



ADDENDUM #1
MONITORING SERVICES FOR DISASTER DEBRIS REMOVAL
Requisition No. GG-081221
ISSUED JULY 27, 2021

Addendum #1 is being issued to address the following items for the Monitoring Services For Disaster Debris Removal. This RFP continues to be scheduled to open at 2:00 p.m. CT on Thursday, August 12, 2021.

- 1) All references to "Invitation to Bid" or "Bid" found within this document shall be changed to "Request for Proposals" or "RFP".
- 2) The following positions have been added to the "Staffing Requirements" section of this RFP.

Operations Manager

The primary responsibilities of an operations manager, if activated, are:

- Coordinate damage assessments
- Manage and coordinate all field operations
- Coordinate with Client and contractors for debris prioritization and clearance push
- Manage Truck Certification Program
- Coordinate FHWA cost segregation
- Implement Quality Control system
- Oversee training of all hired monitors
- Liaison with debris removal contractors
- Attend daily meetings with Client and contractors

Billing and Invoice Analyst and Manager

The general responsibilities of the Billing and Invoice Analyst and Manager are:

- Inspect and audit contractor's invoices
- Reconcile invoices with load ticket summary
- Verify accuracy of invoices
- Coordinate with contractors to rectify errors
- Approve invoices and authorize payment
- Produce summary reports for each invoice including back up data and documents



3) Bid Submission Requirements – Page 10

The deadline for submitting questions related to this RFP has been revised to read as follows: All questions related to this bid must be documented through email and should be sent to Rachel Keith at rkeith@cityoffoley.org no later than **5:00 p.m. on Friday, August 5, 2021**. No questions will be addressed by any means other than email. Answers will be emailed to all bidders in the event that clarification is required. If further clarification is needed or a change is made within the bid, an Addendum will be emailed stating the change. All addendums must be acknowledged in the "Addendum Acknowledgment" section located on page **19** of this bid packet.

Please include all Addendum #1 documents with your RFP response, utilize the Addendum #1 hourly rate sheet and acknowledge receipt of Addendum #1 on page 19 of the original RFP packet.

Rachel Keith
Project Manger



ADDENDUM #1
MONITORING FIRM HOURLY RATES
 MONITORING SERVICES FOR DISASTER DEBRIS REMOVAL

Company Name: _____

Address: _____

Bid Submitted by: _____ (Name of company representative)

Title: _____ Email: _____

Phone: _____ Fax: _____

| <u>Item</u> | <u>Description</u> | <u>Units</u> | <u>Unit Price (All Inclusive - Hourly Rate)</u> |
|-------------|-----------------------------|--------------|---|
| 1 | Project Manager | HR | |
| 2 | Operations Manager | HR | |
| 3 | Clerical Supervisor | HR | |
| 4 | Clerical Staff | HR | |
| 5 | Billing and Invoice Manager | HR | |
| 6 | Billing and Invoice Analyst | HR | |
| 7 | Data Manager | HR | |
| 8 | GIS/Mapping Analyst | HR | |
| 9 | Field Supervisor | HR | |
| 10 | Field Debris Monitoring | HR | |
| 11 | Fixed Site Monitoring | HR | |

| <u>Item</u> | <u>Description</u> | <u>Cost</u> |
|-------------|---|-------------|
| 12 | Development of a Debris Management Plan | |