

REQUEST FOR PROPOSAL (RFP)
for
DEBRIS MONITORING & PUBLIC ASSISTANCE PROGRAM
CONSULTING SERVICES

The Town of Summerville, SC (Town) invites qualified firms to respond to this request for proposal (RFP) by providing their qualification and experience for consideration to provide Disaster Debris Monitoring & Public Assistance Services via a Task Order Contract Agreement (Attachment A).

The Town seeks qualified firm(s) to assist the Town and its debris hauling and disposal company in the monitoring of disaster debris. This RFP includes oversight of the collection and disposal operations on behalf of the Town, ensuring compliance with Federal requirements and applicant debris management plans as related to Consultant oversight, truck measurements, load ticket preparation and issuing, report preparation and project administration. The Consultant shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris being delivered by trucks to each disposal site, and support the operations of the field supervisor(s), debris loading and tower/site monitors, and clerical staff.

The Proposal should be limited to no more than 10 pages (not including the Cover Page, Cover Letter and Required Forms) and address the following:

- Description and history of the firm focusing on previous governmental experience related to the requested services.
- Office location and key personnel responsible for this project to include the contract manager, phone number and e-mail address
- Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- Recent experience managing coastal disaster recovery operations including, but not limited to: Right-or-Entry debris removal, and C&D debris separation and removal.
- Provide at least three references for which the firm has satisfactory completion of disaster debris monitoring services within the past three (3) years that are similar to the requirements in the Scope of Services. Two of the references shall be from government entities for hurricane debris monitoring experience involving a minimum of 100,000 cubic yards of debris. Provide the contract manager's contact name, address, e-mail address, telephone numbers and date of the contract for each disaster response or project.
- The scope, project budget, and operational duration of the above-mentioned disaster debris monitoring events.
- Summarized past relevant experience for each response should include the following:

1. Type of disaster—hurricane, tropical storm, tornado, etc.
 2. Type of jurisdiction—city, county, district, or combination
 3. Collection debris monitoring assignments
 4. Debris monitoring assignments
 5. Final disposal debris monitoring functions
 6. FEMA reimbursement actions and issue resolution
 7. List of references
- Provide an organizational chart, resumes, and summary of key project staff qualifications. Key management and project staff may include, but not be limited to:
 1. Project Manager
 2. Collection and disposal Operations Managers
 3. GIS Analyst
 4. Field Supervisors
 5. Environmental Specialist(s)
 6. Debris Site/Tower Monitors
 7. Field Coordinators (Crew Monitors)
 8. FEMA reimbursement specialist
 9. Load Ticket Data Entry Admin (QA/QC)
 10. Billing/Invoice Analysts

The Consultant must demonstrate:

- a.) Experience demonstrating current capacity and current expertise in debris monitoring and management and Public Assistance Consulting. The proposer must demonstrate experience managing hurricane debris monitoring for at least five government entities involving a minimum of 100,000 cubic yards of debris for each client.
- b.) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- c.) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, FEMA appeals processing, hauler invoice reconciliation and contracting.

Once deployed, the Consultant is expected to perform the requested services in accordance with the attached Master Services Agreement.

Selection Criteria

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

Firm and Key Personnel Experience	35
Qualifications on Coastal Disaster Projects	25
Key Staff Project Understanding and Approach	20
Management Systems/Reporting Systems/Training Manual	10
Cost Proposal/Unit Rates	10
TOTAL	100

Firms or companies desiring to provide services, as described in the scope of services, shall submit proposals no later than **2:00 p.m. on Thursday, July 26, 2018** to Michelle Beltz.

Michelle Beltz, Purchasing Agent
200 South Main Street
Summerville, SC 29483
mbeltz@summerville.sc.gov
843-851-4201

Offers by telephone or telegram shall not be accepted. Also, proposers are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, 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 Town. The time and date for receipt of proposals will be scrupulously observed. The Town shall not be responsible for late deliveries or mail delays.

Terms and Conditions

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 proposer, if a successful proposer does not execute a contract within forty-eight (48) hours after approval of the selection by the Town.

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

The Town reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of ten (10) days, to provide to the Town the services set forth in this RFP, or until one or more of the proposals have been awarded.

Costs of preparation of a response to this request for proposals are solely those of the proposer. 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.

The contractor 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 this 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 the agreement. This information shall be made accessible at the awardees place of business to the Town, for purposes of inspection, reproduction and audit without restriction.

Please note that the Town encourages the participation of small business enterprises (SBEs) and/or minority business enterprises (MBEs) in this procurement.

General Scope of Services

General

Provide debris monitors and debris monitoring services to assist the Town with monitoring the operations of the disaster debris removal and disposal contractor(s). The debris monitoring services to be provided includes contract compliance, supervision, monitoring, documenting and inspection. All debris monitoring activities shall comply with current FEMA guidance and local, State, and Federal regulations. Debris sites will operate approximately up to 12 to 14 hours per day, and up to 7 days per week.

Upon commencement of work, the Consultant will provide a list of key personnel and subcontractors that may be involved in the disaster debris monitoring

activities to include facsimile, cell phone numbers, and e-mail addresses. A detailed Scope of Work is provided in Attachment B.

Schedule

The field work shall begin upon notice to proceed and continue for no longer than 120 days, unless extended by the Town with 10 days written notice under the Post Event Consulting terms shown below.

Public Assistance Consulting Services

The Town is also requesting public assistance consulting services in addition to debris monitoring to include, but not limited to:

- a. Identification of eligible emergency and permanent work.
- b. Damage Assessments.
- c. Assistance in attaining Immediate Needs Funding including applicable grant programs.
- 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. Federal and state reimbursement support.
- i. Staff augmentation with experienced Public Assistance 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 performed.
- n. Performance analysis to determine in what way ongoing and future efforts may be improved with regards to the collection and removal of debris.

Term

Upon acceptance of the terms by both the Consultant and the Town, The Town would enter into a 36-month consulting contract term with an option to renew for an additional 2 years thereafter (or 60 months total).

Additional Provisions

Additional provisions for FEMA related projects is provided in Attachment C.

Term

The Required Forms listed below shall be provided in the "Required Forms Section" of the Proposal:

- Drug Free Workplace Certification Form provided in Exhibit A.
- Equal Employment Opportunity Certification provided in Exhibit B
- Compliance with Illegal Immigration Act provided in Exhibit C
- Non-Collusion Oath provided in Exhibit D

Good Faith Affidavit provided in Exhibit E

Deployment

Consultant must be prepared to deploy debris monitors within 24 hours from the notice to proceed. When additional debris monitoring is needed to meet requirements of the monitoring contract, consultant shall be prepared to increase the number of debris monitors for the Town to use as needed.

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ATTACHMENT A
MASTER SERVICES AGREEMENT
FOR
DEBRIS MONITORING & PUBLIC ASSISTANCE CONSULTING SERVICES

ATTACHMENT B
SCOPE OF WORK
FOR
DEBRIS MONITORING & PUBLIC ASSISTANCE CONSULTING SERVICES

ATTACHMENT C
ADDITIONAL PROVISIONS

ATTACHMENT D

FEE SCHEDULE

Debris Monitoring Operations		
Description	Unit	Rate per Hour
Project Manager	Hour	
Operations Manager	Hour	
Debris Monitoring Field Supervisor	Hour	
Debris Field Loading Site Monitor	Hour	
Ingress/Egress Tower Monitor	Hour	
Ingress/Egress Debris Monitor	Hour	
Loading/Unloading Monitor	Hour	
Roving Debris Monitor	Hour	
Data Manager	Hour	
Clerical / Administrative Assistance	Hour	
Environmental Specialist	Hour	
Project Engineer	Hour	
FEMA Specialist	Hour	
Public Assistance/Grants Management/Planning		
Description	Unit	Rate per Hour
Program Manager	Hour	
Senior Grants Management Consultant	Hour	
Project Grants Management Consultant	Hour	
Grants Management Consultant	Hour	
Junior Grants Management Consultant	Hour	
Senior Consultant/Scientist/Planner/Engineer	Hour	
Project Consultant/Scientist/Planner/Engineer	Hour	
Consultant/Scientist/Planner/Engineer	Hour	
Junior Consultant/Scientist/Planner/Engineer	Hour	
Benefit Cost Analysis Specialist	Hour	
Grants Data Specialist	Hour	
GIS / HAZUS Specialist	Hour	
Engineering Technician	Hour	
Senior Field Technician	Hour	
Field Technician	Hour	
Administrative Specialist	Hour	