to the Owner and are meant to facilitate increased coordination of efforts, to discuss the Owner'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. Monitor will hold regular meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently. Monitor will not control the debris removal Contractor's means and methods, and will not be responsible for the safety of the debris removal Contractor or its employees, subcontractors, or representatives.

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

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 Owner manage debris removal contractor damages.

### **Status Reports**

Monitor will provide detailed weekly status reports to the Owner as requested for use and information and may provide additional reports as requested by Owner. 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.

### **Public Assistance Consulting Services**

The debris removal Contractor shall provide if requested by the Owner:

- (a) Identification of eligible emergency and permanent work (Category A-G);
- (b) Damage assessments;
- (c) Assistance in attaining Immediate Needs Funding;
- (d) Loss measurement and categorization;
- (e) Project Worksheet generation and review;
- (f) Staff augmentation with experienced Public Assistance Coordinators and Project Officers;

- (g) Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
- (h) Appeal services and negotiations;
- (i) Reconstruction and long-term infrastructure planning; and
- (j) Final review of all emergency and permanent work performed.