# LEGAL NOTICE

The City of Ridgeland, Mississippi intends to enter into a contract with a contractor with the lowest total cost who best demonstrates the ability and technical plan to expeditiously provide eligible disaster-related debris removal from public ROW for the City as outlined in this proposal. The scope of work is defined as work eligible under FEMA Public Assistance regulations, policy, and guidance. It will be the responsibility of the contractor to adhere to all federal debris eligibility regulations, policy, and guidance. Any debris work performed that is not in adherence with federal debris eligibility regulations, policy, and guidance will not be reimbursed by the City and will be the responsibility of the contractor.

Bidders acknowledge that time is of the essence to the performance of the contract. Bidders understand and agree that the services offered within their proposal must be done in the most expeditious manner possible. The successful bidder shall make every effort to complete all requirements of the awarded contract in the shortest time possible. The Contractor shall be knowledgeable and have experience in providing the services as described herein and conduct its operations within the general parameters of FEMA’s Public Assistance Program, unless otherwise directed by the City. The area to be included as part of this contract is located entirely within the City limits. It will be the responsibility of the Contractor to adhere to all federal debris removal eligibility regulations, policy, and guidance. FEMA’s Public Assistance Debris Management Guide (FEMA 325) can be found at: [www.fema.gov/pdf/government/grant/pa/demagde.pdf](http://www.fema.gov/pdf/government/grant/pa/demagde.pdf)

Code of Federal Regulations

To be considered, the Bidder must respond to all requirements of this Legal Advertisement. Bidders must submit six (6) original hard copies of sealed proposals addressed to the City of Ridgeland, Public Works Department, telephone no. 601-853-2027, Attn: Mike McCollum, Public Works Director. **All replies must be received by 10:00 A.M., Tuesday August 17, 2021, in the Office of Public Works of the City of Ridgeland at City Hall 100 W. School Street, Ridgeland, Mississippi 39157.** Proposals will not be publicly read at the opening. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. No oral interpretation of this Request for Proposal shall be considered binding. The City shall be bound by information and statements only when such statements are written and executed under the authority of the Mayor. Bidders assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Bidder’s failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation. The City reserves the right to reject any and all replies and to waive any irregularities or informalities in the proposal process. The City reserves the right to select one (1) Contractor or select a short list of Contractor from whom more information will be required. There is no DBE goal for this Contract. The City of Ridgeland is an equal opportunity employer.

The Proposals should be submitted and marked on the outside as:

*“PROPOSAL”*

*FEMA DISASTER DEBRIS REMOVAL*

*City of Ridgeland, Madison County, Mississippi*

Upon selection, negotiation and execution of a Contract, the City anticipates the duration of the Contract will be 4-years. The City anticipates executing the Contract in September 2021 and will run for the period of October 1, 2021 thru September 30, 2025. We will issue a Notice to Proceed only upon a FEMA declared disaster event. The approximate RFP schedule is as follows:

* RFP Advertisement #1: July 15, 2021
* RFP Advertisement #2: July 22, 2021
* Proposals due: August 17, 2021 at 10:00 am
* Selection Committee Review of proposals: August 25, 2021
* Mayor and Board of Aldermen Meeting to Select Contractor: September 7, 2021
* Contract award: September 8, 2021
* Notice to proceed: To be determined upon disaster event.

Bidders must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered. The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive. An individual authorized to bind the bidder to the provisions of the RFP must sign the proposal. The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal. Bidders must disclose any instances where the Contractor or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City of Ridgeland). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the bidder’s proposal. The City’s determination regarding any questions of conflict of interest is final. By signature on the proposal, the bidder certifies that it complies with: The laws of the state of Mississippi.; All applicable local, state, and federal laws, codes, and regulations; All terms, conditions, and requirements set forth in this RFP; A condition that the proposal submitted was independently arrived at without collusion; and, A condition that the offer will remain open and valid for the period indicated in this solicitation and any condition that the Contractor and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City of Ridgeland).

If any Bidder fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the Contractor in default. Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your proposal from this procurement. The City reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City’s sole discretion, are in the best interests of the City of Ridgeland, Mississippi. The City reserves the right to: amend, modify, or withdraw this RFP; Revise any requirements under this RFP; Require supplemental statements of information from any responding party; Extend the deadline for submission of responses hereto; Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein; Waive any nonconformity with this RFP; Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so; Request additional information or clarification of information provided in the response without changing the terms of the RFP; Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Contractor; and, Not award a contract as a part of, or result of, this RFP process. The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of response hereto or otherwise.

The recommended proposal length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes (which should not exceed 1 page in length per individual), SF-330 Part II, proof of State Licensure and certificates requirements, and other information not relevant to the requirements should be included in the appendices.  The Bidder’s cover letter, table of contents, summaries and introductions, team organizational chart, past performances, and any other responses to the evaluation criteria should be included in the 25 pages.  Pages should be numbered, single-spaced, one-sided, 8.5” by 11” with margins of at least one inch on all four sides.  Information within the recommended 25 page limit of the proposal should be complete and sufficient in scope for the selection committee to evaluate the Bidder.  Also, all text information in the recommended 25 page limit should be shown in a readable font, size 12 points or larger. Headers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended and are not counted as part of the recommended 25 page limit. These recommendations will be considered when evaluating the quality of proposal.

With the exception of the information to be supplied in the appendices, the proposal should be divided into the following sections as listed below. Contractors interested in providing these services may so indicate by furnishing the City six (6) copies and one (1) CD of the proposals which should consist of the following unless specifically stated otherwise:

1. COVER LETTER: The Prime Contractor should provide a cover letter specifying the name and complete description of the Contract, the name of the Prime Contractor and any of its Subcontractor(s), the name of an individual who will be the single point of contact throughout the selection process, the name of the project manager, the location and address of the managing office, and the location and address of the office(s) that may be assigned the work. Should any Subcontractor(s) be listed as team members, identify the roles of each of the team’s members. In addition, the CONTRACTOR must note if this is a joint venture.
2. QUALIFICATIONS: The CONTRACTOR should provide a resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide a team organizational chart and list each person's experience and qualifications, any certification requirements. The team organizational chart should include each individual’s name, job description (for the project), and company of employment. Firm qualifications must include, at minimum, the following: 1) demonstrate the contractor' current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. 2) Documented knowledge and experience coordinating with Federal, State and Local emergency agencies. 3) Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA (Federal Emergency Management Agency), FHWA (Federal Highway Administration), and NRCS (Natural Resources Conservation Services). 4) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
3. PAST EXPERIENCE: The CONTRACTOR should provide a description of services provided on projects with similar scope and magnitude completed during the past five (5) years which qualifies the contractor for this work. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance. Provide a detailed description of the role of the contractor and define whether the contractor was the prime or a Subcontractor. Include in the description the amount of the contractor’s Contract for the work they provided for the project. The firm should provide contact information for each of the projects. This will include the name of the client and client’s representative that can verify and discuss the project;
4. APPROACH: The CONTRACTOR should provide a brief description of its APPROACH to completing the scope of work in an efficient manner. This description should describe the Contractor’s resources and abilities in project operations, project management and how they utilize their equipment, personnel, and other technical and procedural resources. Provide a brief description of any resource that has proven beneficial for accomplishing similar scopes of work in previous projects Provide a brief description of any unique company resources or procedures for producing documentation essential for processing pay estimates and Federal Grant requests for reimbursement.
5. COST: Each Bidder must complete and submit the Cost Proposal Form included within the specifications. An individual authorized to bind the bidder to the provisions of the RFP must complete and sign the Cost Proposal Form and provide a Bid Security. The Cost Proposal will be evaluated on the total sum of the rates submitted on the cost proposal form.

The City will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance. The following weighted criteria will be utilized during evaluation of Proposals. The ranking, not the total score will determine the proposal selected:

1. Cost Proposal 40%
2. Qualifications 20%
3. Experience in scope of work 20%
4. Approach to services required within scope of work 10%
5. Locations of the Contractor’s home, branch and field offices 10%

The CONTRACTOR should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the proposal that the CONTRACTOR considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL.” Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

BY ORDER OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF RIDGELAND, MISSISSIPPI, ON THIS THE 6TH DAY OF JULY 2021.

**CITY OF RIDGELAND, MISSISSIPPI**

**BY: (s) Paula Tierce**

**Paula Tierce, CITY CLERK**

**Publish** THURSDAY, JULY 15, 2021 AND THURSDAY JULY 22, 2021 IN THE *CLARION LEDGER*.

**Send invoice to:** Paula Tierce, City Clerk, City of Ridgeland; P.O. Box 217; Ridgeland, MS 39158

(601-856-7113)

**Furnish proof of publication to:** Paula Tierce, City Clerk, City of Ridgeland; P.O. Box 217; Ridgeland, MS 39158-0217 (601-856-7113)

**Send invoice to:** Paula Tierce, City Clerk, City of Ridgeland; P.O. Box 217; Ridgeland, MS 39158 (601-856-7113).