



Wilma Kelly  
Purchasing Manager

# City of Alexandria

Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
Fax: (318) 441-6185

Request for Proposals (RFP) will be received until **2:00 PM CDT, Thursday, November 04, 2021** and opened at the City of Alexandria Purchasing Dept.

City of Alexandria **RFP #1649P**  
Page: 1 of 24  
Date RFP Prepared: October 4, 2021

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

**Please file bid with the following:**

Casey Barnes, Senior Buyer  
City of Alexandria – Purchasing Dept.  
2021 Industrial Park Road Bldg. WH  
Alexandria, LA 71303  
Phone: 318-441-6162 Fax: 318-619-3415

## INTRODUCTION

### EMERGENCY DEBRIS REMOVAL MONITORING SERVICES

The City of Alexandria (COA) is soliciting proposals to obtain the service of a qualified firm to provide Emergency Debris Removal Monitoring Services in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and all applicable state and local regulations/laws.

For scoring purposes, offers will be evaluated by the total of proposed prices for the Base Year and Option Renewal Years One and Two. Evaluation of the option renewal years will not obligate the COA to exercise the options.

The resulting contract will remain in effect for a period of twelve (12) months from award date. Contingent upon the availability of funds and the ability of the successful offeror to honor the proposed prices, the City reserves the right to renew the existing contract for a period of up to twenty-four (24) additional months, in twelve (12) month increments, with a sixty (60) day funding out clause.

Proposals may be returned either mailed; or hand delivered to the City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303.

**Questions and/or clarification of proposal specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Darren Green, City of Alexandria Landscape Architect, PO Box 71, Alexandria, LA 71309-0071; Phone (318)446-2342, Fax (318)441-6377; Email [darren.green@cityofalex.com](mailto:darren.green@cityofalex.com) ; and must be received by 4:00 PM CDT, Thursday, October 28, 2021.**

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
EMERGENCY DEBRIS REMOVAL MONITORING SERVICES**

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

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**General Conditions for Bidders - Please Read Carefully (Continued)**

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
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**General Conditions for Bidders - Please Read Carefully (Continued)**

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
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**General Conditions for Bidders - Please Read Carefully (Continued)**

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandria.com](http://www.cityofalexandria.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the *Master Agreement*, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

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***Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)***

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org) . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

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**AFFIDAVIT OF BIDDER**

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STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in and for the Parish and State aforesaid, personally came and appeared:

**BIDDER**

who, after being duly sworn, did declare and state:

Appearer's company is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

Appearer shall require all subcontractors to submit to appearer a sworn affidavit verifying compliance with La. R.S. 38:2212.10 (C) (1) and (C) (2).

Appearer has the authority and personal knowledge requisite to testify to the matters stated herein.

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**AUTHORIZED SIGNATORY OF BIDDER**

\_\_\_\_\_  
**TITLE OF AUTHORIZED SIGNATORY OF BIDDER**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER**

SWORN TO AND SUBSCRIBED before me, Notary Public, in \_\_\_\_\_(CITY) , \_\_\_\_\_(STATE)

on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC (Notary ID/Bar Roll No. \_\_\_\_\_)  
Printed Name: \_\_\_\_\_  
My commission expires \_\_\_\_\_.

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**DISASTER DEBRIS MONITORING SERVICES**

**INSTRUCTIONS TO OFFERORS**

**1. DEFINITIONS AND ACRONYMS:**

City or City of Alexandria (COA): The City of Alexandria, a municipal corporation of the State of Louisiana.

Contractor/Awardee/Consultant: The individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

DMS: Debris Management Site

Proposer/ Offeror: One who submits a proposal in response to this solicitation. The terms “Offeror” and “Proposer” are used interchangeable and have the same meaning.

Request for Proposal (RFP): A method of procurement permitting discussions with the responsible offerors (at the discretion of the City) and revisions to proposals prior to award of a contract.

Successful Offeror/Awardee: The qualified, responsible and responsive Offeror to whom the COA makes an award on the basis of the City’s evaluation as hereinafter provided.

Task Order/Purchase Order: Form(s) used to initiate contract service. The terms “Task Order” and “Purchase Order” are used interchangeable and have the same meaning.

**2. OMISSIONS OF DETAILS/VARIENCES AND EXCEPTIONS:**

The apparent silence of the requirements as to any detail, or the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail, and that only material and workmanship of the finest quality is to be used. Omissions of any essential details from the specifications will not relieve the Contractor of supplying such services or product(s) as specified.

**3. COSTS AND COMPENSATION:**

Costs and compensation shall be shown in both unit prices and extensions whenever applicable, and expressed in U.S. Dollars.

All costs and compensations shall remain firm and fixed for an acceptance period of 60 calendar days after the day of the RFP opening, and for the duration of the resulting contract.

The price proposal shall include all franchise fees, royalties, license fees, etc., as well as all cost of transportation or delivery as applicable within the scope of this solicitation.



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**4. SUBMISSION OF PROPOSALS:**

Offerors shall submit two (2) signed copies of the proposal in a sealed envelope clearly marked “Emergency Debris Removal Monitoring Services Proposal” and two (2) copies of the cost proposal in a separate envelope marked “Emergency Debris Removal Monitoring Services Cost Proposal”. Proposals shall be typed or legibly printed in ink. The proposal envelope shall contain a signed cover letter including the company’s name, address and primary contact with phone numbers.

All proposals shall be signed in accordance with the General Conditions of this solicitation and hand carried or mailed to the address on the front page before the due date.

**5. REJECTION OF PROPOSALS:**

To the extent permitted by applicable state and Federal laws and regulations, the COA reserves the right to reject any and all Proposals, to waive any and all informalities allowed by State of Louisiana statutes, not involving price, time or changes in the work with the Successful Offeror, and to disregard all nonconforming, non-responsive, unbalanced or conditional Proposals. Proposals will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not requested, conditions or unauthorized alterations or irregularities of any kind.

**6. QUALIFICATIONS OF OFFEROR:**

As a part of the evaluation process, the COA may conduct a background investigation including a criminal record check of the Offeror’s officers and/or employees, by the Rapides Parish Sheriff’s Office. The Offeror’s submission of a proposal constitutes acknowledgement of and consent to such an investigation. The COA will be the sole judge of said determination.

The COA reserves the right to make a pre-award inspection of the Offeror’s facilities and equipment prior to award of a contract.

The COA may require the Contractor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable. The Contractor shall be responsible to the COA for the acts and omissions of all employees working under its direction.

**7. INDEPENDENT CONTRACTOR:**

An awarded contract resulting from this RFP does not create an employee/employer relationship between the Parties. The Contractor agrees that it is a separate and independent enterprise from the City.

**8. INSPECTION:**

The COA shall have the right to inspect any materials, components, equipment, supplies, services or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the City. Any items rejected shall be removed from the premises of the City and/or replaced at the entire expense of the Contractor.

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**9. PERMITS, FEES AND NOTICES:**

Awardee shall secure and pay for all permits and fees, licenses and charges necessary for the proper execution and completion of the work, if applicable. The costs of these charges shall be included in the Price Proposal except where expressly noted in the specifications.

**10. INTRODUCTION**

The City desires to obtain a qualified firm to establish a standby contract for Emergency Debris Removal Monitoring Services. The contract monitors are necessary to ensure applicable Federal, State and Local laws, regulations and guidelines and debris removal contracts are met by monitoring the debris removal from public access roads, right of way, City maintained canals and waterways, and City owned/maintained public property; monitoring debris management sites; and field monitors to assure debris management plan and contract are effectively and efficiently implemented. The monitoring contractor shall in no way cause delay in the performance by the debris removal contractor.

**11. PERFORMANCE SCHEDULE**

All services will be ordered by issuance of a Task Order. The Contractor shall provide all data necessary for FEMA completion report within 30 days from completion of the debris removal and processing operations.

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## **SCOPE OF SERVICES**

### **1. GENERAL ADMINISTRATIVE & REPORTING SERVICES**

A. The Contractor shall provide the following services in accordance with FEMA 325 (July 2007), FEMA 327 (Oct 2010) including Federal, State and Local laws;

1. Prepare and submit to the COA a Debris Monitoring and Reporting Plan within 72 hours of receipt of a Task Order. The plan shall set forth how the debris management and reporting efforts will be conducted to properly account for all components of the contracted debris removal and disposal services.

2. Develop and include as a component of the Debris Monitoring and Reporting Plan any and all necessary forms, documents, reports, maps, logs, tickets, etc. necessary to ensure the successful performance of the contracted debris removal and disposal services.

3. Appoint a qualified and experienced Project Manager within 24 hours of receipt of a Task Order for overall coordination and communication with the City. The Project Manager shall remain on the job and available to the City at all times during the operational phases of the contracted debris removal and disposal work effort.

4. Track and coordinate responses to problems identified in the field, citizen complaints as a result of debris removal. Contractor shall maintain a detailed database of customer complaints and resolutions.

5. Provide training to City staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris removal and disposal contractor(s), CITY, state and Federal agencies. Date, time and location will be provided after award.

6. Compile records and assist the City with the preparation of required forms for reimbursement.

7. Establish a Quality Control Program to review all load tickets for completeness, accuracy and eligibility. If necessary the monitoring contractor and the City will review certain load tickets to determine eligibility and validity. Additional examples of collection monitoring quality control tasks include, but are not limited to, the following:

- (A) Verifying that all debris picked up is a direct result of the disaster.
- (B) Accurately recording the locations where debris was collected.
- (C) Verifying that the debris collection contractor(s) are working in their assigned collection areas and roads.
- (D) Stopping work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. The Contractor shall immediately notify the City's Project Manager to review the matter and provide final resolution.
- (E) Properly and promptly reporting for immediate resolution any insufficient collection service and ineligible material attempting to be collected by the contractor.
- (F) Inspecting work in progress to monitor that removal efforts include debris of the proper type in the proper areas.

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- (G) Assuring compliance with City contracts by all debris removal contractor(s) and debris removal subcontractors.
- (H) Maintaining and cataloging/indexing any photo documentation of recovery work on a daily basis.
- (I) Identifying eligible stumps, hangers and leaners. Coordinating with the City and federal/state representatives for eligibility determination and assure documentation (forms, photos, etc.) are completed for reimbursement purposes as may be required by FEMA. *This service will be required only in the event the City utilizes Force Account personnel for debris removal.*
- (J) Making reasonable efforts to ensure that its employees and its sub-consultant(s) are working in compliance with all federal, state, local safety regulations appropriate for the task being performed.
- (K) Coordinating with the City to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc. Awardee shall maintain a detailed database of customer complaints and resolutions.
- (L) Meeting all FEMA Public Assistance Program related requirements.

8. Be responsible for maintaining the following documentation for debris monitoring reimbursement purposes: Personnel assignments, duties, and responsibilities, Timesheets, Debris Monitoring Reports, Debris total (CY and tonnage), Debris Monitoring Site reports, Exception report, Truck/Trailer Certification reports, Debris progress reports, Safety reports, etc.

9. Coordinate daily briefings with key operational staff, City staff and debris management contractor(s) to review, formulate, and update debris removal operations and strategies as well as to schedule, manage, and conduct periodic meetings with field staff and contractors. Meetings shall be scheduled so that they will not impede, hinder nor delay the debris management contractor(s) and the debris management operation.

10. Provide a daily report of the debris removal contractor crew assignments, working locations, number of trucks assigned, total loads, cubic yards collected by debris type, an updated map of streets where debris was collected, and other key operational statistics to the City's Project Manager or designee.

11. Coordinate daily scheduling, dispatching and logistical operations of the field collection monitors with the debris removal contractor(s) and the City's Debris Monitor or his Authorized Representative.

12. Maintain accurate records of all debris collection vehicles, including the measurements of the inside of the useable bed space, photographs, license information, vehicle identification decal issuance and regular monitoring for vehicle modifications.

13. Make all reasonable efforts to ensure the field collection monitors are accurately recording the locations where debris is collected. Maps shall be posted in a central location at the City and updated as necessary each business day illustrating the progress from the previous day's work. Provide quality control training to all field collection and site monitors to ensure accuracy and completion of all load tickets.

14. Coordinating with the debris removal contractor(s) set up daily schedules for monitors each day and cleanup crew assignments. Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps, trees, hanging limbs, leaning trees, debris types, and other potential problems.

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15. Prepare daily and periodic tracking reports to support debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris collection and contractor invoices.

16. Provide regular status updates to the City's Project Manager for public information use.

17. Provide appropriate staff to assist with damage complaints resulting from the debris removal. Complaints shall be tracked and forwarded to the project management team to be resolved with the debris contractor(s). A weekly log of such complaints and their resolution shall be provided to the City's Project Manager.

18. Provide the City's Project Manager and the debris removal contractor(s) with weekly Disaster Debris Status Reports. Each weekly report shall contain the following:

- A. Overview of daily activities including status of damage complaints
- B. Cumulative debris tally by debris site
- C. Cumulative debris tally by day
- D. Summary of monthly debris removal efforts, if applicable
- E. Summary of reduced debris removal efforts
- F. Stump volume by site
- G. Debris site status
- H. Labor force report, if applicable
- I. Debris site processing equipment summary

19. Be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing debris disposal data, including any scanned paper load ticket images and photos, vehicle certifications, etc., into electronic formats to support federal, (FEMA and FHWA), state and local reimbursements, and subsequent audits.

20. Create a database to include all information on debris removal and disposal including but not limited to:

- A. Complete load ticket information,
- B. Vehicle certification information,
- C. Stump removal information,
- D. Hanger removal data,
- E. Leaner removal information.

Any electronic reporting from this database must be provided in a format acceptable to the CITY, based on commonly available software. The database created by the monitoring contractor shall be given to the City with user documentation at the conclusion of the event. The monitoring contractor shall assure the City can navigate, perform searches and produce reports from the final database.

21. Review, validate and reconcile debris removal contractor(s) invoices prior to submission to the City for processing. The Contractor shall conduct a meeting at the beginning of the debris removal operation to fully explain the process to the City, debris contractor(s) and FEMA representatives. The invoices from the debris removal contractor(s) shall be reviewed by the Contractor to be accepted or rejected in a timely manner. The Monitoring Contractor shall issue in writing to the City and the debris contractor, the acceptance or rejection of the invoices and a payment recommendation. If the invoice is rejected, the monitoring Contractor

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shall clearly state the reasons for rejection and work with the debris contractor to resolve immediately. Only invoices that are accurate and complete will be forwarded to the City's Project Manager for payment.

22. Assist the City in reviewing and processing requests for payment by the debris removal and disposal contractor(s) as well as in preparing final reports necessary for reimbursement by FEMA, FHWA and other applicable agencies by City staff and designated debris removal and disposal contractor(s).

23. Assist in ensuring that processing of Federal funding is done as quickly as possible, by verifying the following information is accurate and promptly provided for each Task Order:

- A. Review of debris contractor invoices
- B. Monitoring information
- C. Project Status Reports
- D. Completed Load tickets
- E. Contractor payroll
- F. Review of debris contractor equipment hours of operation
- G. Vehicle certifications
- H. Start and end dates of the first debris removal pass and all subsequent passes

24. Provide professional oversight to monitor compliance with environmental and transportation regulations, FEMA reporting requirements, and any other federal, state, or local regulation that pertains to debris recovery operations. The Contractor shall stay current with FEMA and FHWA policies and procedures and notify the CITY's Project Manager immediately as changes occur.

25. Be capable of providing a 1-800 service to respond and report on resident inquiries during the performance of debris removal and disposal activities.

**2. COLLECTION MONITORING;**

A. The Contractor shall provide the following collection monitoring services;

1. Monitor the debris removal contractor(s), DMS(s) for compliance with their contract with the COA as well as to ensure that workers are performing eligible work in accordance with FEMA Public Assistance guidelines and applicable Federal, State and Local Regulations
2. Provide fully trained collection monitors to assure proper and compliant documentation protocols are instituted and followed.
3. Provide a field quality control team. This team will monitor the debris contractors for contract compliance, efficiency and regulatory compliance. The team shall provide daily feedback to the CITY through their Project Manager. All field team members shall be equipped with the state-of-the-art technology, which may include cameras, computers, communication devices, GPS handhelds, and other equipment as deemed necessary and/or appropriate to perform the contract requirements.
4. To the best of his or her knowledge to estimate load volumes, initiate load tickets for Force Account labor at the collection location for eligible loads only. The field collection and Debris Management Site (DMS) monitors will make all reasonable efforts to assure the load tickets are completed accurately for eligible loads of disaster debris and that the load ticket is valid.

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6. Conduct inspections on a regular, predetermined and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles and locations.

7. Conduct debris surveys and perform debris estimation by debris types as required to satisfy FEMA Public Assistance Requirements. Ensure hazardous waste is not mixed with debris loads or ineligible debris.

**3. DEBRIS MANAGEMENT SITE (DMS) MONITORING**

A. The Contractor shall provide the following services related to the debris management site;

1. Be capable of conducting pre- and post-use environmental monitoring of the DMS locations to detect environmental contamination of the DMS, either present before use or after closeout of DMS operations, if requested by the CITY.
2. Ensure that DMS and field collection monitors are deployed and operational commensurate with the beginning of debris collection and the establishment of debris site(s).
3. Provide DMS monitors to observe debris unloading operations at the CITY's designated DMS(s). A minimum of two DMS monitors are required per debris site. These staff members, in conjunction with the project management team and the debris contractor, shall coordinate the logistics of the DMS to assure efficient traffic flow and proper handling of load tickets.
4. Observe vehicles entering and exiting the DMS, and make reasonable efforts to ensure that vehicles are in compliance with their truck certifications (e.g., side boards in place, full tailgate, etc.) DMS monitors are expected to provide volume determination consistent with FEMA.
5. Conduct field quality inspections to check and verify information on debris removal and at DMS located throughout the CITY.
6. Conduct other DMS monitoring tasks such as:
  - (a) Coordinating with local, state and federal agencies as needed for DMS on issues such as notification, obtaining permits, determining reimbursement, etc.
  - (b) Providing preliminary assessment and documentation of DMS and assist in return of site to original conditions.
  - (c) Providing personnel to observe the operation of DMS including monitoring incoming loads of debris, processing of debris and outgoing loads of processed debris.
  - (d) Measure all CITY collection equipment and properly complete a truck certification form.
  - (e) Conducting end of day activities, such as verifying completion of debris crew assignments, completing all record keeping, assuring that all vehicles have left DMS and locking down facilities.

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**4. DEBRIS VEHICLE CERTIFICATION**

A. The Monitoring Contractor shall provide the following services for Contractor furnished vehicles;

1. Complete a certification on each vehicle deemed appropriate for collection. In addition to completing vehicle certification forms, photographs must be taken of each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications, including photographs, shall be retained by the Contractor on behalf of the CITY and provided to the CITY upon request or project completion. Additional copies shall be provided to the debris removal contractor and the vehicle driver. Once these vehicles are certified, random verifications shall be performed at each DMS to assure that no vehicle modifications have been made and to confirm data accuracy.

2. Measure the volume to the nearest cubic yard of usable space for each debris collection vehicle. The Monitoring Contractor shall complete a Vehicle Certification Form for each vehicle.

(a) The Vehicle Certification Form will have the following information:

- (1) Vehicle make, model
- (2) Length
- (3) Width
- (4) Height
- (5) Volume in cubic yards
- (6) Tag number of vehicle
- (7) VIN number of vehicle
- (8) Vehicle type
- (9) Driver of vehicle name (printed) and signature
- (10) Sub-Contractor representative name (printed) and signature
- (11) Certification monitors name (printed) and signature certifying vehicle
- (12) Date
- (13) Vehicle certification number

**5. FIRM QUALIFICATION AND PROPOSAL REQUIREMENTS.**

All submitted Proposals shall contain a statement of qualifications which should, at a minimum, include the following:

A. A list of all qualified personnel, including all sub-contractors, required to perform the monitoring services listed herein. As the number of team members will be evaluated, this list should include the resumes and qualifications of each listed personnel including all sub-contracting monitors that would be assigned to this project.

B. A statement of the firm's and sub-contractor(s) experience in the area of debris management, monitoring and reporting per FEMA and FHWA requirements. This statement should, at a minimum, list and describe debris management, monitoring and reporting services provided in the past including company name, point of contract and a phone number.

C. A detailed description of the Debris Monitoring Contractor's project approach including elements to be performed by the Monitoring Contractor and elements expected to be performed by COA staff.



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D. A fee schedule that accounts for all project costs provided in hourly rate format for personnel.

E. Contract Review by FEMA. The contract between the selected firm and the COA may be submitted for review to FEMA. The COA desires that the costs it incurs for services provided by the selected firm be eligible for FEMA reimbursement. While the CITY understands that the selected firm cannot guarantee that the services it provides will be eligible for FEMA reimbursement, the COA nevertheless desires that the selected firm utilize its professional judgment and expertise in an effort to limit its services to those which are eligible for FEMA reimbursement. Describe in detail how your firm will comply with this requirement. The selected firm will be required to notify the COA if at any time any services provided by the selected firm under the terms of the contract are not, or are not expected to be eligible for reimbursement by FEMA, in the selected firm's professional opinion. Include a statement as to whether your firm has the level of expertise to fulfill this requirement, as well as a detailed explanation of the procedures your firm will implement to fulfill this requirement.

F. COA Expenditures. The COA desires to enter into a contract for Emergency Debris Removal Monitoring Services with a firm possessing a high level of expertise and professional skill in the areas described in this RFP. As such, the COA desires that the selected firm be contractually required to guarantee that all documents generated pursuant to the contract shall be in compliance with FEMA regulations and will be in a form so as to ensure eligibility of FEMA reimbursement regardless of whether or not FEMA actually reimburses. By submission of a proposal for this RFP, you are certifying your firm can meet this requirement.

To be selected, a firm must be experienced and qualified to provide constant observation of crews to ensure that workers are performing eligible work in accordance with FEMA Public Assistance #327 and all applicable Federal, state and local regulations. In addition, the firm must have expertise related to the many procedures and requirements of the FEMA reimbursement process, and particular expertise in the area of FEMA Public Assistance #327.

## **6. QUALIFICATIONS STATEMENT/PROPOSAL EVALUATION PROCESS.**

### **TECHNICAL CRITERIA**

1. Qualifications of the offeror:
  - a. A minimum of 5 years of experience in disaster response, including management and recovery.
  - b. Experience with FEMA reimbursement programs and funding issues.
  - c. Proof of satisfactory or better performance on contracts of similar scope and size. To be substantiated by reference letters.
  - d. In house client training capabilities.
  
2. Qualifications of Staff:
  - a. Assurance of dedicated project team.
  - b. Experience of key team members. Identify senior and project management.
  - c. Describe local and minority subcontracting plan.
  - d. Provide brief resumes which indicate the education and experience of prospective management personnel.

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3. Technical Qualifications and Capabilities:
  - a. Experience of Offeror in previous similar projects.
  - b. Technical approach of the Offeror to mobilize and perform the many aspects of the work.
  - c. Ability to respond in a timely manner with necessary resources.
  - d. Experience of Offeror in using technology to document debris volumes, equipment, staffing, resources in order to provide real time reporting and mapping of progress, costs and resources utilized.
  
4. Cost/Price Proposal  
Cost/Price Proposal will be evaluated for reasonableness. The costs for the documentation of the response, recovery process, cost associated with the performance of the contract including travel and out-of-pocket expenses shall be included within the items on the Price Proposal Page.

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**SELECTION/SCORING CRITERIA**

Proposals will be evaluated according to the following criteria:

Step I: Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further consideration.

Step II: Proposals that satisfactorily complete Step I will be reviewed /analyzed to determine if the proposal adequately meets the needs of the City. Factors to be considered are listed below.

The successful Offeror(s) will be selected based upon the best response offered to the COA. Offerors may be requested to give an oral presentation after submission of responses should the COA find it necessary, in order to determine which is the best qualified firm.

**CRITERIA**

**MAXIMUM POINTS**

**Firm Qualifications and Experience**

**0-25pts.**

- A. Number of years performing Governmental disaster debris monitoring
- B. Number of similar projects successfully completed
- C. Understanding of FEMA policies, knowledge and experience coordinating with Federal, State and Local emergency agencies
- D. Experience with special disaster recovery program management services and history of financial stability

**Staff Qualifications**

**0-25 pts.**

- A. Assurance of dedicated project team
- B. Knowledge and experience of key team members with Federal, State and Local emergency agencies
- C. Knowledge and experience with solid and hazardous waste management programs, policies and procedures
- D. Local and minority sub-contracting plan and training component

**Technical Qualifications & Capabilities**

**0-20 pts.**

- A. Start-Up procedures
- B. Estimate methodology
- C. Daily management and invoice reconciliation
- D. Ability to respond with monitoring personnel within 72 hours of notification

**Cost of Proposal**

**0-30 pts.**

- A. Proposal shall be based on hourly rates for all propositions
- B. Pricing shall be reasonable and present the best overall value to the COA

A selection committee made up by qualified City staff will review and evaluate all proposals. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work. The City reserves the right to accept or reject all proposals, to award without negotiations and to accept the best overall proposal to meet the

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City's needs. Cost of Proposal is considered more important than all other criteria. Firm Qualifications and Experience and Staff Qualifications are considered equal to each other, but more important than Technical Qualifications & Capabilities. Technical Qualifications & Capabilities and Automated Management and Reporting Systems are considered equal.

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**PROPOSAL FORM – Base Year 2022-2023**

	<b>Position</b>	<b>Hours*</b>	<b>Rate</b>	<b>Extended Fee</b>
<b>1</b>	<b>Project Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>2</b>	<b>Billing/Invoice/Data Manager</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>3</b>	<b>Operations Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>4</b>	<b>Scheduling/Routing Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>5</b>	<b>Field Supervisor</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>6</b>	<b>Loading Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>7</b>	<b>Tower/Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>8</b>	<b>GIS Operator</b>	<b>50</b>	\$ _____ Per Hour	\$ _____
<b>9</b>	<b>Data Entry Clerk</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>10</b>	<b>Administrative/Clerical</b>	<b>100</b>	\$ _____ Per Hour	\$ _____

**\* Hours are estimates only and are not guaranteed.**

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**PROPOSAL FORM – First Renewal Option Year 2023-2024**

	<b>Position</b>	<b>Hours*</b>	<b>Rate</b>	<b>Extended Fee</b>
<b>1</b>	<b>Project Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>2</b>	<b>Billing/Invoice/Data Manager</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>3</b>	<b>Operations Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>4</b>	<b>Scheduling/Routing Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>5</b>	<b>Field Supervisor</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>6</b>	<b>Loading Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>7</b>	<b>Tower/Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>8</b>	<b>GIS Operator</b>	<b>50</b>	\$ _____ Per Hour	\$ _____
<b>9</b>	<b>Data Entry Clerk</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>10</b>	<b>Administrative/Clerical</b>	<b>100</b>	\$ _____ Per Hour	\$ _____

**\* Hours are estimates only and are not guaranteed.**

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**PROPOSAL FORM – Second Renewal Option Year 2024-2025**

	<b>Position</b>	<b>Hours*</b>	<b>Rate</b>	<b>Extended Fee</b>
<b>1</b>	<b>Project Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>2</b>	<b>Billing/Invoice/Data Manager</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>3</b>	<b>Operations Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>4</b>	<b>Scheduling/Routing Manager</b>	<b>100</b>	\$ _____ Per Hour	\$ _____
<b>5</b>	<b>Field Supervisor</b>	<b>150</b>	\$ _____ Per Hour	\$ _____
<b>6</b>	<b>Loading Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>7</b>	<b>Tower/Site Monitor</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>8</b>	<b>GIS Operator</b>	<b>50</b>	\$ _____ Per Hour	\$ _____
<b>9</b>	<b>Data Entry Clerk</b>	<b>300</b>	\$ _____ Per Hour	\$ _____
<b>10</b>	<b>Administrative/Clerical</b>	<b>100</b>	\$ _____ Per Hour	\$ _____

**\* Hours are estimates only and are not guaranteed.**

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**Bidder Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Printed Name and Title: \_\_\_\_\_

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

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #19, Page 4 of these bid specifications.)