

ADVERTISEMENT FOR REQUEST FOR PROPOSAL (RFP)

Notice is hereby given that the City of Gautier, Mississippi is requesting proposal packages, at Gautier City Hall, 3330 Hwy 90, until 5:00 PM on May 8, 2023, for the following:

“PRE-DISASTER DEBRIS MONITORING SERVICES”

The City of Gautier, Mississippi, (hereinafter “City”) is seeking written proposal packages from qualified firms to provide Pre-Disaster Debris Monitoring Services. Proposals will be evaluated based on pricing, capacity for performance, qualifications, experience, and references.

This is a non-exclusive pre-disaster contract that shall be activated at the sole discretion of the City of Gautier in the event of a disaster. Requests for proposal are sought for the monitoring of disaster-related debris of every kind and nature from public rights of way within the incorporated areas, City property, waterways, (and/or private property if approved by the City, State, and or FEMA), as further described in the Request for Proposal (RFP). Private Right of Way Access or Right of Entry (ROE) may or may not be part of the projects, however, if the City, State, or FEMA authorizes the ROE, it will become part of specific projects.

The City will receive requests from qualified firms to provide debris monitoring services with experience in the areas identified in the request. For consideration, information must contain evidence of experience and abilities in the specified area and other disciplines directly related to Debris Monitoring.

All properly submitted RFP Packages will be evaluated by an Evaluation Committee. Evaluation Committee Team Members (ECTMs) will receive a set of all RFP packages submitted and a copy of the RFP document with all issued Addenda. Each RFP package will be evaluated based on the following rating criteria and their relative importance.

- 1. Pricing 30%** - Contracts derived through procurement by competitive proposals with more than one source submitting an offer, must be awarded to the responsible firm whose proposal is most advantageous to the program, and price is considered reasonable compensation of services.
- 2. Capacity for Performance 20%** - Identify number and title of staff available to provide services. As evidence of ability, the City will consider previous records regarding performance.
- 3. Qualifications 25%** - Information reflecting qualifications of key personnel to be assigned to provide services. Each respondent will be evaluated on the experience and education of the key personnel that will be assigned to the City’s projects.

Each firm and/or respondent will be evaluated on its ability to provide comprehensive disaster debris monitoring services in a timely manner. *(Items to be considered include number of qualified staff with expertise and*

knowledge of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program and all Federal, State and Local laws and regulations regarding Disaster Debris Monitoring operations. MBE (Minority Business Enterprise) / WBE (Women Business Enterprise) / DBE (Disadvantaged Business Enterprise) participation is encouraged).

- 4. Experience 20%** - Information regarding the experience of the firm. Each Firm will be evaluated on its extensive detail and knowledge of Debris Monitoring Services as it relates to the Stafford Disaster Relief and Emergency Assistance Act provisions and regulations; 44 CFR and 2 CFR part 200, OMB Uniform Administrative Guidance; Sandy Recovery Improvements Act (SRIA) of 2013; Disaster Relief Act of 2019; FEMA Public Assistance Program & Policy Guide, and Public Assistance Alternate Procedures Pilot Program guidance for Debris Monitoring.

The information submitted should, as a minimum, include:

- (1) Types of program(s) with emphasis on experience in debris monitoring operations as it relates to disaster recovery programs.
- (2) Types of debris monitoring work performed (past performance on similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability, and compliance to local codes and regulations).

- 5. References 5%** - Five references on projects within the last five years with similar scope will be evaluated.

An optional pre-bid conference will be held at 11 a.m. on Thursday, April 20, 2023, at Gautier City Hall, 3330 Hwy. 90. All interested parties are urged to attend. The purpose of the pre-bid conference is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the requirements of the bid documents. Minutes of the conference will not be published.

For Sealed RFP Packages to be considered, submit one (1) color original paper submittal, nine (9) copies, and one (1) USB flash drive containing one (1) Color PDF of the original documents of the RFP Package, which shall include all required documents and any supplemental information. RFP Packages must be in a SEALED envelope/container and clearly marked on the exterior of the package: PRE-DISASTER DEBRIS MONITORING SERVICES.

Address proposals to Leoqueita Reddix, Purchasing Agent, 3330 Highway 90, Gautier, Mississippi 39553 no later than 5:00 p.m. Central Time on May 8, 2023. No electronic or facsimile copies of the responses will be accepted. Timely submission of the response is the responsibility of the respondent. Responses received after the specified time shall be rejected and returned to the respondent unopened. The time and date of receipt shall be indicated on the envelope or package

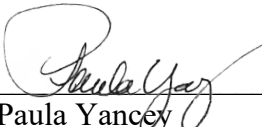
by the City Clerk's Office. Each page of the response, all attachments and the USB Flash Drive shall be identified with the name of the respondent. Responses to the RFP will be referred to the Selection Committee.

The City of Gautier encourages minority and women-owned businesses to submit proposals.

Request for RFP packages may be obtained in writing from:

City of Gautier, Mississippi
Attn: Leoqueita Reddix, Purchasing Agent
3330 Hwy 90
Gautier, MS 39553
Or telephone 228-497-8000
Or lreddix@gautier-ms.gov

The City reserves the right to reject any and all requests for proposals and to waive any informality in the proposal accepted.



Paula Yancey
City Manager
City of Gautier, MS

(SEAL)

Publication Dates:

Sun Herald: April 7th and 14th, 2023