

## Advertisement

### REQUEST FOR PROPOSALS

#### **EMERGENCY DEBRIS MANGEMENT AND DISASTER RECOVERY ASSISTANCE**

Hancock County (County), Mississippi is requesting proposals from qualified proposers for the purpose of prequalifying Consultant/Contractor(s) with which to solicit proposals and negotiate Contract(s) for Emergency Debris Management and Disaster Recovery Assistance as described in the RFP.

Proposals will be received by Hancock County at the office of the Purchasing Clerk, 854 Highway 90, Ste A, Bay St. Louis, Mississippi 39520, until 10:00 A.M. CT, **Monday, August 6, 2018.**

**Proposals (one signed original plus five copies)** shall be submitted in a sealed package and plainly marked on the outside of the package: **“Prequalification Proposal for Emergency Debris Management and Disaster Recovery Assistance.** Proposals must be submitted to Purchasing Clerk, 854 Highway 90, Ste A, Bay St. Louis, MS **39520 by no later than 10:00 a.m. CT, on Monday, August 6, 2018.** Interested firms may obtain a copy of the detailed Request for Proposals at no charge from the County’s Website at <https://hancockcounty.ms.gov/> or from:

Robin Benoit, Purchasing Clerk  
Hancock County Board of Supervisors  
Department of Purchasing  
854 Highway 90, Ste A  
Bay St. Louis, MS 39520  
Phone: (228) 467-0172

# **Hancock County Request for Proposals**

## **PREQUALIFICATION OF ENTITIES FOR Emergency Debris Management and Disaster Recovery Assistance County of HANCOCK, Mississippi**

**July 2018**



# SECTION 1 – INTRODUCTION

## 1.1 Purpose of the RFP

The purpose of this RFP is to entities from whom to, following a qualifying disaster, at Hancock County's discretion, solicit bids to establish one or more pre-event contracts to provide services to remove and lawfully dispose of disaster generated debris (other than hazardous materials and household garbage) from public property and public right-of-way in the County of Hancock, Mississippi in response to an emergency event such as, but not limited to, hurricane(s) or other natural or man-made disaster(s). Contractor(s) must be capable of removing large volumes of disaster-generated debris in a timely and cost effective manner. The Contractor(s) shall be capable of assembling, directing, and managing a workforce that can be fully operational in debris management operations within a maximum of seventy two (72) hours, or sooner dependent upon the extent of the disaster. Operations must begin within twenty four (24) hours of notification by the County. Depending upon the category of the event, the County may require immediate mobilization. Award of a professional services contract for this project is subject to the availability of funding, and solely within Hancock County's discretion. The prequalification, if any, by Hancock County of entities from whom to solicity prices for any event is not binding on Hancock County nor an indication of intent of Hancock County to enter into or agree to any such future contract. Proposers waive any right to seek damages or relief from Hancock County from any matter concerning this procurement or future bidding relative thereto, or to seek damages from Hancock County related thereto.

## 1.2. Background

The the debris removal and disposal operations will be directed by the Emergency Management Agency Director or designee. In addition to using County forces and equipment, Hancock County may employ a Contractor to remove and legally dispose of disaster-generated debris. The County will execute a debris removal and disposal contract for the purpose of having prequalified contractors immediately available and committed to assisting the County in the aftermath of a major disaster, with those entities agreeable to upon solicitation submitting cost proposals for performance of work as detailed in future post-event solicitations. Contractor's prequalified for providing future costs for a debris removal and disposal contract will serve as a General Contractor, if selected after procurement, for the purpose of debris removal and disposal operations, and shall use (if necessary) their own subcontractor resources to meet the obligations of the contract. It is anticipated that the contractor will use both local and non-local subcontractors. The contractor will be expected to use fully qualified, licensed, insured and properly equipped subcontractors with the use of local firms being the highest priority and to the maximum extent practicable; close proximity to the County for emergency response is valued as an important element of any proposal.

The Contractor shall provide all expertise, personnel, materials, and equipment, including recovery management support (e.g., reimbursement documentation and substantiation) necessary for the timely removal and lawful disposal of all eligible disaster-generated debris. All debris removal and disposal shall be in accordance with the most current Federal, State, and local government standards/guidelines including, but not limited to, the Federal Emergency

Management Agency (FEMA), and Mississippi Department of Environmental Quality (MDEQ), etc. The term, "debris", as used herein, includes all forms of disaster-generated debris, such as vegetative, demolition, construction, household goods (hereinafter "white goods"), hazardous and industrial waste materials. By submitting a proposal to be prequalified, proposer agrees to be bound by all future terms of applicable law relative to any future procurement.

The County reserves the right to assign work to various contractors, at its sole discretion including but not limited to another firm retained for the same purposes as those set forth herein. The County also reserves the right to approve all subcontractors hired by the contractor and/or to require the contractor to dismiss a subcontractor for cause or convenience, upon request. If, in the sole opinion of the County, an employee of the Contractor or their subcontractor is determined not to be qualified, competent, or acceptable for any reason, the Contractor shall immediately remove that individual from further service to the County. Hancock County reserves any and all rights to reject any and all proposals for prequalification, and to reject any and all proposals for future contract solicitation, and to waive any informalities related to either.

The Contractor shall be solely responsible for determining and implementing the lawful method and manner of debris removal, reduction (if necessary), and disposal provided those methods and means are appropriate under the circumstances and consistent with the contract. The Contractor shall present to the County for review, discussion, and final approval of a General Operations and Action Plan along with sufficient supporting documentation to adequately describe all planned actions for disaster debris removal and lawful disposal. Upon approval of the County, proposers shall agree to execute the plan indicating their prequalification, to execute this plan, with all, manners of contingencies recognized, when designated by the County.

Proposers shall work in cooperation with the County's designated Debris Monitoring Contractor (DMC) at all times. The DMC is appointed by the County to monitor the day-to-day operations to ensure that all contractual obligations are being met. County shall make the final decision with regards to disputes between the Debris Management Contractor and the designated Debris Monitoring Contractor. By entering into an Agreement with the County for debris management services or being selected for prequalification as a potential future debris contractor, Contractor agrees to accept and implement all decisions by County related to services required by this RFP.

### **1.3 DEFINITIONS**

**Construction and Demolition (C & D) Debris:** All construction and demolition related debris including but not limited to concrete, drywall, roof materials, etc.

**Daily Reports:** Reporting tool which will provide detail of the actions of the contractors in order to document eligible quantities and reasonable expenses during debris activities to ensure that the work complies with the contract scope of work.

**Debris Management Site (DMS):** A location where debris is sorted, processed, reduced in volume, and/or disposed of.

**Debris Monitoring Contractor (DMC):** The County of Hancock's designee to monitor the day-to-day operations to ensure that all contractual obligations are being met.

**Electronics Waste:** Includes but is not limited to televisions, stereos, computers, monitors, DVD players, etc.

**Hangers:** Includes all hanging limbs over two inches (2") in diameter at the point of break and are hanging from a tree at least six inches (6") in diameter measured at breast height.

**Leaners:** Includes all trees over six inches (6") in diameter measured at breast height, leaning more than 30 degrees from vertical and with more than 50% of the canopy damaged.

**Stumps (Hazardous):** Includes all stumps greater than 24 inches in diameter measured 24 inches above the ground that have at least 50% of the root ball exposed.

**Stumps (Non-Hazardous):** Includes stumps less than 24 inches in diameter measured 24 inches above the ground, all stumps with less than 50% of the root ball exposed and all stumps not originating from public rights-of-way; e.g., stumps brought to the ROW by citizens. Stumps with less than 50% of the root ball exposed shall be cut flush to the ground. The cost for removal, reduction and disposal of non-hazardous stumps will be at the standard cubic yard rate for vegetative debris.

**Vegetative Debris:** Includes all vegetation, tree debris, stumps, hangers, and leaners.

**Weekly Summaries:** A summary of all information contained in the daily reports. The submitted electronic weekly data will include: Collection Contractor, load ticket number, load date, load location, truck yardage, percent full, calculated yardage (or weight if applicable) field monitor name / number, DMS location, site monitor / name, debris materials categorization, and location of collection, e.g., ROW, MDOT, photographs, etc.

**White Goods:** Includes all appliances including but not limited to refrigerators, freezers, HVAC units, washing machines, dryers, etc.

## SECTION 2 – PROPOSAL INSTRUCTIONS

### 2.1 GENERAL

One (1) bound original and five (5) bound copies of the proposal, labeled accordingly and including the required EBO Plan, as well as one unbound signed original EBO Plan, shall be submitted in a sealed envelope or box marked “**Proposal for Prequalification for Emergency Management and Debris Management Assistance**”. The original and copies of the proposal shall be indexed with tabs as requested in **Section 2.6 Proposal Contents**.

All proposals must be received no later than **10:00 a.m. Central Time, on Monday, August 6, 2018** to the attention of:

Robin Benoit, Purchasing Clerk  
Hancock County Board of Supervisors  
Department of Purchasing  
854 Highway 90, Ste A  
Bay St. Louis, MS 39520  
Phone: (228) 467-0172

### 1.2. QUALIFICATION WITHDRAWAL PROCEDURE

Proposals may be withdrawn up until the date and time set above for receiving proposals. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to provide the services set forth in the RFP or until one of the proposals has been accepted and a contract has been executed between the County and the successful proposer.

### 1.3. RESERVATION OF COUNTY RIGHTS

- A.** *Award of professional services contracts for this project is subject to the availability of funding.*
- B.** The County reserves the right to request clarification of information submitted and to request additional information of one (1) or more proposers. The County reserves the right to select multiple prequalified entities.
- C.** The County reserves the right to negotiate the Agreement/Contract for any future project with firms prequalified. The County reserves the right to negotiate all elements of work that comprise this project.
- D.** The County reserves the right, after reviewing all proposals, or at any other point during the selection process, to reject any or all proposals, waive any informalities or irregularities therein, modify or postpone any prequalification selection, or the proposed project, evaluate any alternatives offered, or accept the proposal(s) that, in the County's sole judgment, is/are in its best interest.
- E.** The County reserves the right to terminate any Agreement/Contract following future events if the Consultant/Contractor fails to begin to perform the work described herein within ten (10) days after the County giving the Consultant/Contractor a written notice to proceed.

## 2.4 REQUESTS FOR INFORMATION

The County specifically requests that any contact concerning this RFP be made exclusively with **Robin Benoit at robin.benoit@co.hancock.ms.us**. Failure to honor this request will be negatively viewed in the selection process. Any questions related to this solicitation are to be submitted in writing **by 12:00 pm, CST on July 23, 2018** to receive a response by **August 1, 2016**. Responses to all questions received will be issued in the form of an Addendum to this RFP.

## 2.5 PROPOSAL CONTENTS

Failure to submit the required contents of the proposal will result in the proposal being deemed non-responsive. In responding to this RFP, each Proposer shall **ONLY** include the following information:

- **TAB 1: Letter of Interest (not to exceed 2 pages)** – Include Letter of Interest signed by an authorized representative that is capable of making contractual commitments on behalf of the proposer. Acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s).
- **TAB 2: Proposal Forms** – Complete and insert all proposal forms included with this RFP including:
  - o Proposer Identification Form
  - o Debris Removal Costs Proposal Sheet
  - o Subcontractors Form
- **TAB 3: Insurance Certificates(s), Licenses, Registrations, and Specialty Certifications** – Submit proof of insurance and all licenses, registrations, and specialty certifications pertinent to this RFP.

ALL PROPOSERS SHALL SUBMIT CERTIFICATES OF RESPONSIBILITY OR OTHER INFORMATION APPROPRIATE TO INDICATE ABILITY TO PERFORM ANY WORK CONTEMPLATED

## 2.6 TERMS AND CONDITIONS

The Contractor shall furnish all necessary personnel, materials, equipment, labor, supervision, facilities, and shall otherwise provide all services necessary for, or incidental to, the performance of all work as defined in this document.

It is the sole responsibility of the Contractor to ensure that, should Subcontractor(s) be utilized by the Contractor for any portion of the work, these Subcontractor(s) shall meet or exceed the same requirements for the Contractor pertaining to this contract and that the Subcontractor(s) are not debarred from doing any business with any government agency.

The Contractor shall notify the county within (48) forty-eight hours of notice of any legal or regulatory actions, or any Notices of Violation taken against the Contractor or Subcontractor(s) utilized within the scope of this contract.

Upon receipt of the Notice of Violation or Warning Notice or upon notification or request from the County, the Contractor shall immediately prepare their response or draft a response to the notice and begin corrective action against any non-complying condition. Failure by the Contractor to take corrective action which is required by law or the Contract Documents shall result in the county taking whatever measures are necessary to correct the condition and deducting the cost of taking such corrective action from the Contractor's Fee Payment.

The Contractor will be responsible for any fines resulting from any violations of Federal, State, or local laws or regulations.

Permits and licenses of a temporary nature necessary for the prosecution of the Services shall be secured and paid for by the Contractor with the assistance of the County, unless otherwise stated in this Proposal.

Under the general oversight of the County, the Contractor will supervise and direct all work, workers and equipment. The Contractor is solely responsible for the means, methods, techniques, sequences, safety program and procedures utilized. The Contractor will employ and maintain on the work site a qualified and accessible supervisor(s) on the work site(s) and provide the County a liaison officer, as directed. At least one accessible and designated supervisor in the area of operation and the liaison officer shall have full authority to act on behalf of the Contractor and all communications given to the supervisor or liaison officer in writing by the County's designee shall be as binding as if given to the Contractor.

If prequalified, such entities shall enter an agreement with the County agreeing to be bound by the provisions applicable to this request and to provide quotes for services in future events.



## **SECTION 3 – SCOPE OF SERVICES**

### **3.1 GENERAL INFORMATION**

It is intended that this Request for Proposals cover the complete requirements of emergency debris removal and disaster recovery assistance services as well as anticipated services required to facilitate emergency debris removal and disaster recovery management, which will be at the discretion of the County. Proposers are to make any examinations and inquiries to satisfy themselves of the local conditions and requirements of this engagement before proposing. All debris will be disposed of in a manner consistent with the terms of this RFP and in a manner that satisfies the requirements of the National Environmental Policy Act and any other federal, state or local regulations having jurisdiction. All loose debris shall be reasonably compacted and secured during transport in accordance with Mississippi Department of Transportation (MDOT) guidelines.

Contracted services must be performed in a professional manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits. Only the highest quality workmanship will be acceptable. Services, equipment and workmanship not conforming to the intent of the Agreement or meeting the approval of the County may be rejected. Replacements and/or rework, as required, will be accomplished on a timely basis at no additional cost to the County.

All operating costs, including all permit and license fees; and vehicle and equipment maintenance, are to be borne by the successful contractor(s). Contractors will be expected to maintain vehicles and equipment required to perform the emergency debris removal services in a condition and manner adequate to accomplish contracted services.

Upon receipt and acceptance of full documentation of the performance of services and an accurate invoice as specified by the County and agreed by contract, the Contractor shall be reimbursed on a unit price basis as specified in the price proposal documents. Unknown and/or unforeseen events or conditions may require an adjustment to the unit costs as agreed to in negotiations. In addition, all costs related to labor, materials, and equipment shall be fair, reasonable, and consistent with costs set forth in the most current version of the FEMA Schedule of Equipment Rates, to be applied at all times for implementation of the Agreement.

Senior, supervisory personnel of the Contractor and all subcontractors must demonstrate or receive training in debris management, the operational concepts established by Hancock County Debris Management Plan, and implementation of the National Incident Management System.

Personnel assigned by the Contractor as responsible for data management, invoicing and other documentation duties must be trained in the data management concepts and approaches to be used by the County in accordance with the provisions of Hancock County Debris Management Plan.

### **3.2 SERVICES PROVIDED BY THE COUNTY OR OTHERS**

#### **A. Private Property Waivers**

The County will direct all actions to secure necessary permissions, waivers and right of entry (ROE)/hold harmless agreements from real property owners and/or homeowner associations (HOAs) as required for the lawful removal of debris and/or demolition of structures from real properties. All such actions will be consistent with Federal requirements applicable to the disaster event. The County may request assistance from the successful proposer.

#### **B. Debris Management Contractor**

Contractor selected for any future event shall be fully responsible for sorting debris at curbside in the public rights-of-way, debris loading, transportation of eligible debris from the public rights-of-way in sectors of the County as assigned by the County and disposal of debris. The County reserves the right to change the Sector Assignments, either by increase or decrease, assigned to Contractor. The County may choose to select multiple contractors, and the County may choose to offer Contractors that are not the low bid, the opportunity to haul debris for the County at the low bid unit prices. The Contractor may not enter private property to remove debris, unless authorized by the County in writing. The material at the street is to be sorted at the curb for disposal at the appropriate site. Household Garbage is to be sorted and not hauled as part of this contract. Vegetative debris and Construction/Demolition (C/D) debris can be hauled to an approved landfill. Electronic waste is to be separated and hauled separately from other materials for disposal at an approved facility. Appliances are to be separated and hauled separately from other materials and handled delicately to allow for the recovery of the Freon and disposal (or recycling) at an approved facility. Exposed stumps at the ROW will be measured by the cubic yard (CY) and paid for as debris.

### **3.3 REQUIRED SERVICES**

#### **A. Project Management and Process Oversight**

- o Provide a Project Manager, fluent in English, who will serve as the County's primary point-of-contact and will be responsible for all services and personnel that are provided by the Contractor; responsible for insuring that all procedures provide for reimbursement by FEMA, Mississippi Emergency Management Agency (MEMA) and other Federal and State agencies
- o When required, project manager and key personnel will be expected to report to the County's Emergency Operations Center ("EOC") within twenty-four (24) hours of notification by the County of contracting for services. In the event of future solicitation, proposer shall be prepared and shall submit procurement responses to solicitations from the County within 5 business days of request after the event.
- o Begin within twenty-four (24) hours of issuance of Notice to Proceed

- o Assist the County in developing a Debris Management Action Plan for the specific occurrence and carry out services in the agreed upon work flow using the required management tools, and adhering to required reporting, documentation and certification protocols as necessary and required
- o Assist in other debris recovery planning efforts, such as identifying adequate debris management sites, estimating debris quantities, and developing emergency plans for debris clearance following an emergency event
- o Attendance at all meetings and briefings designated by the County
- o Facilitate meetings of a designated frequency (daily or weekly) for the County, its Debris Monitoring Contractor (DMC) and other essential personnel in order to confirm debris recovery activities and schedules; address and resolve problems, and discuss progress of the debris recovery effort
- o Scheduling work for personnel on a daily basis and assist the County in coordinating work assignments with the DMC
- o Document and record the operations and daily progress, including mapping, photo documentation, and GPS coordinates for all streets and locations where debris (of any type) was collected
- o Track and coordinate with DMC and County personnel to respond to problems in the field and to citizens' complaints, including commercial or residential property damage claims as a result of debris removal
- o Attend and conduct at least one meeting annually, at no expense to the County, for pre-season planning and training
- o Provide all such other services and assistance required for the County's receipt of reimbursement for Contractor's services.

**B. Disaster Recovery Technical Assistance**

- o Assistance, guidance and technical consultation on all aspects of the disaster recovery process including documentation requirements, general management and oversight requirements, public assistance program management, planning, training and exercise development, as well as attendance at the County's Emergency Operations Center (EOC) during activations of the EOC for exercise and actual emergency events as requested by the Contract Administrator

**C. Reporting, Certifications and Documentation**

- o Submit periodic, written reports in the required format(s) to document the progress of debris removal and disposal, including but not limited to: daily reports and weekly summaries
- o Data reconciliation on a weekly basis
- o Create and maintain a system to track and manage service requests and work orders
- o Implementation of required processes for certification of personnel and vehicles as established by the County and its Debris Monitoring Contractor

**D. Debris Removal from Rights-of-Way & Easements**

- o Loading and hauling all eligible debris to an authorized debris management site (DMS) or other disposal destination consistent with all Federal, State, and local requirements applicable to the disaster event

**E. Debris Clearance/Removal From Public Property**

- o Clearing, loading and hauling eligible debris from public property for proper disposal

**F. Demolition of Structures and Construction Debris Removal**

- o Demolition and removal of unsafe structures, exercising due diligence in demolishing and/or removing debris from private property
- o Assist the County as necessary to secure the right of entry (ROE) onto private property to allow demolition and removal
- o Ensure hazardous materials screening and utilities disconnection as appropriate including adhering to all applicable local, state and federal regulatory requirements regarding asbestos containing material unless waived

**G. Debris Separation/Reduction and Debris Management Site (DMS) Operation**

- o Operation and management of the DMS to accept, stage, sort and process all emergency/disaster event debris using methods that may include, but not be limited to, reduction by grinding, air curtain incineration (when approved), or any other County approved alternate methods of reduction
- o Associated tasks including: Monitoring debris allowed into the DMS location; Develop procedure for review and acceptance/rejection of ineligible debris; video documentation of pre- and post-site conditions; Phase 1 Environmental Audit for DMS site; Plan, prepare and implement proposed site layout; Prepare and implement site security and traffic control plans; Provide for adequate fire prevention, protection and firefighting; Build/maintain access roads; Provide and/or construct and maintain stabilized, roofed inspection towers sufficient for a minimum of three (3) inspectors
- o Comply with any applicable environmental requirements, to include litter control fencing, silt fencing, dust control, hazardous materials containment area, and/or water retention berms
- o Site restoration (including the use of sod) and closure meeting all regulatory requirements
- o Environmental testing as required including conducting post-use soil and water tests

**H. Designation and Management of Staging Areas**

- o Identify and secure staging areas for the purposes of truck/equipment certification, provision of temporary fueling or vehicle maintenance (as required), and other operational service functions related to debris removal efforts
- o Provision of temporary tent, sanitary and other appropriate conveniences necessary for the care and well-being of all Contractor and subcontractor personnel

**I. Vegetative Debris (Removal, Disposal and Management)**

- o All services required for removal, collection, hauling, processing and final disposal (including tipping fees) of vegetative debris at a fixed unit price based on a cubic yard

**J. Removal and Disposal of Construction and Demolition (C&D) Debris**

- o Provide all services and expenses necessary for C & D debris pickup and hauling, temporary storage of debris at the DMS (if required), and final disposal (including tipping fees) at an approved site for a fixed unit price based on cost per cubic yard

**K. Backfilling**

- o Use of compatible fill dirt to backfill where stumps have been removed

**L. Final Project Closeouts**

- o Prepare and submit a detailed description of all debris management activities in an electronic spreadsheet including but not limited to the total volume, by type of debris hauled, reduced and/or disposed of, final disposal locations and amounts of the debris managed by the contractor, plus the total cost of the project invoiced to the County
- o Release of liens demonstrating that all subcontractors to the Contractor have been fully paid
- o Other final project reconciliation as required and approved by the County, State and Federal stakeholders
- o Provide all such documentation necessary for full reimbursement to the County, and provide all services ancillary to the work required by state, federal or local law.

**1.4. SERVICES TO BE INCLUDED AT NO ADDITIONAL COST**

- A. Training and assistance sessions:** For all key personnel and assistance in all disaster debris recovery planning efforts as requested.
- B. Preliminary Damage Assessment:** If requested, assisting County in determining the impact and magnitude of the disaster event.
- C. Mobilization and Demobilization:** All arrangements necessary to mobilize and demobilize the Contractor's labor force and equipment needed to perform the Scope of Services contained herein shall be made by the Contractor at its own expense.
- D. Storage of Documents:** The Contractor shall provide storage of daily or disaster-related documents and reports for protection during the disaster event and shall maintain such documents for a period of seven (7) years from completion of project.
- E. Debris Planning Efforts:** The Contractor shall assist in disaster debris recovery planning efforts as requested by the County. These planning efforts shall include but are not limited to identification of adequate debris management sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event.
- F. Reporting and Documentation:** The Contractor shall provide and submit to the DMC and the COUNTY, all reports and documents as may be necessary to adequately document its performance of this Contract, to include all requirements for documentation requested by FEMA and MEMA for reimbursement of costs.

**1.5. STANDARDS OF PERFORMANCE**

Adhere to standards of performance including mobilization requirements, ownership of debris, disposal of debris, "clean as you go", good operating condition of equipment at all times, public safety and hazard mitigation, traffic control, work schedules, and segregation and protection of all hazardous and/or industrial waste encountered during debris removal.

## SECTION 4 – PROPOSAL EVALUATION

### 1.1. REVIEW COMMITTEE

A review committee consisting of individuals selected by the County will receive and review all RFPs submitted. The County, in its sole judgment, will decide if a Proposal is viable. The County will rank proposers based on the evaluation criteria in Section 4.3 in order to determine qualified proposers.

### 1.2. EVALUATION SCHEDULE

<b>RFP Released for Advertisement</b>	July 18, 2018
<b>Proposals Due</b>	August 6, 2018
<b>Evaluation Ranking</b>	September 2018
<b>Final Selection</b>	September 2018

### 1.3. SELECTION CRITERIA

Selection of Consultant/Contractor for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

**A. Related experience and capabilities of the Contractor for the project, including experience on similar projects (15%)**

Contractor should provide information about their historical background and experience on disaster recovery projects including the Contractor's previous experience with proposed joint ventures and key Subcontractor(s). The CONTRACTOR's background should include: the number of years that the company has been in existence; the number of years the Contractor has been involved with disaster recovery and debris removal; the organization of the disaster recovery team.

**B. Resources and Availability (15%)**

Availability of the contract managers and key personnel must be identified. Subcontractor(s) shall be identified and the intended scope of their work detailed. The types and quantities of recovery equipment must be identified. The Contractor must clearly identify that equipment owned by the Contractor separately from the equipment available from other sources. The County expects personnel, subcontractors and equipment identified in the proposal response to be available for work to complete services identified under this solicitation. The County further expects that the identified equipment will be sufficiently maintained so as to be available to operate in a safe and reliable manner.

**C. Project Management (10%)**

The Contractor should describe the organizational structure, Contractor assigned liaison personnel, plans to meet with the County at the location and times specified, and "chain of command" of the Contractor's response team and the project management methods that are most appropriate to perform the contract services. The County would like information about the Contractor's quality control plan.

**D. Federal / State Reporting and Reimbursement Support (10%)**

The Contractor shall provide a detailed description of their experience and success in filing for and receiving Federal (FEMA, DOT, etc.) and State reimbursements (MEMA) for disaster recovery work.

**E. Financial Stability (15%)**

**F. Reasonableness of Cost (25%)**

**G. EBO Plan (10%)**

**1.4. SELECTION OF FINALIST**

After the review of the RFPs by the Review Committee or following formal presentations, the County may, at its sole option, elect to reject all RFPs or elect to pursue the project further. In the event that the County decides to pursue the project further, the County will select the highest ranked finalist and/or prequalify proposers for future procurement. In the event, the County is unable to reach agreement, now or in the future following an event, with the highest ranked finalist, the County reserves the right, in its sole judgment, to negotiate with the second highest ranked finalist, and to proceed so forth, in its sole judgment, until it reaches an agreement with a finalist.

HANCOCK COUNTY BOARD OF SUPERVISORS  
EMERGENCY DEBRIS MANAGEMENT AND DISASTER RECOVERY ASSISTANCE

<b>PROPOSER IDENTIFICATION FORM</b>		
<b>PROPOSER INFORMATION</b>		
Name of Firm:		
Main Address:	DUNS Number:	Phone:
Current Address (if different):		
City:	State:	ZIP Code:
Phone Number:	Date Firm Established?	How long at current address?
<b>EMPLOYEE INFORMATION</b>		
Name of Owner(s)/Corporate Officer:		
Title:	How long with Firm?	
Address:	State:	Zip Code:
Phone:	Email:	Fax:
Name of Owner(s)/Corporate Officer:		
Title:	How long with Firm:	
Address:	State:	ZIP Code:
Phone:	Email:	Fax:
Name of Primary Contact/ Contract Administrator:		
Title	Email:	Phone:
Address:	State:	Zip Code:
Phone:	Email:	Fax:
<b>REFERENCES</b> (Please provide at least five references.)		
1. Name:		
Address:	State:	Zip Code:
Phone:	Contact Name:	Type of Agency:
Date and Type of Event:		
Brief description of the work performed:		
2. Name		
Address:	State:	Zip Code:
Phone:	Contact Name:	Type of Agency:
Date and Type of Event:		
Brief description of the work performed:		



3. Name		
Address:	State:	Zip Code:
Phone:	Contact Name:	Type of Agency:
Date and Type of Event:		
Brief description of the work performed:		
4. Name		
Address:	State:	Zip Code:
Phone:	Contact Name:	Type of Agency:
Date and Type of Event:		
Brief description of the work performed:		
5. Name		
Address:	State:	Zip Code:
Phone:	Contact Name:	Type of Agency:
Date and Type of Event:		
Brief description of the work performed:		
<b>CURRENT LITIGATION</b>		
Has the Firm been involved in any litigation in the past 5 years? Yes or No		
If yes, Please explain. (Use additional sheet if necessary.)		

HANCOCK COUNTY BOARD OF SUPERVISORS  
EMERGENCY DEBRIS MANAGEMENT AND DISASTER RECOVERY ASSISTANCE

## SUBCONTRACTOR FORM

PLEASE PROVIDE INFORMATION ABOUT THE SUBCONTRACTOR(S) INTENDED FOR USE UNDER THIS CONTRACT.

### PRIMARY FIRM INFORMATION

Name of Firm		Address
City	State	Zip Code

### SUBCONTRACTOR #1

Information	Key Personnel	Experience
Name:	Name:	Event:
Address:	Title:	Date:
Phone Number:	Years with Firm:	Hiring Agency:

ADDITIONAL  
INFORMATION

### SUBCONTRACTOR #2

Information	Key Personnel	Experience
Name:	Name:	Event:
Address:	Title:	Date:
Phone Number:	Years with Firm:	Hiring Agency:

ADDITIONAL  
INFORMATION

### SUBCONTRACTOR #3

Information	Key Personnel	Experience
Name:	Name:	Event:
Address:	Title:	Date:
Phone Number:	Years with Firm:	Hiring Agency:

ADDITIONAL  
INFORMATION

### SUBCONTRACTOR #4

Information	Key Personnel	Experience
Name:	Name:	Event:
Address:	Title:	Date:
Phone Number:	Years with Firm:	Hiring Agency:

ADDITIONAL  
INFORMATION

Please use additional sheets if needed.

HANCOCK COUNTY BOARD OF SUPERVISORS  
EMERGENCY DEBRIS MANAGEMENT AND DISASTER RECOVERY ASSISTANCE

The undersign hereby declares that after examining the Proposal Documents for which proposals were advertised to be returned by 10:00 a.m. August 6th, 2018 does hereby submit a response to the proposal and warrants that:

- o She/He is an officer of the organization.
- o She/He is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- o She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed; and the requirements and conditions under which the work is to be performed.
- o If the proposal is accepted, a Purchase Order and/or Contract will be issued as proposed subject to any revisions mutually agreed- upon by the City and the vendor.

In submitting this Proposal, Proposer represents as more fully set forth in the agreement, that Proposer has examined copies of all the contract Documents and of the following Addenda:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

The City desires to accept submission of this response only if in so doing, the City can place a limit on the City's liability for any cause of action arising out of this solicitation, so the City's liability for any cause of action arising out of this solicitation never exceeds the sum of \$100. Proposer expresses its willingness to respond to this solicitation with the knowledge that the Proposer's recovery from the City to any action or claim arising out of this solicitation is limited to the maximum amount of \$100. No claims or award against the City shall include attorney's fees, investigative costs, expert fees or pre-judgment interests. The undersigned acknowledges receipt of good and lawful consideration for this provision and warrants that he/she is authorized and empowered to sign this document for the proposer.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

HANCOCK COUNTY BOARD OF SUPERVISORS  
EMERGENCY DEBRIS MANAGEMENT AND DISASTER RECOVERY ASSISTANCE

Debris Removal & Hauling - Items 7-17			
Item Number	Debris Removal and Hauling	Price	
1	Dump Truck, 16-20 CY capacity, with Operator	\$	/hour
2	Rubber Tired Front-end Loader, 3-5 CY capacity, with Operator	\$	/hour
3	Two (2) Person Laborer Crew with Chainsaws, 16" min bar, traffic flags, and misc. small tools (axes, shovels, safety equip.)	\$	/hour
4	Crew Foreman with Pickup Truck, ½-1 Ton, & cellular phone	\$	/hour
5	Track Hoe Excavator, 2-3 CY bucket with operator	\$	/hour
6	Low Bed Equipment Trailer, 35 Ton capacity, and Tractor Truck with operator	\$	/hour
Item Number	Debris Removal and Hauling	Price	UOM
7	Debris collection, removal and transportation of uncontaminated vegetation to a permittable Landfill or other acceptable site.	\$	Per CY
8	Debris collection, removal and transportation of construction and demolition OR mixed hurricane generated debris to Seabreeze Environmental Landfill or other acceptable site. County to pay tipping fees for disposal.	\$	Per CY
9	Vegetation consolidation and reduction (green waste grinding)	\$	Per CY
10	Removal of all hazardous trees 6-inch breast height diameter and larger (Leaners)	\$	Per Tree
11	Removal of all hazardous limbs 2-inch diameter and larger (Hangers)	\$	Per Tree
12	Stump removal – 24 inches or greater in diameter – measured 24 inches above the ground and with 50% or more of the root ball exposed.	\$	Per Stump
13	2 each Portable toilets & services 2 times per week	\$	Per Month
14	Dead Animal Carcasses – as identified and directed by the County, the Contractor shall collect and haul dead animal carcasses, including but not limited to, dead livestock, poultry and large animals that pose an imminent and significant threat to public health and safety, to the TDSRS and/or Final Disposition Site at an approved landfill.	\$	Per Pound
15	Fill Dirt – as identified and directed by the County, the Contractor shall place compatible fill dirt in ruts created by equipment and vehicles, holes created by removal of hazardous stumps and other areas that pose an imminent and significant threat to public health and safety	\$	Per CY
16	White goods – the Contractor shall recycle all eligible white goods in accordance with all federal, state and local rules, regulations and laws.	\$	Per Unit
17	Freon Recovery – the Contractor shall remove and recover Freon from any white goods, such as refrigerators, freezers or air conditioners, at the TDSRS or final disposition site in accordance with all federal, state and local rules, regulations and laws	\$	Per Unit

HANCOCK COUNTY BOARD OF SUPERVISORS  
EMERGENCY DEBRIS MANAGEMENT AND DISASTER RECOVERY ASSISTANCE

**Fee Schedule**

Price Adjustments Years 2-5 (Not to exceed annual CPI):

Percentage Adjustment for Year 2 \_\_\_\_\_%

Percentage Adjustment for Year 3 \_\_\_\_\_%

Percentage Adjustment for Year 4 \_\_\_\_\_%

Percentage Adjustment for Year 5 \_\_\_\_\_%

On-Site Response Time After Notification

(City requires 12 hours on-site County EOC)

\_\_\_\_\_Hours

Commencement of Work After Issuance of Notice to Proceed

(County requires 24 hours after NTP)

\_\_\_\_\_Hours

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell Phone Number