

REQUEST FOR PROPOSALS
Chambers County, TX.

ITEM: DISASTER DEBRIS MONITORING AND RECOVERY SERVICES

DEADLINE: February 23,2017 @ 3:00pm

PURPOSE: Chambers County is soliciting sealed proposals to provide Disaster Debris Monitoring and Recovery Services.

INSTRUCTIONS TO PROPOSERS:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals in an original and one (1) complete copy **no later than 3pm, Thursday, February 23, 2017 to the office of the County Judge.**

Offers by telephone or telegram shall not be accepted. Also, proposers are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the County Judge's Office. The time and date for receipt of Proposals will be scrupulously observed. The County shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS:

1. The County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified proposers if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the County.

County reserves the right, and the County Judge has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the County.

2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the County the services set forth in this Request for Proposals, or until one or more of the

proposals have been awarded.

4. Proposals shall be sealed and proposers should indicate on their proposal the following:

- A. Proposal for Disaster Debris Monitoring and Recovery Services
- B. Date of Opening – February 23, 2017
- C. Name and Address of Proposer

5. Costs of preparation of a response to this request for proposals are solely those of the proposers. The County assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The proposer receiving the award will obtain or possess the following insurance coverage's, and will provide Certificates of Insurance to the County to verify such coverage.

a. Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the County and its agents, employees and officials.

b. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.

c. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

d. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

7. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this RFP. The County shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the County, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.

8. It is the intent of the County to enter into a **two (2) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.**

QUESTIONS REGARDING THIS RFP:

All questions or concerns regarding this Request for Proposals must be submitted in writing or by email to Chambers County Emergency Management. The County may issue an addendum to the Request for Proposals for distribution to all known prospective proposers. Email: rturner@co.chambers.tx.us

No oral interpretation of this Request for Proposal shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Purchasing Department.

PROPOSAL FORMAT:

Proposers must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. QUALIFICATIONS OF THE FIRM

- a) Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor with local governments will be considered. Personal qualifications of staff with past debris monitoring experience will not be considered unless the services were part of the prime contract between the Proposer and the local government. State and federal contracts that do not reflect direct contractual obligations to perform services on behalf of the sub-grantee will not be considered to be past local government experience. Firm qualifications must include, at minimum, the following:
 - Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
 - Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
 - Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA, and NRCS.
 - Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, 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.
- b) Provide references for which the firm has performed services that are similar to the requirements in the Scope of Services. References shall include local government entities for hurricane debris monitoring experience. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

2. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, data manager, etc.) must be full time employees of the proposing firm and have experience, working for the Proposer, in the following:

- a) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer must demonstrate experience managing hurricane debris monitoring for local governments.
- b) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- c) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, 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. TECHNICAL APPROACH

Provide a description of the Proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the County. Provide a copy of proposer's internal training program. Provide under separate cover the Proposers training manual.

4. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor projected costs will be billed to the County at cost without markup.

5. NON-COLLUSION AFFIDAVIT

Must be included.

6. FORM 1295 (www.ethics.state.tx.us)

Must

7. AVAILABILITY OF SERVICES

Within 72 hours after storm or disaster.

SCOPE OF SERVICES

I. BACKGROUND

The County requires disaster management, recovery, and consulting services to support the

oversight and management of debris recovery contractors. As such, the Consultant should be capable of providing a range of related services including damage assessment, training, emergency planning, infrastructure restoration, and other services as needed and ordered by the County. Other services may include, but not limited to, facilitating communication with FEMA, FHWA, the State of Texas and other state and federal agencies, coordination with state insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services.

II. SCOPE

A. **DISASTER DEBRIS MONITORING SERVICES**

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other public, eligible, or designated areas. Specific services may include:

- a. Providing services according to the Chambers County Disaster Debris Management Plan, available at www.co.chambers.tx.us
- b. Serving as “Debris Manager” for disaster debris operations in Chambers County, pursuant to the Chambers County Disaster Debris Management Plan.
- c. Coordinating daily briefings, work progress, staffing, and other key items with the County.
- d. Monitoring and supervision of TDSRS locations and any other permitting/regulatory issues as necessary.
- e. Scheduling work for all team members and contractors on a daily basis.
- f. Hiring, scheduling, and managing field staff.
- g. Monitoring recovery contractor operations, and making/implementing recommendations to improve efficiency and speed up recovery work.
- h. Assisting the County with responding to public concerns and comments.
- i. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- j. Entering load tickets into a database application.
- k. Digitization of source documentation (such as load tickets).
- l. Developing daily operational reports to keep the County informed of work progress.

- m. Development of maps, GIS applications, etc. as necessary.
- n. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
- o. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.
- p. Final report and appeal preparation and assistance.

B. EMERGENCY MANAGEMENT PLANNING AND TRAINING

As directed by the County, the Consultant shall provide:

- a. Comprehensive emergency management plans (e.g. COOP, EOP) to include plan development; review, and revisions.
- b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.
- c. Development of a debris management plan – including identification of an adequate number of TDSRS locations. Staff training as necessary.
- d. Procurement assistance for debris removal contractors and other services as requested.
- e. Project management to include the formulation and management of permanent work projects, task force management, and County Commissions, Boards and Panels.
- f. Technical support and assistance in developing public information.
- g. Other training and assistance as requested by the County.
- h. Other reports and data as required by the County.
- i. Other emergency management and consulting services identified and required by the County.

C. PUBLIC ASSISTANCE CONSULTING SERVICES

As directed by the County, the consultant shall provide:

- a. Identification of eligible emergency and permanent work (Category A-G);
- b. Damage Assessment
- c. Assistance in attaining Immediate Needs Funding;
- d. Prioritization of recovery workload;
- e. Loss measurement and categorization;
- f. Insurance evaluation, documentation adjusting and settlement services;
- g. Project Worksheet formulation, generation and review.
- h. FEMA, FHWA, HMGP, CDBG, NRCS and additional reimbursement support;
- i. Staff augmentation with experienced Public Assistance Coordinators and Project Officers;
- j. Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
- k. Appeal services and negotiations;
- l. Reconstruction and long-term infrastructure planning; and
- m. Final review of all emergency and permanent work performed.

END OF SCOPE

COST PROPOSAL FORM

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the County at cost without mark-up.

POSITIONS

HOURLY RATES

Project Manager	\$_____
Operations Managers	\$_____
Scheduler/Expeditors	\$_____
GIS Analyst	\$_____
Field Supervisors	\$_____
Debris Site/Tower Monitors	\$_____
Environmental Specialist	\$_____
Project Inspectors (Citizen Drop-Off Site Monitors)	\$_____
Field Coordinators (Crew Monitors)	\$_____
Load Ticket Data Entry Clerks (QA/QC)	\$_____
Billing/Invoice Analysts	\$_____
Project Coordinators	\$_____

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description for