



April 2, 2019

County of Newberry

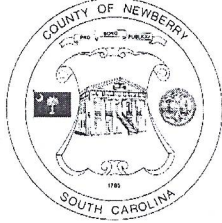
Purchasing Department

Request for Proposal # 2019-6

Debris Monitoring and Management of Debris Removal Services

Proposals are due April 30, 2019 no later than 3:00 PM, Local Time

PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	 <p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County CH Annex Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2019-6 Debris Monitoring and Management of Debris Removal Services</p>	
<p>Proposals will be accepted until 3:00 PM, Tuesday, April 30, 2019</p>	<p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

MAILING ADDRESS: _____
(If different from above)

TELEPHONE NO. (_____) _____ FAX NO. (_____) _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME

Background:

The County of Newberry is accepting proposals to obtain a disaster management, recovery and consulting services to support the oversight and management for the debris recovery contractor. Other services include, but are not limited to, facilitating communication with FEMA, FHWA, the State of South Carolina and other state, local and federal agencies. It is the intent of this Request for Proposal, (RFP) to obtain fixed price proposals from firms specializing in Debris Monitoring and Recovery Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to Newberry County and would be in effect for a period of three (3) years.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the County of Newberry. No work effort will begin without written authorization (Notice to Proceed) from the County. There shall be no retainer paid in order to keep the Contract in effect.

Newberry County reserves the right to make the final determination as to the responder's ability to provide the services requested herein.

OWNER'S RIGHTS: Newberry County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Newberry County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

DEADLINE TO SUBMIT: One (1) original and three (3) copies must be received by **3:00 p.m. Tuesday, April 30, 2019.**

Hand Delivered:

Newberry County
Courthouse Annex
Conference Room
1309 College Street
Newberry, SC 29108

Mailed:

Newberry County
Attn: Crystal Waldrop, CPPB
Post Office Box 156
Newberry SC 29108

QUESTIONS MUST BE RECEIVED IN WRITING BY: April 23, 2019 by 5:00 p.m. to Crystal Waldrop via email at cwaldrop@newberrycounty.net. All questions shall be addressed in an addendum and placed on the County website at www.newberrycounty.net/departments/purchasing.

Proposals shall include the information listed above and no more than twenty (20) pages in length.

Crystal Waldrop, CPPB

GENERAL INSTRUCTIONS

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
2. Proposing firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
3. **Submit an original, so identified and three (3) complete copies of the proposal submittal including a completed W-9 form for your agency in a sealed package with the proposal number as well as the time and date for opening prominently marked on the outside.**
4. Proposals must be submitted to, or at the time, date and exact location specified to be considered. No late proposals or electronic proposals shall be submitted.
5. Addendum to Proposal: If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing and posted on the County website.
6. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
7. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Correction and/or modifications received after the closing time specified will not be accepted.

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 along with providing information related to previous governmental experience.

1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and waste and hazardous waste management and disposal.

2. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.

3. Recent experience managing incident disaster debris collection operations, but not limited to: damage assessment, Right-of-way debris removal programs, leaner/hanger removal programs, processing site monitoring and FEMA reimbursement.

b) Provide at least five reference for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services contained within this solicitation. Three of the

references shall be from government entities for debris monitoring experience and shall include the reference contact name, address, e-mail address, telephone numbers and date of 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 operation managers, FEMA reimbursement specialist, etc.). All key personnel shall be full time employees of the proposing firm and have experience 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 debris monitoring for at least three government entities. Recent debris monitoring from a tornado event is preferred.
- b) Documented knowledge and experience of Federal, State, and Local emergency agencies, state and federal programs, funding sources and reimbursement processes. Proposer must demonstrate experience with project worksheet preparation, contractor purchases, hauler invoice reconciliation, and appeals/reimbursement support.

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 of Newberry. Provide a copy of the proposer's internal training program.

4. COST PROPOSAL

Each proposer must complete the Cost Proposal Form/Fee Schedule included in this solicitation. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor position listed. Reasonable travel, per diem, and other direct project costs (e.g., load tickets, communications, equipment rental, etc.) will be billed to the County at cost without any addition of overhead, administrative costs or price increases applied.

SELECTION CRITERIA

The following criteria will be utilized in the order shown by level of importance (greatest importance listed first, etc.) to select the consultant awarded this contract:

- Specialized Experience or Technical Expertise of the firm in connections with the service to be provided and on similar sized projects
- Knowledge of Federal Emergency Management Agency (FEMA) Regulations and procedures/ emergency planning/ response expertise
- Key Staff/ project understanding and approach
- Management Systems/ reporting systems/ training manual
- Cost Proposal

SCOPE OF SERVICES

I. BACKGROUND

The County requires disaster management, recovery and consulting services to support the oversight and management of debris recovery contractors. Other services may include, but are not limited to, facilitating communication with FEMA, FHWA (Federal Highway Administration), the State of South Carolina and other state and federal agencies.

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, lakes, rivers and other public, eligible, or designated areas. Specific services may include:

- Coordinating daily briefings, work progress, staffing and other key items with the County.
- May be required to assist the County and the chosen debris contractor with the selection and permitting of Temporary Debris Staging and Reduction Sites (TDSRS) locations and any other permitting/regulatory issues as necessary.
- Scheduling work for all team members and contractors on a daily basis
- Hiring, scheduling, and managing field staff
- Monitoring recovery contractor operations, and making/implementing recommendations to improve efficiency and speed up recovery work.
- Assisting the County with responding to public concerns and comments
- Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- Entering load tickets into a database application.
- Digitization of source documentation (such as load tickets)
- Developing daily operational reports to keep the County informed of work progress
- Development of maps, GIS applications, etc. as necessary
- Comprehensive review, reconciliation and validation of debris removal contractor invoices prior to submission to the County for processing
- Project worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors
- Disaster related damage assessment and reconstruction services, as needed
- Final report and appeal preparation and assistance
- Other disaster recovery services as requested by Newberry County.

B. EMERGENCY MANAGEMENT PLANNING AND TRAINING

- Comprehensive emergency management plans to include plan development; plan review and plan revisions
- Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review, and staff augmentation
- May be required to assist the County and the chosen debris contractor with the development of a debris management plan - including identification of an adequate number of TDSRS locations. Staff training as necessary.

- Project management to include the formulation and management of permanent work projects, task force management and management for Commissions, Boards and Panels.
- Technical support and assistance in developing public information.
- Other training and assistance as requested by the County
- Other reports and data as required by the County.

C. DAMAGE ASSESSMENT AND RECONSTRUCTION SERVICES

If requested, the Consultant shall be able to provide post-disaster damage assessment and reconstruction services to include assessment, planning, policy and procedure development, engineering, and construction management services. The Consultant should also participate in trainings and exercises. Specific areas where services may be requested may include County facilities.

III. INSURANCE REQUIREMENTS

Prior to commencing work hereunder, Offeror, at its expense, shall furnish insurance certificate showing the certificate holder as Newberry County, Post Office Box 156, 1309 College Street, Newberry, SC 29108, Attention: County Purchasing Department and with a special notation naming Newberry County as an additional insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Offeror shall have and maintain, during the life of this contract, Worker's Compensation Insurance for its employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws. Newberry County requires worker's compensation coverage regardless of the number of employees the Offeror employs.
- Comprehensive General Liability Insurance - Offeror shall have and maintain, during the life of the contract, Comprehensive Liability Insurance. Said Comprehensive General Liability Policy shall contain Contractual Liability Products/Completed Operations Liability subject to the following limits: BODILY INJURY of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PEORPERTY DAMAGE of at least \$500,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBDINED SINGLE LIMIT.
- Comprehensive Automobile Liability Insurance - The Offeror shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURENCE; PROPERTY DAMAGE of at least \$500,00 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBINED SINGLE LIMIT.
- Umbrella Liability Insurance required as \$1,000,000.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- The Offeror shall not cause any insurance to be cancelled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be cancelled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Offeror's liability.

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment and other direct project expenses) will be billed to the County at Cost without mark-up.

POSITIONS

HOURLY RATES

Project Manager	\$ _____
Operations Manager	\$ _____
GIS Analyst	\$ _____
Field Supervisors	\$ _____
Debris Site/Tower Monitors	\$ _____
Load Ticket Data Entry Clerks	\$ _____
Billing/Invoice Analysts	\$ _____
Project Assistants	\$ _____
Field coordinators (Crew Monitors)	\$ _____

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates, as needed.

POSITIONS

HOURLY RATES

_____	\$ _____
_____	\$ _____
_____	\$ _____

VENDOR NAME: _____

VENDOR SIGNATURE: _____