

R35

## REQUEST FOR PROPOSALS

### TO PROVIDE DEBRIS MONITORING SERVICES

The City of Gulfport, Mississippi is requesting proposals from qualified firms and/or individuals to provide Debris Monitoring Services. The Debris Monitor shall assist the City of Gulfport in its emergency debris management and planning by monitoring the field operations regarding all storm generated debris; debris pickup, debris hauling, debris staging and reduction, temporary site management, debris management, and final disposal of debris to an approved facility in order to eliminate immediate threats to life, public health and safety, and assist in the economic recovery to the City in the event of a natural or man-made catastrophe. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to the City.

Information packages concerning the request for proposals are available at the City of Gulfport, Office of Procurement, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday.

Delivery - **One (1) unbound reproducible original, four (4) bound copies and one (1) electronic copy (both in Word and as a PDF)** of the proposal shall be submitted. All proposals must be received by the Office of Procurement, Attn: Connie Debenport, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501, 228-868-5705, no later than **5:00 o'clock p.m. local time on June 21, 2016**, after which time they will be referred to the Selection Committee. Any submittal received after the above stated date and time will be returned unopened

The selection committee will evaluate the proposals and make recommendations to City Administration and the Governing Authority based upon the following set of criteria. The list is NOT in order of importance.

1. Past Performance
2. Experience and Ability
3. Understanding of Project Requirements
4. Approach and Method
5. Cost/Fee Proposal

A pre-bid conference will be held at City Hall, 2309 15<sup>th</sup> Street, Gulfport, MS 39501 beginning at 8:30 am on June 2, 2016. Although the pre-bid conference is not mandatory, all potential bidders are strongly encouraged to attend.

Inquiries - All inquiries shall be in writing and directed to the following office. No questions or requests for clarifications will be addressed within seven (7) business days of the due date of the proposal.

Office of Procurement  
Attn: Connie Debenport, CPPB  
1410 24<sup>th</sup> Avenue  
Gulfport, MS 39501  
[cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov)

The selection committee will review each proposal based on the grading criteria. The Governing Authority retains the ultimate authority in making these determinations. The selection committee may develop a short list from which interviews will be scheduled and evaluation will be based ONLY on the data submitted in response to the request for proposal and such other information as the City of Gulfport may deem necessary or appropriate. Upon final selection(s) and a determination made by the Governing Authority, negotiations may commence and a written contract may be awarded to the individual(s)/firm(s) whose proposal is determined by the Governing Authority to be the most qualified.

