

Please publish this “Request for Proposals” twice in the Sun Herald in issues of **Wednesday, July 13, 2016**, and **Wednesday, July 20, 2016**.

REQUEST FOR PROPOSALS

The City of Pascagoula is requesting proposals from qualified engineering firms to provide the services described herein under a three (3) year renewable contract that assures timely and professional Disaster Management and Emergency Services to include the recovery and disposal of debris; separation, recycling and volume reduction of debris; hazardous waste management, recovery and disposal; project coordination that compliments local, State and Federal disaster programs; technical assistance and document control that meet the FEMA-State reimbursement and regulatory requirements; and other Emergency Services, such as the supply of ice, water, temporary power generation, temporary housing, temporary showers, portable toilets, Emergency Command Center, satellite communications and such other emergency services as may be authorized and requested in the event of a declared emergency resulting from a hurricane or other natural or man-made disaster. The Contractor will be expected to work closely with the State Office of Emergency Preparedness, Federal Emergency Management Agency, State Department of Transportation, and other agencies to insure that record preparation, data collection and reimbursement assessments and verifications meet each agency’s requirements for reimbursement eligibility.

Proposals should be sealed and properly labeled “Proposals for Disaster and Emergency Management Services” – “Due 2:00 P.M. on Tuesday, August 9, 2016.” Proposals shall be submitted online at <http://www.bidnetdirect.com/mississippi/city-of-pascagoula>, delivered by mail to the City Clerk, P.O. Drawer 908, Pascagoula, MS 39568-0908, or hand delivered to 603 Watts Avenue, Pascagoula, MS 39567-4220, on or before 2:00 P.M., Tuesday, August 9, 2016. The name and mailing address of the firm or individual should appear on the face of the envelope, if submitted by mail or hand delivered.

Specific guidelines concerning the proposed Emergency Management Services may be obtained online at <http://www.bidnetdirect.com/mississippi/city-of-pascagoula>, or from the Purchasing Office located at 603 Watts Avenue. Any inquiries should be submitted online at <http://www.bidnetdirect.com/mississippi/city-of-pascagoula>. For more information, please contact Robin Wood, Purchasing Agent at 228-938-6722, or email at rwood@cityofpascagoula.com.

Dated this 8th day of July, 2016.

CITY OF PASCAGOULA, MS

By: Carol Groen, Deputy City Clerk

(S E A L)

**PRIMARY CONTRACTOR
DISASTER MANAGEMENT AND EMERGENCY SERVICES**

REQUEST FOR PROPOSALS

SECTION I. SUMMARY

The City of Pascagoula is requesting proposals from qualified engineering firms and individuals for comprehensive services necessary to effectively managed disaster and emergency operations.

SECTION II. SCOPE OF SERVICES

It is the intent of the City of Pascagoula to contract the services of a qualified and experienced firm to provide the services described herein under a three (3) year renewable contract that assures timely and professional Disaster Management and Emergency Services, to include the recovery and disposal of debris, separation, recycling and volume reduction of debris, hazardous waste management, recovery and disposal, street clearing, building demolition, project coordination that compliments local, state and federal disaster programs, technical assistance and document control that meet the FEMA-State reimbursement and regulatory requirements, and other Emergency Services, such as the supply of ice, food, water, temporary power generation, temporary housing, temporary showers, portable toilets, Emergency Command Center, satellite communications and such other emergency services as may be authorized and requested in the event of a declared emergency resulting from a hurricane or other natural or man-made disaster. The Contractor will be expected to work closely with the State Office of Emergency Preparedness, Federal Emergency Management Agency, State Department of Transportation, and other agencies to insure that record preparation, data collection and reimbursement assessments and verifications meet each agency's requirements for reimbursement eligibility.

SECTION III. SCOPE OF WORK

The work to be performed will consist of furnishing all labor, materials and equipment to accomplish the following types of tasks in the event of a disaster that results in an emergency declaration and/or requirement for such services:

- Manage and oversee current and existing municipal contracts for debris and solid waste disposal in conjunction with any additional contractors necessary during an emergency
- Emergency clearance of debris from public streets and rights-of-way for access by emergency personnel: typically occurs during the first 72 hours after a major disaster or until all emergency routes and streets are re-opened
- Debris removal services from public property, public rights-of-way, streets, roads and easements: these activities typically follow the Emergency Clearance operations
- Construction, preparation and management of Temporary Storage Sites; assistance with identification and selection of appropriate Temporary Storage Sites to be utilized as debris staging and processing locations
- Management and operation of debris reduction sites to accept, process, reduce and/or dispose of disaster-related debris
- If specifically requested and authorized, implementation and operation of a Right-of-Entry (ROE) program to affect clearance and removal of eligible debris from private property; Offeror shall manage the Right-of-Entry program to include providing, obtaining, categorizing and recording each Right-of-Entry, and the successful completion thereof, including a Certificate of Completion and Release from each owner
- Demolition and removal of condemned structures and buildings that result from the disaster and pose a threat to health and public safety and which results from the disaster event; shall be implemented only if specifically directed and authorized
- Tree trimming, tree topping, tree-off, tree removal, stump grinding, grubbing, clearing, hauling and disposal
- Provide all permits materials, containers and services necessary for the emergency containment, clean-up, removal, transport, storage, testing, treatment and/or disposal of hazardous and industrial materials and waste resulting from the disaster

- Removal of sand from roads, streets, rights-of-way; and in conjunction with a ROE program, removal of sand from private property; screening and separating debris from contaminated sand and returning cleaned and sifted sand to beaches and other designated areas or storage sites
- Provide technical assistance and document control and preparation to meet Federal Management Agency and State Emergency Management Agency reimbursement requirements; a demonstrated history of senior level assistance with Federal Emergency Agency regulations, compliance, reimbursement and documentation is required of the successful Offeror (not Offeror's Consultants); the technical assistance must include training of Government Employees and assistance with preparation and review of documentation prior to submittal; Offeror shall provide annual training to Emergency Management staff utilizing qualified and approved, experienced personnel
- Work closely with the State Office of Emergency Management, FEMA, State Department of Transportation and other agencies to insure that debris collection, debris disposition and all supporting data meet each agency's requirements for reimbursement eligibility
- Provide damage assessment assistance, disposal tickets, field inspection reports, truck measurement certifications, daily reports, quality control reports, daily debris reduction reports and other documents and data sufficient to provide substantiation for FEMA and State reimbursement
- Provide temporary shower units and portable toilet facilities, both of which must be operated and maintained as required, provide gray water collection and disposal services
- Provide stand-alone temporary housing and life support services utilizing portable power, water and temporary waste water collection facilities under emergency conditions to potentially include janitorial, laundry and catering services, recreation, liquid waste and wastewater collection and disposal services
- Provide ice, potable water, satellite telecommunications, emergency generators and other emergency supplies and/or facilities as requested; service and maintain such stocks of equipment for the period required
- Perform other disaster response and recovery activities, as necessary, and as specifically directed and authorized

No work shall be initiated unless specifically authorized by an executed Task Order duly issued by the Government. Each Task Order shall specifically delineate the specific tasks to be accomplished, the estimated period within which the task should be accomplished and shall contain a "Do Not Exceed" price.

SECTION IV: CONTENT OF PROPOSALS

Proposals should be prepared simply and economically, providing a concise, but very thorough description of the Offeror's ability to fulfill the myriad requirements of the Proposal. In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that Proposals be organized in the following manner:

1. Title Page. Type the name of Offeror's agency/firm, state of incorporation, address, regular telephone number and 24-hour telephone number, email address, website and name and title of contact person and alternate. The title page should also contain the date of submission, title and solicitation number of the RFP.
2. Table of Contents. Include a clear identification of the written material by section and tab.
3. Response to Proposal. Specifically state Offeror's understanding of the numerous areas of work to be accomplished and make positive commitment to perform the work to include each section addressed in the Scope of Work.
4. **Pricing to be enclosed in a separate sealed envelope and should include cost of debris removal based on both Cubic Yards and Tonnage:**
 - A. Price per ton and cubic yard – Collection of debris from the public right of ways and transportation to TDSRS
 - B. Price per ton and cubic yard for operation of temporary storage site(s) as described in proposal
 - C. Transportation Price per ton and cubic yard from temporary storage site(s) to final disposal site (Tipping fees will be paid by Government)
 - D. Price per ton and cubic yard to process debris-laden sand and return to original location
 - E. Mobilization and Demobilization
 - F. Prices for Technical assistance provided to Government
 - G. Hazardous/Industrial waste collection, management and disposal
 - H. Freon Management and recycling
 - I. Permitting Requirement prices

- J. Personnel prices per hour, which may be used, at a minimum during emergency road clearance and ROE program
- K. Equipment prices per hour for all equipment to be used in the scope of services
- L. Price per unit for food catering and potable water

Qualifications

For the purpose of this submittal, the Offeror shall provide specific and detailed information regarding specialized qualifications and experience in the areas of disaster management, debris removal and disposal operations, debris reduction, hazardous waste, temporary housing, life support and catering, emergency supply provisions, emergency power supply and maintenance, waste and waste water collection and disposal, and other such specialized experience as to prove that the Applicant has the requisite background, experience, qualifications and integrity to ensure performance of the myriad of disaster and emergency services described herein.

The Offeror shall also provide proof of financial sustainability and ability to finance this contract for a period of 4-8 weeks or more, as may be required. Part of the financial review shall be certification that all suppliers and subcontractors are paid weekly, certified payroll, and the demonstrated capability and experience of the Offeror to perform and fund such efforts without controversy and without financial difficulty.

Offeror must be capable of performing required damage assessments, producing a detailed recovery plan and completing a large-scale emergency recovery, debris removal, reduction and materials supply operation within extremely limited time frames. Offeror must submit adequate information and sworn certification to demonstrate its qualifications in the form of Bidder's Affirmation and Declaration with the required submittals and/or explanations attached hereto.

**Offeror must provide in its Proposal, specific responses to the following:
Each response must be labeled to correspond to the item of request.**

Experience

Detailed Statement of Experience. Include written, verifiable statements of experience in providing and managing services similar to or the same as each of those required herein. If the Contractor does not possess experiences similar to each of the services required, the Contractor shall provide any pertinent information or other experience the Contractor feels may qualify the contractor for consideration of award. The experience requirements are as follows and must be separately addressed and covered:

1. Experience in all aspects of debris management, to include recovery, staging/reduction, disposal, contract management, accounting and documentation systems. Specifically identify at least three (3) individual debris management projects involving over 750,000 cubic yards of debris, each involving multiple separate debris removal crews. Include detailed analysis of the projects, challenges, management structure and solutions derived.
2. Each Contractor shall provide a detailed mobilization plan that exhibits a detailed knowledge of the work and exactly how and in what time frame Contractor plans to mobilize this contract. Each Contractor must demonstrate that it has the experience and equipment to mobilize and perform the work in a professional, honest and timely manner.
3. Identify pertinent experience involving recovery, separation and recycling of large volumes of metals.
4. List and document each and every debris handling and/or reduction contract within the past five (5) years with references, to include owner's contact person and telephone number. Include a summary of the work performed, value, volume of debris and techniques employed. Note any default or dispute. Omission of any contract is grounds for disqualification from consideration.
5. Describe the role of subcontracting in past projects and how it is likely to be handled under this Contract.
6. Describe, in detail, Contractor's proposed subcontracting plan including the program to document subcontractors' work and payment schedule. Explain, in detail, Contractor's experience with subcontractors, payment record and list all disputes, claims, mediations, arbitrations or civil suits concerning subcontractor or suppliers within the past five (5) years. Provide summary explanation and resolutions for each.
7. Provide detailed plan to be fully operational for clearing debris to open emergency routes within 24 hours of initial notice to proceed.
8. Detail experience and ability to manage and receive debris at each temporary storage site within 24 hours of notice to proceed.
9. Detail ability to be fully operational for the reduction and disposal of debris within 72 hours of initial notice to proceed.
10. Delineate and detail specific experience with multiple debris removal operation involving thirty (30) or more debris removal crews operating simultaneously in one (1) operation, involving multiple temporary storage sites and multiple debris reduction operations. List specific locations and instances of such experience, references and contact telephone numbers.

11. Describe hazardous waste management and demolition experience of company's full-time employees. Include specific training and certifications.
12. Demonstrated ability to assess and calculate the approximate volume debris that would be generated within the contracted area for each category of hurricane and the estimated time, equipment and personnel required for debris removal and disposal.
13. Provide experience and ability to provide demolition capability for the removal of unsafe structures after issuance of ROE's.
14. Provide recent experience demonstrating current capacity and current expertise in solid waste and hazardous waste management and disposal.
15. Provide experience and demonstrated ability to initiate and manage a Right-of-Entry program.
16. Demonstrate ability to provide trained hazardous waste removal teams and equipment that meet state and EPA requirements for the movement, temporary storage and disposal of hazardous materials.
17. Each Contractor shall submit a written statement to clearly and thoroughly demonstrate its expertise and experience in assessing, removing and disposing of specialty debris, including hazardous materials, hazardous wastes, bio-hazardous wastes, dead and decaying animals and hazardous stumps.
18. Provide experience demonstrating knowledge of environmental issues as they pertain to permitting for debris removal and disposal activities.
19. Provide detailed experience in temporary housing and life support services, to include janitorial and catering services under emergency conditions. The camps must be operated under temporary power with potable bulk water facilities, and gray and waste water collection and disposal operations. Contractor must demonstrate its direct experience and ability to provide such emergency services for up to 1,000 citizens each in multiple camps or temporary facilities in the immediate aftermath of a major disaster. The Contractor should also detail experience in constructing and operating temporary emergency housing, liquid waste, portable toilet and waste water collection and disposal services and biomedical waste.

Resources and Availability

1. Describe how Contractor will achieve timely access and sufficient quantity/quality of personnel and equipment to perform the Scope of Work. A vast percentage of the workforce and equipment must be demonstrated as belonging to or working for the Contractor on a full-time basis.

2. Each Offeror shall list all Company-owned equipment, including the make, model, year, serial number and license plate number, if applicable. Successful Offeror must own a large volume of its own equipment for this project.
3. List all permanent Company employees and their position; any reservists, consultants, or part-time employees must be listed and identified separately.
4. Provide a Personnel Management Chart (include only full-time employees).
5. Describe ability to maintain and finance full operational capability, 12 hours per day, 7 days per week for 4-8 weeks extended period.
6. Describe ability to rapidly adjust the flow of resources based on the extent of damage and debris.
7. Demonstrate the capability to provide Emergency Command Center facilities during or shortly after the disaster, to include self-contained, portable office facilities with power, satellite communications, self-generation; potable water, waste water containment and full computer, copying and office management systems. Explain the type of communications available, including multiple satellite communication line availability and uses thereof.

FEMA Reporting, Governmental Support, and Reimbursement

1. Offeror shall provide a detailed written description of experience and success in filing and receiving FEMA reimbursements for disaster recovery work. This discussion should include the Offeror's experience in performing and preparing FEMA damage assessment and disaster survey reports. Offeror shall also list fulltime employees who shall be involved in this work, their length of time with the Company, their position and in detail, their experience and background that would qualify them for such work. The Offeror should also include any experience and success in filing for and receiving grant monies for disaster recovery work from agencies other than FEMA or for funds involved in FEMA categories, other than Category A. The Offeror reserves the right to require all Offerors to use a single specified format for data management and project tracking. The Offeror should provide, at minimum, five (5) examples within the last three (3) years of assisting Governmental entities in their reimbursement efforts. This experience must be in-depth, at a senior level and must involve direct assistance to local, state and Federal Government.
2. Demonstrate that Contractor's personnel have a close understanding and working knowledge of 44 CFR, Public Assistance Guidelines and all Federal working documents relating to Disaster Management. Knowledge and experience of Contractor's consultants, lobbyists, subcontractors or reservists,

is not acceptable. This requirement is for full-time employees of Contractor only.

3. Contractor shall detail its experience in providing FEMA technical management training. List specific examples wherein Contractor has provided specific, formal, detailed technical FEMA training to government entities. List specific instances, references, agency and telephone contact numbers. This is a requirement of the Contractor and not Contractor's consultants, reservists, lobbyists or subcontractors.
4. Each Contractor shall submit a written statement to clearly and thoroughly demonstrate its expertise and experience in assisting government entities in providing community relations, including the Offeror's ability to create audiovisual presentations and fact sheets, particularly during and under emergency conditions.
5. The Offeror shall provide references from a minimum of five (5) Governmental entities attesting to specific Government Reimbursement, and Technical assistance provided by the Offeror or its principals with the past five (5) years. The Offeror must explain, in detail, the nature of the assistance provided to each of the references, the specific sections of the Federal Acquisition Regulations from which the assistance was derived and its effect on reimbursement from Grantee and/or FEMA, including the specific results and monetary value of each such reimbursement.

References

The Offeror's past performances on Disaster and Emergency Management contracts will be evaluated. The Offeror must list a minimum of five (5) separate and verifiable clients of such contracts for Disaster and Emergency Recovery Contracts. References listed must be for specific, in-depth Disaster and Emergency Management Services provided to Government entities for disaster recovery projects, including debris removal and processing, temporary housing and emergency service and supply contract projects that are similar to those identified herein.

Name of Client: _____

Address: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Date(s) of Service: _____

Brief Description
Of service(s): _____

Financial Requirements

Each Offeror shall submit its annual audited financial statements for the past three (3) fiscal years, certified by a Certified Public Accountant. The Certified Financial Statement shall include a detailed list of assets, particularly that equipment which is owned by Offeror. If the Offeror has been in business for a period of less than three (3) years, the Offeror must submit Certified Financial Statements for the period the Offeror has been in business, plus a detailed business plan in addition to any pertinent information that would allow the evaluation of the sufficiency of financial resources and the ability of the Offeror to successfully perform and finance the services enumerated in the Proposal. Offeror is again cautioned that financing of this contract by Offeror for four (4) to twelve (12) weeks, or more, may be required to allow Offeror time to assist the Government with requesting, justifying, documenting and obtaining Federal disaster reimbursement.

Offeror shall be expected to be financially capable to finance the entire work described herein pending adequate reimbursement from the Federal Government.

Note: Similar contracts in major natural disasters have cost up to hundreds of thousands of dollars per day and extended for weeks.

Offeror must be able to exhibit its financial capability to mobilize, manage, and finance this potential multi-million dollar volume of work without interference, contention, or a slow-down in the work.

Each Offeror shall provide a bid bond in the amount of one million (\$ 1,000,000) dollars, issued by a U.S. Treasury-listed bonding company, rated "A" or above by A.M. Best. This bid bond shall be increased to ten million (\$10,000,000) dollars, if Offeror is selected and shall remain active for the term of the Contract.

Integrity, Honesty, Professionalism

Please Provide and please detail:

1. Education, background and experience of Senior Management exhibiting the attributes of Integrity, Honesty and Professionalism
2. Professional recognition
3. Any instances of investigations, allegations, suits, civil settlements, arbitration, mediation or consent agreements which would positively or adversely reflect on the conduct and professionalism of the Offeror
4. Debarment proceedings against the Offeror, its employees, officers, managers, directors, or shareholders holding five (5%) percent or more of the stock of the

company or any of the three (3) subcontractors performing the largest volume of disaster response work for Offeror over the past three (3) years

5. Criminal or civil proceedings against Offeror, its employees, officers, managers, directors, or shareholders holding five (5%) percent or more of the stock of the company or any of the three (3) subcontractors performing the largest amount of disaster response work for Offeror over the past three (3) years
6. List the three (3) subcontractors performing the largest volume of disaster response work for Contractor over the past three (3) years and describe, in detail, any criminal proceedings, investigations or charges, civil proceedings, debarment proceedings, whether debarred or not, and consent agreements with any Federal agency within the past five (5) years. This requirement is for each of the three (3) largest subcontractors, their officers, directors, managers and any shareholders owning five (5%) percent or more of that company.

(Use Affidavit form attached below.)

EVALUATION OF PROPOSALS

The Evaluation Committee will first review each proposal for compliance with the minimum qualifications and mandatory requirement of the RFP. Failure to comply with any mandatory requirements may disqualify a Proposal.

Proposals will be evaluated and rated based on the criteria stated in this RFP including, but not limited to, the following:

- Responsiveness of the Proposal to the various Scopes of Work
- Ability, capacity and skill of the Offeror to perform the various Scopes of Work
- Responses of the client references
- Financial capability of Offeror to fund and manage the work
- Such other information that may be required or secured

The Government reserves the right to:

- **Conduct a pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Offerors who submit Proposals and who are determined to be capable of being selected for award; conduct personal interviews or require presentations of any or all Offerors prior to selection and make investigations of the qualifications of Offerors as it deems appropriate, including, but not limited to, a background investigation conducted by any authorized law enforcement agency**
- Request that Offeror(s) modify their Proposal to more fully meet the needs of the Government or to furnish additional information as may be reasonably required
- Negotiate any modification that it deems acceptable, waive minor irregularities in the procedures and reject any and all Proposals
- Process the selection of the successful Offeror without further discussion with or notification to the other Offeror(s)
- Waive any irregularity in any Proposal, or reject any and all Proposals should it be deemed in its best interest to do so; the Government shall be the sole judge of Offeror's qualifications and reserves the right to verify all information submitted by Offeror(s)

BASIS OF AWARD

A contract will be awarded to the most responsible and responsive Offeror whose Proposal best meets the needs of the City of Pascagoula. The award shall be made on a “Best Value” basis and not necessarily to the Low Bidder.

PROPOSAL FOR DISASTER RECOVERY SERVICES

The Contractor shall:

1. Collect, remove, process and deliver disaster debris to the designated disposal facilities, as directed by the Government.
 - (a) Collection of debris shall include any reduction, separation or other processing of material needed for further removal and final disposal or recycling.
 - (b) Collection of debris shall include identification, assessment and removal of hazardous materials, hazardous wastes, bio-hazardous wastes, dead and decaying animals and hazardous stumps.
 - (c) Collection and removal of debris shall include emergency roadway clearing.
 - (d) Processing of debris shall include the establishment and operation of one (1) or more Temporary Storage Sites where collected debris may be sorted, screened, recycled, ground, mulched, burned or otherwise segregated for transport and disposal to the landfill, or other facility:
 - i) All processing activities shall be conducted in compliance with all Federal, State and local laws, rules and regulations.
 - ii) The Offeror shall be responsible for obtaining on behalf of the Government all permits needed to construct, operate, maintain, close and reclaim each debris processing site. Environmental permits are the responsibility of the Government.
 - iii) Each processing site shall have erected upon it a renewable, sturdy, roofed inspection tower sufficient to support a minimum of three (3) inspectors. Inspectors must be able to easily observe into the bed of incoming trucks for inspection purposes. (U.S.A.C.O.E. Specifications)

- iv) All loads brought to a Temporary Storage Site shall be inspected and recorded by the Offeror and the Government Inspectors.
 - v) The Offeror shall maintain the site in accordance with all local, state and Federal laws, rules and regulations, including at a minimum, erosion control, storm water management, hazardous waste and fire control.
 - vi) The Offeror shall provide stabilized ingress and egress to each Temporary Storage Site and shall maintain such access throughout the life of the site. Rock or clay on all weather roads may be required.
 - vii) The Offeror shall stockpile all sand obtained from the screening of debris-laden sand and shall stabilize and maintain such sand stockpiles until removal is directed.
 - viii) The Offeror shall reclaim the Temporary Storage Site upon completion of the processing activities, to include at a minimum, removal of all equipment and debris, grading of the site to historical condition and seeding and mulching of the exposed areas.
- (e) The Offeror shall not be responsible for disposal fees at the designated landfills or other designated disposal facilities.
- (f) The Offeror shall provide an emergency communication and operations center in order to maintain continuous communications with ancillary sites and facilities, work crews and local and state personnel and officials. Explain in detail the facilities to be provided, emergency capabilities, communications and stand-alone support capabilities.
- (g) The Offeror shall provide and pay for all necessary labor, tools and equipment to execute the work described in this Scope of Services.
2. The Offeror shall provide assistance to the Government in the documentation and FEMA reimbursement efforts.
- (a) The Offeror shall accompany and assist the Government in assessing and preparing damage assessment reports for submittal to the Grantee and FEMA.
 - (b) The Offeror shall provide all records, disposal tickets, field inspection reports and other data sufficient to provide substantiation for Federal (FEMA) and State reimbursement applications. Offeror shall explain its proposed documentation system and its experience and success in FEMA reimbursement efforts.

- (c) The Offeror shall review all reimbursement applications prepared by the Government prior to submittal for accuracy, sufficiency and relevance in meeting the reimbursement requirements of these organizations and notify the Government of any recommended changes, corrections, alterations, deletions or additions.
- (d) The Offeror shall assist the Government in responding to Federal and State agencies' requests for additional information as directed by the Government.

The Offeror's submittal shall be evaluated based upon the following categories and point scale:

Experience	15
Resources and Availability	15
FEMA Reporting, Support and Reimbursement	20
Financial Capability	15
Integrity, honesty and Professionalism	10
Price Proposal	25
	<hr/>
	100

The Government reserves the right to award a contract for disaster management services based upon the best value rather than the best price. The Offeror(s) receiving the most points after evaluation of the Proposals and/or which represent a best value to the Government shall, at the discretion of the Government, be offered a five (5) year renewable contract for disaster management services.

EVALUATION FORM

Contractor Name: _____

Evaluated By: _____

Evaluation Area

	<u>Maximum Points</u>	<u>Points Given</u>
I. Experience:	15	_____
Company history, organization and experience in disaster recovery and debris removal.		
Ability to respond timely and with sufficiently trained, professional forces, to take immediate and decisive remediation action to assist the Government in its emergency recovery effort.		
Ability to remove, process and dispose of woody and mixed debris.		
Experience in establishing and operating Temporary Storage Sites.		
Expertise and experience in the assessment and removal of hazardous materials, hazardous wastes and bio-hazardous wastes, removal of dead animals, and the processing and removal of hazardous stumps.		
	<u>Maximum Points</u>	<u>Points Given</u>
II. Resources and Availability:	15	_____
Ability to provide annual training to City staff by qualified personnel.		
Quantity of personnel and equipment assigned to project.		
Availability of team members, subcontractors and equipment.		
Demonstrated time required to mobilize team, including subcontractors and equipment.		
Availability and compatibility of on-site satellite, self-contained mobile communication center.		

	<u>Maximum Points</u>	<u>Points Given</u>
III. FEMA Reporting and Reimbursement:	20	_____
Experience in preparing FEMA disaster assessments.		
Experience and success in filing and assisting Grantees and Sub-Grantees in receiving FEMA and other Government entities.		
Reimbursements.		
Experience and success in filing and receiving alternate grants.		
	<u>Maximum Points</u>	<u>Points Given</u>
IV. Financial Capability	15	_____
V. Integrity, Honesty and Professionalism	10	_____
VI. Price Proposal	25	_____
SCORE SHEET SUB-TOTAL:		_____
TOTAL POINTS:		100

NOTE:

If necessary, those placed on a “short list” after review of technical, management, financial, background, references and honesty, integrity and professionalism shall be personally interviewed. At this time, each proponent shall be expected to introduce the Project Manager and Technical Manager proposed for the project. The Project Manager shall verbally review the Offeror’s qualifications and experience to perform all Emergency Services delineated herein. The Technical Manager shall verbally review the Offeror’s technical plans for complying with FEMA rules and regulations (CFR-44) and assisting the Government in determining eligible reimbursements and receiving reimbursement for same.

AFFIDAVIT

I, _____, _____,
 (Name) (Title)
_____, a corporation incorporated in
 (Offeror)
the State of _____, hereby certify, under the
 (Offeror)

punishment of false statement, that neither the Offeror, or any employee or any of the three (3) subcontractors who have performed the largest volume of disaster response work for the Offeror during the past three (3) years nor any manager, partner, officer, director or shareholder of the Offeror or said subcontractor, or any company owned or controlled by any manager, officer, director or shareholder holding a minimum of twenty (20%) percent of the stock in the Offeror or said Contractor.

- A. Has filed for or been adjudicated bankrupt or insolvent:

Yes: _____ No: _____ If yes, explain: _____

- B. Been charged, arrested or convicted of a felony criminal offense or a misdemeanor offense involving moral turpitude, theft or fraud:

Yes: _____ No: _____ If yes, explain: _____

- C. Has pending or settled lawsuits, claims, judgments, arbitration, civil award or default with any parties within the past ten (10) years:

Yes: _____ No: _____ If yes, explain: _____

- D. Is, or has been, under investigation by the Federal Emergency Management Agency, and/or is or has been under investigation by any other Federal, State or local investigative agency or Government entity, or by any State Emergency Management Agency:

Yes: _____ No: _____ If yes, explain: _____

- E. Has executed a Consent Agreement with any Federal Agency (whether or not the Consent Agreement has expired). (Reminder: This pertains to Offeror, the top three (3) disaster subcontractors, plus certain personnel described hereinabove). Failure to attach a copy is grounds for automatic exclusion from consideration under this RFQ:

Yes: _____ No: _____ If yes, explain: _____

- F. Has not defaulted on a contract with any Federal, State, County, City or other public or private entity nor been the subject of a claim by any bonding or surety company within the past fifteen (15) years:

Yes: _____ No: _____ If yes, explain: _____

- G. Is not currently in default or in arrears on any debt owed to any City, County or other public or private entity:

Yes: _____ No: _____ If yes, explain: _____

- H. Has not been nor is currently involved in the use of a controlled substance, nor has been arrested, charged or convicted of any offense, misdemeanor or felony involving the use, possession of, distribution of or attempted distribution of a controlled substance:

Yes: _____ No: _____ If yes, explain: _____

- I. Failed to have currently or for at any period during the past three (3) years, a valid driver's license allowing unlimited and unrestricted use of a vehicle:

Yes: _____ No: _____ If yes, explain: _____

- J. Received any type of disciplinary notice or reprimand relating to the continued validity of a contractor's license:

Yes: _____ No: _____ If yes, explain: _____

- K. Been debarred or examined for debarment. Offeror must answer yes and explain even if debarment procedure was overturned, reconciled or is no longer valid:

Yes: _____ No: _____ If yes, attach debarment and explain: _____

- L. Has paid or agreed to pay any gratuity or funds to any public official for the award of this contract:

Yes: _____ No: _____ If yes, explain: _____

Given under my hand and seal on this the _____ day of _____, 2016.

List the three (3) subcontractors who have performed the largest volume of disaster response work for Offeror in the past three (3) years:

1. Name _____ State of Incorporation _____
Address: _____
Telephone: _____ Website: _____
Manager: _____
2. Name: _____ State of Incorporation _____
Address: _____
Telephone: _____ Website: _____
Manager: _____
3. Name: _____ State of Incorporation: _____
Address: _____
Telephone: _____ Website: _____
Manager: _____

OFFEROR:

Name: _____

Title: _____

Date: _____

STATE OF: _____)

COUNTY OF: _____)

I, the undersigned Notary Public in and for said State and County, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of said instrument, he, as such officer and with full authority, executed the same voluntarily for and on behalf of said company on the day the same bears date.

Notary Public

My Commission Expires: _____