



HIGHLANDS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
(HCBCC)  
PURCHASING DIVISION

DATE: March 19, 2020

BID NO. RFP 20-017

ADDENDUM No. 4

Project: Disaster Debris Removal and Recovery

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This addendum is being issued to clarify the information in the RFP solicitation documents and to answer questions received.

CLARIFICATIONS/NEW INFORMATION:

- C1. The Sebring Airport has solicited services separately at this time and will not be included in the cooperative solicitation.
- C2. Verbiage Revisions: Due to requests for clarification/questions herein verbiage revisions have been made to the following pages: Page 10, 42, 51, 71. See Attachments.
- C3. Page Count: In an effort to efficiently evaluate the submissions, proposers are to be concise with their responses.
- The maximum page limit had been increased to 100 pages.
  - All resumes shall be limited to one page per person.
  - All forms listed in the Proposal Submittal Form Checklist, on page 74 of 125, are excluded from the page count.
    - The Forms consist of Pages 73-125, plus attachments A4-3, A4-4, A4-5 and A4-9 issued with this addendum.
    - All required forms are to be completed and submitted with the proposal package. The "Complete Proposal Submittal Form" consists of pages 73-74 and 91.
  - The "Fee Schedule" portion of the form, pages 75-90, has been issued in Excel Format, with revised information noted in red. The electronic submission of the "Fee Schedule" is to be in a single unlocked excel file. See attachment A4-3 Fee Schedule.XLS. In addition, a copy is to be included within the tabbed proposal submission as a place holder.
- C4. **Submission Process: Due to the issuance of the declaration of local state of emergency the County will implement the following options for proposal submissions: 1) online submittal via Vendor Registry or 2) via delivery in accordance with the solicitation documents for this solicitation. Email submissions are NOT permitted.**

QUESTIONS /ANSWERS:

- Page 67 states that there is 75 page limit – with the magnitude of information that the County is requesting to be compliant, we would ask that the County consider increasing the page limit to allow proposers to meet the requirements.

**Answer: See Clarification C3.**

2. Why are you getting away from burning?

**Answer: Information from FEMA indicates that burning is not a preferred method. However a line item has now been included in the price sheets for processing and reduction of debris by open burning when approved.**

3. Specifications call out pricing incinerator and not open burn, is that how you intend to handle?

**Answer: The Fee Schedule on page 79 of 125 has been revised to call out a price for each method of processing.**

4. Please explain how you plan to address hazardous limbs, leaners and hanger?

**Answer: Hazardous trees and leaners will be paid for on an each tree basis for removal and cutting then those materials will be put in the ROW with other debris and be removed together with all the other debris.**

5. Can you cut the hazardous limbs and put in the Right of way for pick up later?

**Answer: The unit measurement for hazardous limbs has been changed to each tree not each limb. The trees with hazardous limbs will be documented and recorded and this charge for their removal will be for cutting the limbs and placing at the ROW with other debris to be picked up and taken to the DDMS site.**

6. Do the specifications address what would happen if the wood chips don't have free disposal? How would the Contractor handle this situation?

**Answer: any associated cost or tipping fees would be a pass through back to Highlands County. But we have a section that says the Section 3.11 item (a) on page 42 of 125 shall be revised to read as: When the County requires chipping/grinding and or burning as a method of debris reduction the Contractor shall acceptably dispose of the chips and mulch at the Highlands County Solid Waste Management Center at 12700 Arbuckle Creek Road or at a County approved disposal site. See attachment A4-7 Revision Page 42.**

7. There is only one line item for DMS Management Site. Would the County consider adding additional line items that include the management for 1.) grinding, 2.) haul out, 3.) incinerate, 4.) open burn, 5.) air curtain?

**Answer: The items for management, processing & reduction of debris and hauling have been broken down into separate costs. See revised Fee Schedule sheet and answer to Question No. 3.**

8. Is reduced C & D material via compaction allowed? Is Contractor expected to compact at the DMS site?

**Answer: C & D materials will be taken directly to the C & D Landfill located at the Highlands County Solid Waste Management Center (HCSWMC) at 12700 Arbuckle Creek Road. However if reduction of C & D material by compaction is required at the DDM site a separate line item has been added to the Item 2. Processing and Reduction of all debris in the Fee Schedule Under DDM Site Management on page 79 of 125. See attachment A4-3 Fee Schedule.**

9. If there is no compaction for temporary storage, then is there a separate C & D cell at Arbuckle site?

**Answer: Normally there would be no compaction for temporary storage because all C & D materials would be taken directly to the C & D Landfill located at the HCSWMC at 12700 Arbuckle Creek Road, however if reduction of C & D material by compaction is required at the DDM site a separate line item has been added to the Item 2. Processing and Reduction of all debris in the Fee Schedule Under DDM Site Management on page 79 of 125. See attachment A4-3 Fee Schedule.**

10. For the water debris clean up would the County consider adding a price for Boat and Land retrieval of debris?

**Answer: Yes, the line item for water debris clean-up has been broken down into an Item 6A. Marine Debris Removal from Boat and Item 6B. Marine Debris Removal from Land. See attachment A4-3 Fee Schedule.**

11. What is the yardage for debris that Highlands County had from Irma?

**Answer: 975,000 CYDS.**

12. Can the County provide aerials for all DMS sites?

**Answer: See Attached Aerial maps of the four (4) DDMS sites. (A4-1 DDMS Sites.PDF) There are four (4) pre-identified DDMS locations:**

- 1. Highlands County Solid Waste Management Center at 12700 Arbuckle Creek Road.**
- 2. Desoto City SLF at 6000 Skipper Road.**
- 3. Avon Park Class-3 SLF & Transf. Sta. at 730 CR 17A W**
- 4. Highlands County – Clark Road Marl Pit at 275 Sabal Palm Dr.**

13. How did the DMS sites hold up with the wet weather?

**Answer: All sites held up good except for the Highlands County – Clark Road Marl Pit DDMS site 98166 which was flooded and unusable after the storm. There is the high possibility that this site may also not be usable again after a storm.**

14. Is the designated final disposal site for C&D the Highlands County Landfill?

**Answer: Yes, there is a C & D landfill located at the HCSWMC site at 12700 Arbuckle Creek Road where the County's only active Class I landfill is also located.**

15. P.10 states that each proposal must contain proof of enrollment in E-Verify. Is the E-Verify form on p.122 sufficient proof or is further proof required?

**Answer: The E-Verify form on page 122 will be sufficient.**

16. P.68 states that we need to submit the Affidavit of Compliance with 2 CFR §200.321 (or 45 C.F.R. §75.330 for Health and Human Services funds). The checklist on p.74 mentions it as a required form as well. I do not see a form with this title in the RFP documents. Where can it be obtained?

**Answer: See attachment A4-5 Affidavit of Compliance with 2 CFR 200.321.**

17. Do the following required documents count towards the 75 page limit: Equipment Lists, Resumes, organizational charts, sample subcontracting contract, sample PSAs, example flow schematics from 3 projects, copies of certifications and licenses of applicable personnel, Fee schedule, any required forms and issued addenda?

**Answer: See clarifications C3 and C2.**

18. The equipment lists, resumes, and the list of subcontractors are asked for multiple times in Tab B. Is it acceptable to provide once and reference the location in the sections which ask for the same information?

**Answer: Yes, it is acceptable to provide once and reference the location in the sections which ask for the same information.**

19. P.70 Tab B Section 3 Subsection w states that we need to provide public announcements/notices, including specific date on proposed venues. Will a sample PSA suffice?

**Answer: Yes, a sample PSA will suffice.**

20. P.71 Tab B Section 4 Subsection hh asks that we provide copies of applicable certifications/licenses/credentials of the person designated in Tab B Section 4. To what is this referring?

**Answer: The requirement of Subsection “hh” under Tab B Section 4 – Relevant Firm Experience on page 71 of 125 is deleted and will not be required. See A4-2 Page 71, revised.**

21. Does the 75 page limit only count towards Tab C?

**Answer: See clarifications C3 and C2.**

22. P.73-90 Proposal Submittal Form Including Fee Schedule. Please confirm that there is not a signature line on p.73 and that the only required signature on this form is on p.81.

**Answer: Yes, the signature for the Fee Schedule Form is on page 81 of 125. Page 73 is informational only and does not contain a signature line.**

23. The checklist on p.74 references the Certification of Restrictions on Lobbying Form. I do not see a form in the RFP documents with this title, however, p. 125 is a form titled Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements Appendix A, 44 C.F.R. Part 18.
- a. Is this the same form? If not, how can we obtain the Certification of Restrictions on Lobbying Form?
  - b. Where does this form belong in the proposal?
  - c. Does it count towards the 75 page limit?

**Answer: a. Yes. Use the form on page 125 to meet this requirement.**

**b. Tab A.**

**c. See clarifications C3.**

24. The checklist on P.74 shows that the Federal Debarment Certification is required. I do not see a form in the RFP documents with this title.
- a. Is this a certification of our on making states that we are not currently debarred from doing business?
  - b. Where does this form belong in the proposal?
  - c. Does it count towards the 75 page limit?

**Answer: a. See attachment A4-4.**

**b. See form for clarification and what is being certified.**

**c. See clarifications C3.**

25. P.91 Proposal Cover Page This form isn't referenced anywhere in the RFP.
- a. Is it to go before Tab A?
  - b. Does it count towards the 75 page limit?
  - c. Is it to go on the outside of the box?

**Answer: a. Yes, the Proposal Cover Page should go before Tab A. See clarifications C3. No, it does not go on the outside of the box.**

26. P.123 Authorized Signatories/Negotiators
- a. Where does this form belong in the proposal?
  - b. Does it count towards the 75 page limit?

**Answer: a. Authorized Signatories/Negotiators form should be submitted as a part of Tab A along with the forms identified on Page 68 of 125 under Tab A, Item 3.**

**b. See clarifications C3.**

27. P. 124 Conflict/Non-Conflict of Interest Statement
- a. Where does this form belong in the proposal?
  - b. Does it count towards the 75 page limit?

**Answer: a. forms should be submitted as a part of Tab A along with the forms identified on Page 68 of 125 under Tab A, Item 3.**

**b. See clarifications C3.**

28. Please confirm the sample contract does not need to be signed and submitted with the proposal submittal.

**Answer: No, the sample contract does not need to be signed and submitted with the proposal submittal.**

29. Could you please provide the bid tabulations and evaluation scores from the previous bidding cycle?

**Answer: See attachment A4-10 13-032 - RFP - BID OPENING SHEET 6-20-13-Score Sheet.**

30. Please explain specifically how the pricing of one proposal will be evaluated against the pricing from another proposal, including the answer to these questions:

- a. Will each pricing proposal be analyzed and refined to become one total number which can then be compared to the other proposals, and if so, what is the formula that will be used to derive that total number?
- b. Will all pricing line items be evaluated equally or will some line items receive more importance in the evaluation?
- c. Will the "Other Services" and "Additional Rates" schedules be evaluated?

**Answer: a. The review by the evaluation committee will be done subjectively and compared against the other proposal submissions to determine the over-all best value for Highlands County.**

**b. As no two events are the same the sections will not be weighted one more than another.**

**c. "Other Services" are part of the "Fee Schedule" that will be reviewed. See page 82 regarding "Additional Rates"**

31. Are there any pre-identified DMS locations?

**Answer: See Question No. 12.**

32. The scope of work dictates that the debris resulting from the removal of hazardous trees and hanging limbs will have a unit rate per tree which includes hauling the resulting debris to DMS or final disposal site. This would require collection trucks to follow the tree removal crews and ONLY pick up debris from their work, thereby skipping piles of debris and leaving it on the street to be picked up by another collection truck. If there is a major event, collection trucks will be more efficiently used if they could travel the ROW and pick up ALL debris rather than skipping piles and only following the tree crew. This also means that all resulting debris will have to be staged separately at the DMS or taken to a separate DMS to insure no comingling of debris is allowed. There will be a need for additional equipment to manage the site segregated for hazardous tree work or there will be lost time in moving equipment between the two areas. Limited DMS's their size and locations often make this scenario extremely difficult. The typical method is to price hazardous trees and hanging limbs as a cut only rate and to place the resulting debris in the ROW for collection as vegetative debris. This method frees up collection trucks and expedites the collection process. Will the County consider changing the scope to make the hazardous tree and hanging limb rate a price per tree (\$/tree) for the cut only with the resulting debris being placed in the ROW to be collected and paid for as regular vegetative debris being hauled to the DMS?

**Answer: See the answers to Question No.'s 4 and 5.**

33. The scope states that Tipping Fees will be treated as a pass through expense per section 5.06 found on page 51. Section 3.11 found on page 42 states that reduced vegetative debris must be disposed at final disposal site where it will be used for beneficial use at no cost to the county. The reduced vegetation can be used by waste to energy plants and as ground cover at landfills. Market forces dictate the demand for the wood chips and a limited space to stockpile the mulch. Should the market for wood chips dissolve and we are forced to dispose of the wood chips as regular vegetative debris at a landfill will the tipping fees be reimbursed by the County? Please confirm the County will reimburse disposal fees should mulch have to be taken to landfill as regular debris.

**Answer: Tipping Fees will be a pass through expense that we will charged to the Contractor and then charged to the County to be reimbursed by FEMA. See A4-8 Page 51 Revision/A4-7 Page 42 Revision.**

34. In present form, there is only one line item to manage a DMS site and reduce eligible debris (Line item No1. Found on page 79. Will the County consider adding additional line items to break up this into separate components

- a. Manage DMS
- b. Reduce vegetative debris via grinding
- c. Reduce vegetative debris via air curtain burning
- d. Reduce vegetative debris via open air burning
- e. Reduce C&D debris via compaction

**Answer: See the answers to Question No.'s 3 and 8.**

35. Please confirm compaction will be an approved method of reduction of C&D debris.

**Answer: See the answers to Question No.'s 8 and 9.**

36. If the County will not break up the components into their individual services (see question #3) is the Contractor to assume that C&D debris is to be reduced via compaction and that Vegetative Debris is to be reduced via open burning.

**Answer: See the answers to Question No.'s 3, 8 and 9.**

37. Other Services, Line Item No. 6 Marine Debris Removal found on page 80 – Please clarify if the marine debris removal operations will be land-based or marine-based. If the answer is both will the County consider adding a line item and pricing marine debris removal as a marine-based operation and a land-based operation.

**Answer: See the answer to Question No. 10.**

38. Attachment A found on page 63 lays out how debris quantities from a demolition project can be estimated. Does the County plan on using actual field measured quantities of demolished debris hauled to a DMS or Final Disposal Site to compute payment to the debris contractor?

**Answer: The Attachment A is for estimating Demolition Debris for private property debris removal if needed. Actual field measure quantities of private property demolition debris will be used to compute payment to the debris contractor.**

39. When evaluating the proposals, in terms of price, How will the Additional Rates for Hourly and daily rental rates found beginning page 82 be evaluated against the Unit Rate Fee Schedule for debris removal? Do they hold any weight in the total assigned percentage points towards the pricing schedule? If so, how much weight do they hold? Will you add up all items on the equipment and supplies list to form a grand total and use that number to compare?

**Answer: See the answer to Question No. 30.**

40. Will the County consider providing the pricing sheet in an excel file format?

**Answer: See attachment A4-3.**

41. Give the volume of information requested to be submitted with proposals, please confirm if the following required attachments will be counted towards the 75-page limit:

- Cover Page, Transmittal Letter, TOC & other front matter
- Resumes (will be numerous pages)
- Sample subcontract (will be multiple pages)
- Price Form (18 pages, requested as part of Tab C)
- Other attachments such as reference letters and/or sample plans
- Anything else that can be excluded from the page count?

**Answer: See clarifications C3 and C2.**

42. What was the last event that impacted the County which required activation and performance by the county's disaster debris management contractor?

**Answer: Hurricane Irma in September, 2017.**

43. How many cubic yards of debris was collected in that event?

**Answer: See question 11.**

44. Will this contract be used to perform services on state roads in lieu of the FDOT performing those services?

**Answer: No, state roads are FDOT's responsibility.**

45. If the answer to question 3 is yes, does the County and/or any of municipalities have a pre-existing memorandum of understanding with FDOT that authorizes them to perform debris removal services on state roads?

**Answer: No.**

46. How many miles of public roads (State, County, and municipal) are within the County?

**Answer: This contract does not pertain to state roads, which are taken care of by FDOT. The following is a breakdown of roads in the Highlands County**  
**County Maintained Paved = 998 miles**  
**County Count Maintained Unpaved = 200 miles**  
**Private = 675 miles**  
**Municipal Paved = 249**  
**Municipal Unpaved = 100**



47. How many miles of State roads are within the County and municipalities?

**Answer: State roads will be handled by FDOT by their own debris contract.**

48. Does the County have Memorandums of Understanding (MOU) in place with the cities within the County to perform disaster debris management services?

**Answer: Not currently, but it is anticipated to be complete in the next couple months.**

49. Does the County intend to allow the cities within the county to utilize this contract?

**Answer: Yes, see the first paragraph of the Request for Proposal.**

50. Which Contractor held the previous contract for these services?

**Answer: Phillips and Jordan, Inc.**

51. Do you currently have a Monitoring firm, and if so, which company(ies) do you hold a contract with?

**Answer: The pervious monitoring firm was Tetrattech.**

52. Does the County own any Self-Loading Grapple trucks, if so, how many?

**Answer: One. The vehicle is utilized by the Road and Bridge Department.**

53. Regarding the evaluation of the Pricing, does the County intend on adding up all unit price line items to get a total figure to compare against other proposer's or will there be quantities assigned? If quantities are going to be assigned, what will they be?

**Answer: See question 30.**

54. Please provide the names and titles of the evaluation committee members.

**Answer: The Evaluation Committee Members are: Robert Diefendorf, Project Manager-Utility; James Langford, Assistant County Engineer; Latosha Reiss, Emergency Management Manager. The County reserves the right to make changes to the committee if it is in the best interest of the County.**

55. Please provide the date, time and location when the evaluation committee meeting will be held to evaluate proposals.

**Answer: The Evaluation Meeting is scheduled for April 20, 2020, 10:00 AM, Engineering Conference Room, 505 S. Commerce Ave., Sebring, FL 33870. The County reserves the right to make changes to the date and time of the evaluation. If a change is deemed necessary it will be publicly noticed.**

56. Where will the evaluation committee meeting notice be posted?

**Answer: Public Meeting Notice(s) are posted on the County's public notification board, 600 S. Commerce Ave., Sebring, FL.**

**ATTACHMENTS:**

A4-1 DDMS Sites.PDF, 4 pages

A4-2 Page 71, revised, 1 page

A4-3 Fee Schedule.XLS (revisions to fee schedule portion only, pages 75-90, provided in excel format),  
16 pages

A4-4 Federal Debarment Certification Form, 2 pages

A4-5 Affidavit of Compliance with 2 CFR 200.321, 2 pages

A4-6 Page 10 Revision of numbering (C2), 1 page

A4-7 Revision Page 42, 1 page

A4-8 Revision Page 51, 1 page

A4-9 Schedule of Subcontracting, 1 page

A4-10 13-032 - RFP - BID OPENING SHEET 6-20-13-Score Sheet