

## **REQUEST FOR PROPOSALS**

### **TOPB 23-03 EMERGENCY DISASTER DEBRIS MONITORING SERVICE FOR TOWN OF PERDIDO BEACH, ALABAMA**

#### **NOTICE TO PROPOSERS**

All sealed proposals shall be submitted **including one (1) marked original and five (5) duplicates on the original forms, clearly marked with RFP title and description.** Proposals will be accepted by the Town of Perdido Beach, located at 9212 County Rd 97, Perdido Beach, Alabama 36530, Monday – Friday, during the business hours of 9:00 a.m. to 3:00 p.m., starting March 31, 2023, with proposal closing on April 17, 2023 at 1:00 p.m.

#### **NO LATE PROPOSALS WILL BE CONSIDERED**

#### **REQUEST FOR PROPOSALS TIMELINE**

<b>Advertising</b>	<b>March 31, 2023 April 05, 2023</b>
<b>Pre-Submittal Conference</b>	<b>April 06, 2023 at 10:00 am</b>
<b>Response to Questions to all proposers</b>	<b>April 11, 2023</b>
<b>Deadline for Receipt of proposals</b>	<b>April 17, 2023-1:00 pm</b>

The Town of Beach encourages the participation of Minority Business Enterprise / Disadvantaged Business Enterprise Firms in all construction projects. To that end, the Town of Perdido Beach will never exclude any firm from participation in, deny any person benefits or otherwise discriminate in connection with the award and performance of Town of Perdido Beach contracts based on social or economic status.

The Town reserves the right to reject any and/or all proposals, to waive any and all technicalities and to accept any proposal or part thereof which in the opinion of the Town is most advantageous to Town. In case of ambiguity or lack of clearness in stating the prices in the proposal, Town reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

Request for Proposals  
For  
Emergency Disaster Debris Monitoring Service

RFP# 23-03

**PURPOSE:**

The Town of Perdido Beach, Alabama is soliciting sealed proposals to provide Emergency Disaster Debris Monitoring Service.

**INSTRUCTIONS TO PROPOSERS:**

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals including one (1) marked original and five (5) complete copies not later than 1:00 pm local time on April 17, 2023 to:

Christi Stitt, Town Clerk  
9212 County Rd 97  
Perdido Beach, Al 36530

Offers by telephone, e-mail, fax or telegram will not be accepted.

Respondents are cautioned that they are responsible for the delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any means other than hand delivery, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her proposal reaches the office of the Town Clerk. The time and date for receipt of Proposals will be scrupulously observed. The Town shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

**TERMS AND CONDITIONS:**

1. The Town reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the Town, or to award a contract to the next most qualified proposers if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the Town.

The Town reserves the right, and the Office of the Town Clerk has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Town.

2. The Town reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the Town the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
4. Proposals shall be sealed and proposers should indicate on their proposal the following :
  - A. RFP# 23-03 Emergency Disaster Debris Monitoring Service
  - B. Date of Opening – April 17, 2023 1:00pm
  - C. Name and Address of Proposer
5. Costs of preparation of a response to this request for proposals are solely those of the proposers. The Town assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The proposer receiving the award will obtain or possess the following insurance coverage's and will provide Certificates of Insurance to the Town to verify such coverage.
  - A. Workers' Compensation – The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the Town and its agents, employees and officials.
  - B. Commercial General Liability – The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$1,000,000.00 per occurrence, with a \$2,000,000.00 aggregate.
  - C. Business Automobile Liability – The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00 per occurrence, Combined Single Limits (CSL) or its equivalent.
  - D. Professional Liability (Errors and Omissions) – The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be as least twice the required per claim amount.

7. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from the RFP. The Town shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of this agreement. This information shall be provided to the Town, and/or its designees, for purposes of inspection, reproduction and audit without restriction.
8. It is the intent of the Town to enter into a three (3) year term contract, with renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

**QUESTIONS REGARDING THIS RFP:**

Requests for additional information or clarifications must be made in writing no later than April 11, 2023 the request must contain the proposer's name, address, phone number, and facsimile number. Electronic facsimile will be accepted at (251) 962-2206.

Facsimiles must have a cover sheet which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, and facsimile number.

The Town will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in an addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

***Interested parties are urged to attend a pre-bid conference that will be held at 10:00 a.m on Thursday, April 06, 2023, in the Al Thompson Community Center in Perdido Beach, AL.***

It is the proposer's responsibility to be sure all addenda were received. The proposer should verify with the designated contact persons prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

**PROPOSAL FORMAT:**

Proposers must respond in the format delineated below:

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. Qualifications of the Firm

Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor with local governments

will be considered. For the purpose of this solicitation, experience with local governments will be defined as debris contract monitoring on behalf of sub-grantees following a federal disaster declaration. State and federal contracts that do not reflect direct contractual obligations to perform services on behalf of the sub-grantee will not be considered to be past local government experience. Firm qualifications must include, at minimum, the following:

- a) Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
- b) Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
- c) Experience representing Local governments with various state and federal funding source sources and reimbursement processes, including Federal Emergency Management Agency (FEMA), Alabama Emergency Management Agency (AEMA), Federal Highway Administration (FHWA) and National Resource Conservation Service)NRCS.
- d) Experience with special disaster recovery program management services including private property/ rights-of way (ROW) work, waterways/wetland clean-up and reimbursement, sand recovery, screening and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA reporting and appeals assistance.
- e) Provide at minimum five (5) references for which the firm has performed services within the last five (5) years that are similar to the requirements in the Scope of Services. Three (3) of the references shall be from a local government for hurricane debris monitoring experience involving a minimum of 1,000,000 cubic yards of debris. Provide the reference contact name, address, e-mail, telephone numbers and date of contract.

## 2. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications.

Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, etc.) must be full time employees of the proposing firm and have experience in the following:

- a) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer must demonstrate experience managing debris monitoring for at least three government entities involving a minimum of 1,000,000 cubic yards of debris for each client. Recent debris monitoring from hurricane events is required.
- b) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes. Proposer must demonstrate experience with project worksheet preparation, contractor procurements, hauler invoice reconciliation, and appeals/reimbursement support.

2. TECHNICAL APPROACH

Provide a description of the proposer’s approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the Town. Provide a copy of proposer’s internal training program.

3. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. Reasonable travel, per diem, and other direct project costs (e.g., load tickets, communications, equipment rental, etc.) will be billed to the Town at cost without markup.

3. SELCTION CRITERA

The following criteria will be utilized to select the consultant awarded this contract.

Firm Qualifications.....	35	
Qualifications on Similar Projects.....		25
Key Staff Project Understanding and Approach.....		20
Management Systems/Reporting Systems/ Training Manual		10
Cost Proposal.....		10
 TOTAL.....		 100

**SCOPE OF SERVICES:**

The Town requires disaster management, recovery, and consulting services to support the oversight and management of debris recovery contractors. As such the consultant should be capable of providing a range of related other services as needed and ordered by the Town. These services may include mitigation assistance, facilitating communication with FEMA, FHWA, Alabama Department of Transportation (ALDOT), AEMA, the State of Alabama and other state and federal agencies, coordination with state insurance representatives, pre-event planning and post-event reconstruction, grant funding and reimbursement services.

1. DISASTER DEBRIS MONITORING SERVICES:

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, drainage areas/canals, waterways, and other public, eligible, or designated areas. Specific services may include:

- a) Coordinating daily briefings, work progress, staffing, and other key items with the Town.

- b) Selection and permitting of Temporary Debris Storage & Reduction for Staging Locations (TDSRS) and any other permitting/regulatory issues as necessary.
- c) Scheduling work for all team members and contractors on a daily basis.
- d) Hiring, scheduling, and managing field staff.
- e) Monitoring recovery contractor operations, and making/implementing Recommendations to improve efficiency and speed up recovery work.
- f) Assisting the Town with responding to public concerns and comments.
- g) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h) Digitization of source documentation (such as load tickets).
- i) Developing daily operational reports to keep the Town informant of work progress.
- j) Development of maps, GIS applications, etc. as necessary.
- k) Comprehensive review, reconciliation and validation of debris removal contractor(s) invoices prior to submission to the Town for processing.
- l) Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, AEMA, FHWA and any other applicable agency for disaster recovery efforts by Town staff and designated debris removal contractors.
- m) Cost recovery of eligible funds currently not obligated or potentially de-obligated by appropriate funding agencies. Separate pricing structures for this service may be included in the Consultant's proposal.
- n) Final report and appeal preparation and assistance.

## 2. EMERGENCY MANAGEMENT PLANNING AND TRAINING

If requested by the Town, the Consultant shall provide:

- a) Development of a debris management plan – including identification of an adequate number of Temporary Debris Storage & Reduction for Staging (TDSRS) locations. Staff training as necessary.
- b) Procurement assistance for debris removal contractors and other services as requested.
- c) Project management to include the formulation and management of permanent work projects, task force management, and Mayor and Town Council, Boards and Panels.
- d) Technical support and assistance in developing public information.
- e) Other training and assistance as requested by the Town.
- f) Other reports and data as required by the Town.
- g) Other emergency management and consulting services identified and required by the Town.

## 3. PUBLIC ASSISTANCE CONSULTING SERVICES

As directed by the Town, the consultant shall provide:

- a) Identification of eligible emergency and permanent work (Category A-G)
- b) Assistance in attaining Immediate Needs Funding.
- d) Prioritization of recovery workload
- e) Loss measurement and categorization
- f) Insurance evaluation, documentation adjusting and settlement services
  
- g) Project Worksheet generation and review.
- h) FEMA, FHWA and NRCS reimbursement support
- i) Staff augmentation with experienced Public Assurance Coordinators and Project Officers.
- j) Interim inspections, final inspections, supplemental Project Worksheet generation and final review.
- k) Appeal services and negotiations
- l) Reconstruction and long-term infrastructure planning
- m) Final review of all emergency and permanent work preformed.

**COST PROPOSAL:**

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. Reasonable travel, per diem, and other direct project costs (e.g., load tickets, communications, equipment rental, etc.) will be billed to the Town at cost without markup.



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RFP# 23-03

**COST PROPOSAL FORM**

I have read and understand the requirements of this proposal, **RFP# 23-03** and agree to provide the required services in accordance with this proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFP except where specific exception has been taken. The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct project expenses) will be billed to the Town at cost without mark-up.

**POSITIONS**

**HOURLY RATES**

Project Manager	\$ _____
Operations Managers	\$ _____
Scheduler/Expeditors	\$ _____
GIS Analyst	\$ _____
Field Supervisors	\$ _____
Debris Site/Tower Monitors	\$ _____
Load Ticket Data Entry Clerks	\$ _____
Billing/Invoice Analysts	\$ _____
Project Assistants	\$ _____
Field Coordinators (Crew Monitors)	\$ _____
Project Coordinators	\$ _____
Environmental Specialist	\$ _____
Project Inspectors (citizen drop-off site monitors)	\$ _____

**OTHER REQUIRED POSITIONS:**

Proposer may include other positions, with hourly rates, as needed.

**POSITIONS**

**HOURLY RATES**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**PERDIDO BEACH EMERGENCY MANAGEMENT**

**ISSUE DATE** \_\_\_\_\_

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RFP# 23-03

**Signature and Certification**

SUBMITTED BY:  
PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

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

CITY/STATE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX:(\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

