

**SECTION II  
STORM DEBRIS REMOVAL SERVICES  
EVENT #1508**

**SCOPE OF WORK**

- 2.0 **Overview of Scope of Work:** The purpose of this Request for Proposal (the “RFP”) is to establish guidelines and firm fees for Storm Debris Removal Services for the City of Savannah (the “City”) in the event of a storm or other disaster.

**It will be the responsibility of the contractor to research estimated quantities for categories listed on Price Proposal pages. This data should be based on history and experience with Cities of comparable geographic composition. The City will average the quantities to achieve a set number for a total cost. Cost should be based on a Category 3 Wet Storm.**

Under this contract, work shall consist of clearing and removing any and all “eligible” debris as defined by Federal Emergency Management Agency (FEMA) Publication 325, all applicable State and Federal Disaster Specific Guidance’s and policies, and as directed by the City.

- 2.1 **Scope of Services:** The successful proposer shall provide the following services at a minimum:

Work shall include examining debris to determine whether or not debris is eligible, burnable or non burnable, loading the debris, hauling debris to approved Debris Management Sites or landfill(s), reducing the debris, hauling the debris to an approved disposal facility, and dumping the debris at the dumpsite or landfill. Debris not defined as eligible by FEMA Publication 325 or State or Federal DSGs, or policies will not be loaded, hauled, or dumped under this contract unless written instructions are given to the Contractor by the City. It shall be the Contractor’s responsibility to load, transport, reduce, and properly dispose of any and all disaster generated debris which is the result of the event under which the Contractor was issued a notice to proceed, unless otherwise directed by the City in writing. This includes, but is not limited to:

(1) **Vegetative Debris:**

- a. Damaged and disturbed trees, tree limbs, bushes, shrubs, brush.
- b. Remains of standing trees which are clearly damaged beyond salvage.

(2) **Construction and Demolition Debris:**

- a. Building materials, including wood structural members, concrete blocks, window glass, structural siding, and roofing materials including shingles or metal roofing panels.
- b. Household debris, consisting of damaged furniture and appliances, flooring

materials, and the like.

- c. Treated timber, plastic, rubber products, sheet rock, cloth items, and carpeting materials.
- d. Metal Debris - Various thicknesses of corrugated metal and other thin sheet metal products.

## 2.2 Description of Designated Area:

The designated area for debris removal is bounded by the City limits and includes all public rights-of-way, easements, parks, squares, waterways, building sites, debris staging areas, and other public properties areas as designated by the City. Debris removal performed on these sites/areas shall be performed as identified by the City. The City may also authorize the Contractor to perform debris removal on non-City areas as designated in writing by the City.

- 2.3 All debris identified by the City shall be removed. The Contractor shall make two complete passes through the City, removing all debris along each street Right-of-Way. It is at the City's discretion to require a third pass to be performed by the Contractor. Partial removal of debris piles is strictly prohibited. The Contractor shall not move from one designated work area to another designated work area without prior approval from the City or its representative. Any eligible debris, such as fallen trees, which extends onto the Right-of-Way from private property, shall be cut at the point where it enters the Right-of-Way, and that part of the debris which lies within the Right-of-Way shall be removed. The Contractor shall not enter onto private property during the performance of this contract unless specifically authorized by the City, in writing.
- 2.4 The Contractor shall deliver debris to disposal sites that have been permitted to receive storm generated debris and adhere to all State, Local, and Federal regulations.
- 2.5 Debris shall be reasonably compacted into the hauling vehicle. No limbs shall be allowed to protrude more than 6" beyond the sides of the truck bed. Any debris extending above the top of the bed shall be secured in place so as to prevent it from falling off. Measures must be taken to avoid the blowing of debris out of the hauling vehicle during transport to the disposal site.
- 2.6 All debris will be mechanically loaded. Hauling vehicles that are hand loaded or that require mechanical assistance for dumping will not be permitted to dump at Debris Management Site, unless approved in advance by the City.
- 2.7 Loose leaves and small debris in excess of one bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than six (6) inches in any dimension shall be left on site. Hand crews and rakes will be required.
- 2.8 The Contractor shall provide an on-site Project Manager to the City. The Project Manager shall provide a telephone number to the City with which he or she can be reached for the duration of the project. The Project Manager will be expected to have daily meetings with City representatives. Daily meeting topics will include, but not limited to, volume of debris collected, completion progress, local coordination, and damage repairs. Frequency of meetings may be adjusted by the City. The Proposer Project

Manager must be available 24 hours-day, or as required by the City.

2.9 The City will provide the Contractor with Debris Management Site. The Contractor shall be responsible for returning the Debris Management Site to its original condition, abiding by all State and Federal environmental regulatory requirements.

2.10 **Debris Management Sites locations shall be determined:**

Once Debris Management Site locations are determined, the Contractor will be provided with address, GPS coordinates, and estimated acreage. Based on the severity of the disaster, the City may task the Contractor with locating additional sites available as Debris Management Sites.

2.11 The City does not warrant or guarantee the availability or use of any dump sites. The Contractor must coordinate directly with owners of all final disposal sites. All final disposal sites must be approved, in writing, by the City. The Contractor will remain legally responsible for the handling, reduction, and final haul-out and disposal of all reduced and unreduced debris. Debris Management Site operations and remediation must comply with all Local, State, and Federal safety and environmental standards. Contractor reduction, handling, disposal, and remediation operations must be approved, in writing, by the City.

2.12 Payment for disposal costs such as tipping fees incurred by the Contractor at permitted disposal facilities, or other City approved sites that meet Local, State, and Federal Regulations for disposal will be made at the cost incurred by the Contractor. The Contractor must furnish a copy of the invoice received by the disposal facility, all scale or load tickets issued by the disposal facility, and proof of Contractor payment to the disposal facility. In addition, the Contractor must demonstrate competitive bidding for disposal services has been completed.

2.13 The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of Federal, State, and local governments or agencies, or of any public utilities.

2.14 The City reserves the right to inspect the Debris Management Site, verify quantities, and review operations at any time.

2.15 **Scope Of Work:**

(1) **Emergency Road Clearance:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to clear and remove debris from the City roadways, and waterways, to make them passable immediately following a declared disaster event. All roadways designated by the City shall be clear and passable within (70) seventy working hours of the issuance of a notice to proceed from the City to conduct emergency roadway clearance work. Clearance of these roadways will be performed as identified by the City.

(2) **Right-of-Way Vegetative Debris Removal:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs to pick up and transport vegetative debris existing in the City Right-of-Way to a City approved Debris Management Site or other designated disposal facility. Vegetative debris existing in the City Right-of-Way is defined as debris resulting from a hurricane or other natural or man-made disaster which has been or will be placed along public Right-of-Ways, easements, City parks, alleys, City debris staging areas, and other areas as designated by the City.

For the purposes of this contract, vegetative debris which is piled in immediate close proximity to the actual legal street Right-of-Way, and which is accessible from the Right-of-Way line with loading equipment (i.e. not behind a fence or other physical obstacle) will be deemed to be on the Right-of-Way, and is to be removed. Removal of vegetative debris existing in the City will be performed as identified by the City.

Entry onto private property for the removal of vegetative hazards will only be permitted when directed by the City or its authorized representative. The City will provide specific Right-of-Entry legal and operational procedures.

**(3) Right-of-Way Construction and Demolition Debris Removal:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs to pick up and transport Construction and Demolition debris existing in the City Right-of-Way to a City approved DMS or other designated disposal facility.

Construction and Demolition debris existing in the City Right-of-Way is defined as debris resulting from a hurricane or other natural disaster which has been or will be placed along public Right-of-Ways, easements, City parks, alleys, and City debris staging areas.

For the purposes of this contract, Construction and Demolition debris which is piled in immediate close proximity to the actual legal street Right-of-Way, and which is accessible from the Right-of-Way line with loading equipment (i.e. not behind a fence or other physical obstacle) will be deemed to be on the Right-of-Way, and is to be removed.

Removal of Construction and Demolition debris existing in the City Right-of-Way will be performed as identified by the City.

**(4) Demolition, Removal, and Transport of Structures:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to demolish structures on private property within the jurisdictional limits of the City. Further, debris generated from the demolition of structures, as well as scattered Construction and Demolition debris on private property, will be transported to a City approved Debris Management Site or other designated disposal facility.

Removal and transportation demolished structures and scattered Construction

and Demolition debris on private property, will be performed as identified by the City.

Entry onto private property will only be permitted when directed by the City. The City will provide specific "Right-of-Entrance" legal and operational procedures. The Contractor is required to strictly adhere to any and all Local, State, and Federal regulatory requirements for the demolition of structures.

**(5) Debris Management Site Management and Operations:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to manage and operate Debris Management Site(s) for the acceptance, management, segregation, and staging of disaster related debris. Debris Management Site layout and ingress and egress plan must be approved by the City.

The management of Debris Management Site(s) includes assistance in obtaining necessary Local, State, and Federal Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

Debris at the Debris Management Site will be clearly segregated and managed according to the separately priced collection operations outlined in section 4, "*Overview of Work of Scope Rate Schedule Items.*"

Included in Debris Management Site Management and Operation, the Contractor is responsible for:

- a) Providing DMS traffic control.
- b) Providing DMS dust control.
- c) Providing 24-hour site security.
- d) Providing a site safety plan

Contractor shall provide a tower from which the City or its authorized representative can make volumetric load calls. The tower provided by the Contractor will at a minimum meet the specifications provided in the Debris Site Tower Specifications of this procurement.

Contractor is responsible for operating the Debris Management Site in accordance with Occupational Health and Safety Administration ("OSHA") guidelines.

Upon completion of haul-out activities, Contractor shall remediate the site to pre-disaster condition at their own expense, abiding by all City, County, State and Federal environmental regulatory requirements, and obtain a written release from the City or its authorized representative.

**(6) Grinding (Reduction of Storm Generated Debris):**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to reduce storm generated debris by grinding. Reduction methods are at the discretion of the City. Grinding must be approved by the City prior to commencement of reduction activities.

All un-reduced storm debris must be staged separately at the DMS. Proposer must obtain approval to reduce Construction and Demolition debris from City. If approved for reduction by City, Construction and Demolition debris must be reduced via grinding in order for the City to compensate the Contractor for reduction. Incineration or mauling of Construction and Demolition are not acceptable methods of Construction and Demolition reduction.

**(7) Incineration (Reduction of Storm Generated Debris):**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to reduce storm generated debris by incineration. Reduction methods (controlled open-air incineration and air curtain burning) are at the discretion of the City. Incineration must be approved by the City prior to commencement of reduction activities. All un-reduced storm debris must be staged separately at the Debris Management Site.

**(8) Haul-Out of Reduced Debris to Final Disposal Site:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to pick up and transport reduced material existing at a City approved Debris Management Site to a final disposal facility.

All un-reduced storm debris must be transported to a final disposal facility separately from reduced debris.

**(9) Removal of Hazardous Leaning Trees and Hanging Limbs:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to remove all hazardous trees (12) twelve inches or greater in diameter, measured (3) three feet from the base of the tree or chest height and hanging limbs (2) two inches or greater in diameter existing in the City Right-of-Way. Further, debris generated from the removal of hazardous trees and hanging limbs (2) two inches or greater existing in the City Right-of-Way will be placed in the safest possible location on the Right-of-Way and subsequently removed in accordance with 2.15 (2) under the terms, conditions, and procedure described in "*Right-of-Way Vegetative Debris Removal.*" Hazardous leaning trees less than (12) inches in diameter, measured (3) three feet from the base of the tree or at chest height, will be flush cut, loaded, and removed in accordance with 2.15, (2). The City will not compensate the Contractor for leaning trees less than (12) twelve inches in diameter on a unit rate basis.

Removal and transportation of hazardous trees (12) twelve inches or greater in diameter and hanging limbs (2) two inches or greater in diameter existing in the City Right-of-Way and private property will be performed as identified by the City.

All disaster specific eligibility guidelines regarding size and diameter of leaning trees will be communicated to the Contractor, in writing, by the City. In order for leaning or hazardous trees to be removed and eligible for reimbursement, the tree must satisfy a minimum of (1) one of the following requirements:

- a) The tree is leaning in excess of 30 degrees in a direction that

- b) poses an immediate threat to public health, welfare, and safety. The tree is dead, twisted, or mangled as a direct result of the storm and a certified Arborist can attest to the fact that the tree will die, and potentially create a falling hazard to the public.

**(10) Removal of Hazardous Stumps:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary to remove all hazardous uprooted stumps (24) twenty-four inches or greater in diameter, measured (24) twenty-four inches from the base of the tree existing in the City Right-of-Way. Further, debris generated from the removal of uprooted stumps existing in the City Right-of-Way will be placed in the safest possible location on the Right-of-Way and subsequently removed in accordance with 2.15, (2) under the terms, conditions, and procedure described in "*Right-of-Way Vegetative Debris Removal.*" Stumps measured (24) twenty-four inches from the base of the tree and less than (24) twenty-four inches in diameter will be considered normal vegetative debris and removed in accordance with 2.15, (2). The City will not compensate hazardous stumps less than (24) twenty-four inches in diameter on a unit rate basis and instead will be considered normal vegetative debris. The diameter of stumps less than (24) inches will be converted into a cubic yardage volume based on the published FEMA stump conversion table (See Attachment 1 – FEMA Stump Conversion Table) and removed under the terms and conditions of 2.15.

Removal and transportation of hazardous uprooted stumps existing in the City Right-of-Way and private property will be performed as identified by the City. All disaster specific eligibility guidelines regarding size and diameter of hazardous stumps will be communicated to the Contractor, in writing, by the City. In order for hazardous stumps to be removed and eligible for reimbursement, the stump must satisfy the following requirement:

- (a) Over 50% of the tree crown is damaged or broken and heartwood is exposed.
- b) Tree stumps that are not attached to the ground will be considered normal vegetative debris and subject to removal under the terms and conditions of 2.1. The cubic yard volume of the unattached stump will be based off of the diameter conversion using the published FEMA stump conversion table (See Attachment 1 – FEMA Stump Conversion Table).

The City or its representative will measure and certify all stumps before removal.

**(11) Household Hazardous Waste Removal, Transport, and Disposal:**

Under this contract, work shall consist of all labor, equipment, fuel, and miscellaneous costs necessary for the removal, transportation, and disposal of Household Hazardous Waste (HHW).

The removal, transportation, and disposal of HHW includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**(12) Abandoned Vehicle Removal:**

Under this contract, work shall consist of the removal and haul out of abandoned vehicles in areas identified and approved by the City. The removed vehicles will be hauled to a City approved staging area and subsequently disposed of by the appropriate regulatory agency.

The removal, transportation, and disposal of Abandoned Vehicle Removal includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**(13) Animal Carcass Removal and Disposal:**

Under this contract, work shall consist of the removal of animal carcasses in areas identified and approved by the City. The carcasses will be hauled to a City approved staging area and subsequently disposed of by the appropriate regulatory agency.

The removal, transportation, and disposal of Animal Carcass includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**(14) Right-of-Way White Goods Debris Removal:**

Under this contract, work shall consist of all labor, equipment, fuel and miscellaneous costs associated with the removal of, transportation, and disposal of White Goods. White Goods containing refrigerants will be hauled to a City approved staging area where certified technicians will remove the refrigerants.

The removal, transportation, and disposal of White Goods includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**(15) Freon Removal:**

Under this contract, work shall consist of the removal and disposal of refrigerants from items containing Freon in areas identified and approved by the City. The Freon containing items will be hauled to a City approved staging area under the terms and conditions of 2.1 and subsequently the Freon will be removed and disposed of by a certified technician before the unit is recycled or disposed.

The removal and disposal of Freon includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**(16) Asbestos Removal:**

Under this contract, work shall consist of all labor, equipment, fuel and miscellaneous costs associated with the removal of, transportation, and disposal of Asbestos.



The removal, transportation, and disposal of Asbestos includes obtaining all necessary Local, State, and Federal Handling Permits and operating in accordance with all Local, State, and Federal regulatory agencies.

**2.16 Use of Local Resources:**

As per the Robert T. Stafford Act and FEMA regulations, the Contractor will encourage the utilization of resources located within the disaster area, including but not limited to, procuring supplies and equipment, awarding subcontracts, and employing workmen.

**2.17 Working Hours:**

Monday through Sunday, the Contract hours shall only be during daylight hours or as otherwise directed by the City. No work outside these hours shall be allowed unless approved in advance by the City.

**2.18 Debris Site Tower Specifications:**

The Contractor shall provide a minimum of one tower at each dumpsite for the use of the City representatives during their inspection of dumping operations. If ingress and egress of a Debris Management Site is of significant distance that the City or Its representative are unable to verify the entering and exiting trucks, then the Contractor may be required to provide a second tower. The inspection platform of the tower shall be constructed at a minimum height of 10 feet from surrounding grade to finish floor level, have a minimum (8) eight feet by (8) eight feet of usable floor area, be covered by a roof with (2) two feet overhangs on all sides, and be provided with appropriate railings and a stairway. Platform shall be enclosed, starting from platform floor level and extending up (4) four feet on all (4) four sides. The expense incurred by the Contractor for the construction of towers is an overhead expense contemplated as part of the Proposer's compensation under the terms and conditions of section 2.15 (5).

2.19 The Contractor shall provide a minimum of one portable toilet at each dumpsite for the use of the City representatives during their inspection of dumping operations. The toilet shall be provided prior to start of any dumping operations and kept in a sanitary condition by the Contractor throughout the duration of dumping operations. The expense incurred by the Contractor for the operation of portable toilets is an overhead expense contemplated as part of the Contractor's compensation under the terms and conditions of section 2.15 (5).

2.20 Care shall be taken to place tower at a sufficient distance away from any reduction operations. If necessary, dumping operations may be temporarily suspended by the City due to unsuitable conditions at the tower.

**2.21 Equipment:**

All trucks and other equipment must be in compliance with all applicable Federal, State, tribal, and local rules and regulations. Any truck used to haul debris must be capable of rapidly dumping its load without the assistance of other equipment, be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity.

2.21(a) Equipment:

Special note is brought to the Contractor's attention that debris removal within waterways may require specialized equipment to reach and remove floating debris and/or debris jams within the portion of a waterway containing standing or flowing water.

- 2.22 Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of (2) two inch by (6) six inch boards or greater and not to extend more than (2) two feet above the metal bedsides. In order to ensure compliance, equipment will be inspected by authorized the City representatives prior to its use by the Contractor.
- 2.23 Trucks or equipment designated for use under this contract shall not be used for any other work during the working hours of this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract. Under no circumstances will the Proposer mix debris hauled for others with debris hauled under this contract.
- 2.24 Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size equipment (100 CY and up) and non-rubber tired equipment must be approved for use on the road by the City.
- 2.25 Hand loaded vehicles are prohibited unless pre-authorized, in writing, by the City, following the event. All hand-loaded vehicles will receive an automatic 50% deduction for lack of compaction.
- 2.26 **Traffic Control:**
- The Contractor shall provide, erect and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs and other traffic control devices at all Contractor work areas.
- 2.27 The Contractor shall provide qualified flag personnel where necessary to direct the traffic and shall take all necessary precautions for the protection of the work, and the safety of the public.
- 2.28 Highways, streets or parts of the work closed to through traffic shall be protected by effective barricades, and obstructions shall be illuminated during the hours from sunset to sunrise. Suitable warning signs shall be provided to properly control and direct traffic.
- 2.29 All barricades, warning signs, lights, temporary signals, other protective devices, flag persons and signaling devices shall conform to the minimum requirements as set out in the Manual on Uniform Traffic Control Devices for Streets and Highways, Part VI, prepared by the National Joint Committee on Uniform Traffic Control Devices and current at the time bids are received.
- 2.30 The expenses incurred by the Contractor for items listed in this Request for Proposal shall be compensated under the terms and conditions of section 2.15 (5).

**2.31 Damage to Public or Private Property:**

The Contractor is responsible for all damage, injury, or loss to any property and shall restore all disturbed areas to their original condition, including re-grading, use of rye grass and permanent grass, and any other means determined to be necessary.

2.32 The Contractor's failure to restore damage to public or private property to the satisfaction of the City will result in the City withholding retainer money in an amount sufficient to make necessary repairs.

**2.33 Existing Utilities:**

Some trees and debris which are to be removed under this contract may be blocked or entangled with overhead power, telephone, and television cables. In this case, it shall be Contractor's responsibility to coordinate directly with the utility owners to arrange for the removal of the debris without damage to the overhead and underground utility lines. Contractor shall pay all such costs to the utility company for any adjustments.

2.34 The Contractor shall make the necessary repairs or pay all costs incurred to repair damaged utilities, as determined by the affected utility company. Repairs to all municipal and privately owned water and sewer facilities shall be made by the Contractor.

**2.35 Environmental Protection:**

All chemicals of whatever nature used during project construction or furnished for project operation must show EPA or USDA approval certification. Their use and disposal of all residues shall be in strict compliance with instructions.

2.36 The Contractor shall, at its own expense, ensure that noise and dust pollution is minimized to comply with all Local and State ordinances and be approved by the City. The Contractor shall comply in a timely manner with all directions of the City regarding the use of a water truck or other approved dust abatement measures.

2.37 The Contractor shall comply with all Laws, Rules, Regulations and Ordinances regarding environmental protection.

**2.38 Documentation and Measurement:**

Prior to beginning any work, the City, or Its representative, shall clearly number each truck hauling debris or piece of equipment loading debris. All vehicles must be certified by the City, or its representative, prior to debris collection. If a vehicle is working under multiple contracts or for multiple communities, it must be re-certified by an authorized City representative each time it returns to work from other contracts or communities.

2.39 The Contractor is responsible for ensuring that all subcontractors maintain a valid driver's licenses, valid insurance, business license and that all of their equipment is legally fit for travel on the road.

2.40 The Contractor shall designate one project manager. The representative shall provide a

telephone number to the City with which he or she can be reached throughout the duration of the project.

- 2.41 “Load tickets” will be provided by the City or Its representative for recording volumes of debris removal.

Each ticket shall be of a type that consists of one original and four duplicates.

Load tickets will be issued by an authorized representative of the City at the loading site.

The City representative will keep one copy of the ticket, and give four copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the four copies to the City representative at the dumpsite. Trucks with less than full capacities will be adjusted down by visual inspection. This determination will be made by the City representative present at the dumpsite. The City representative will validate, enter the estimated debris quantity, and sign the tickets. The City will keep the original copy and the three remaining duplicate copies will be returned to the vehicle operator for the Proposer’s records.

The Contractor shall give written notice of the location for work scheduled 24 hours in advance. This information will be shared with other response and recovery personnel operating in the area through situation reports and new releases when necessary.

2.42 **City Responsibilities:**

City responsibilities will vary depending on the type and magnitude of the disaster. The City, at a minimum, will be responsible for the following:

- a) Coordination of collection activities with Contractor.
- b) Suitable debris management site activities.
- c) Promotion of debris management activities.
- d) Educational materials
- e) Submittal of post-collection data reports
- f) Recruitment and coordination of volunteers
- g) Coordination with local police, fire, EMS and other appropriate agencies.
- h) Provision of emergency contact information.

- 2.43 **Proposal Format:** Proposals shall be submitted in the following format and include the all requested information in a concise submission package.

- a) Detailed description of methodology of providing debris management services.
- b) Fee Proposals per instructions in Section III signed by responsible party.
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- d) Summary of qualifications and experience.

- 2.44 **Basis of Award:** Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer’s qualifications and experience, including compliance. *(20 points)*
- b) Methodology of Providing Debris Management Services *(35 points)*
- c) Responsiveness of Proposal *(20 points)*

- d) Fees (20 points)
- e) References (5 points)

Proposals shall be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to participate in on-site interviews.

- 2.45 **Copies:** One (1) unbound, printed and signed original and (3) three identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.46 **Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page as the primary contact.
- 2.47 **Minority/Woman Business Enterprise Goals:** The City has not established an M/WBE goal for this project.
  - 2.47.1 Please attach information to demonstrate your corporate policy regarding MWBE and your recent history involving achievement of MWBE utilization goals. This information will be closely reviewed by the City MWBE Office.
  - 2.47.2 Please attach a separate sheet detailing the proposed methodology to achieve the specified goal. Explain the process you will follow to obtain participation by MWBEs.
- 2.48 The City reserves the right to award primary, secondary and/or tertiary contract if deemed advantageous.
- 2.49 **Methodology of Providing Debris Management Services:** Each proposer shall submit examples from recent disasters in which the proposer has established a methodology for providing debris management on behalf of a client in a federally declared disaster in which Public Assistance was granted for debris removal
- 2.50 **Qualifications:** Each proposer shall submit a summary of their qualifications and experience of similar services as described. Qualifications will be evaluated based on documented performance in a Federally Declared Disaster(s) with letter of support from impacted jurisdiction which contracted with the proposer for debris removal services.
- 2.51 **References:** The Contractor will provide the name, title, address and phone number of at least five (5) customers where the proposed services have been utilized of similar size and nature of operation.
- 2.52 **Contract Period:** The award resulting from this RFP will be a one year contract with prices to be held firm for that period with an option to renew for four additional one-year periods if all terms and conditions remain unchanged and both parties so agree.
- 2.53 **Insurance Requirements:**

### 2.53.1 **Comprehensive General Liability**

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

### 2.53.2 **Commercial Automobile Liability**

The automobile policy must include coverage for owned, non-owned and hired automobiles:

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

### 2.53.3 **Workers Compensation**

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employers liability limits:

- \$500,000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### **2.53.4 Umbrella/Excess Liability**

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence, \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

#### **2.53.4 General**

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better

Any modifications to specifications must be approved by the City

## SECTION III

### FEE PROPOSAL

I have read and understand the requirements of this request for proposal Event# 1508 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fees shall include all labor, material and equipment to deliver and provide the equipment and services as outlined in the RFP and should include any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required equipment and services are:

#### SCHEDULE 1 – HOURLY EQUIPMENT AND LABOR PRICE SCHEDULE

Equipment Type –(As per Specification 2.21-2.25)	Hourly Equipment Rate
Bobcat Loader	
Bucket Truck w/Operator	
Crash Truck w/Impact Attenuator	
Dozer, Tracked, D5 or similar	
Dozer, Tracked, D6 or similar	
Dozer, Tracked, D7 or similar	
Dozer, Tracked, D8 or similar	
Dump Truck, 18 CY-20 CY	
Dump Truck, 21 CY-30 CY	
Generator and Lighting	
Grader w/12' Blade	
Hydraulic Excavator, 1.5 CY	
Hydraulic Excavator, 2.5 CY	
Knuckleboom Loader	
Lowboy Trailer w/Tractor	
Mobile Crane (Adequate for hanging limbs/leaning trees)	
Pickup Truck, .5 Ton	
Truck, Flatbed	
Water Truck	





**SCHEDULE 2 - UNIT RATE PRICE SCHEDULE**

Reference to Section No. 2.15 of the RFP

<p><b>1. Right-of Way Vegetative Debris Removal (Collect &amp; Haul)</b> Work consists of pick and transport of vegetative debris on the ROW to a CITY approved DMS or other designated disposal facility.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>2. Right-of-Way Construction &amp; Demolition Debris Removal (Collect &amp; Haul)</b> Work consists of pick and transport of C&amp;D debris on the ROW to a CITY approved DMS or other designated disposal facility.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>3. Demolition, Removal, and Transport of Structures</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to demolish structures on private property.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>4. DMS Management and Operations</b> Work consists of the management and operation of DMS' for acceptance, management, segregation, and staging of disaster related debris.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>5. Reduction of Storm Generated Debris by Grinding</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce storm generated debris by grinding.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>6. Reduction of Storm Generated Debris by Incineration</b> Work consists of all labor, equipment, fuel, and miscellaneous costs necessary to reduce storm generated debris by incineration.</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>7. Haul-out of Reduced Debris to Final Disposal Site</b> Work consists of pick up and transport of reduced debris at a CITY approved DMS to a final disposal facility</p>	<p align="center"><b>\$ Per Cubic-Yard</b></p>	<p align="center"><b>Estimated Cubic-Yards</b></p>	<p align="center"><b>Total</b></p>
<p><b>8. Removal of Hazardous Leaning Trees and Hanging Limbs</b> Work consists of removing hazardous leaning or hanging limbs and placing them on the ROW for haul-off.</p>	<p align="center"><b>\$ Per Tree</b></p>	<p align="center"><b>Estimated Trees</b></p>	<p align="center"><b>Total</b></p>
<p>a. 12 inch to 23.99 inch diameter</p>			
<p>b. 24 inch to 35.99 inch diameter</p>			

c.	36 inch to 47.99 inch diameter			
d.	48 inch and larger diameter			
	Hanger Removal (per Tree)			
<b>9.</b>	<b>Removal of Hazardous Stumps</b>	<b>\$ Per Stump</b>	<b>Estimated Stumps</b>	<b>Total</b>
	Work consists of removing hazardous stumps and placing them on the ROW for haul-off.			
a.	24 inch to 35.99 inch diameter			
e.	36 inch to 47.99 inch diameter			
c.	48 inch and larger diameter			
<b>10.</b>	<b>Household Hazardous Waste Removal, Transport, and Disposal</b>	<b>\$ Per Pound</b>	<b>Estimated Pounds</b>	<b>Total</b>
	Work consists of all labor, equipment, fuel, and miscellaneous costs necessary for removal, transportation, and disposal of Household Hazardous Waste			
<b>11.</b>	<b>Abandoned Vehicle Removal</b>	<b>\$ Per Unit</b>	<b>Estimated Units</b>	<b>Total</b>
	Work consists of the removal of abandoned vehicles in areas identified and approved by the CITY and subsequently transported to a CITY approved staging area.			
<b>12.</b>	<b>Animal Carcass Removal and Disposal</b>	<b>\$ Per Unit</b>	<b>Estimated Units</b>	<b>Total</b>
	Work consists of the removal of animal carcasses in areas identified and approved by the CITY and subsequently transported to a CITY approved staging area.			
<b>13.</b>	<b>Right-of-Way White Goods Debris Removal (Collect &amp; Haul)</b>	<b>\$ Per Cubic-Yard</b>	<b>Estimated Cubic-Yards</b>	<b>Total</b>
	Work consists of all labor, equipment, fuel, and miscellaneous costs necessary for removal, transportation, and disposal of White Goods.			
<b>14.</b>	<b>Freon Removal</b>	<b>\$ Per Unit</b>	<b>Estimated Units</b>	<b>Total</b>
	Work consists of the recovery and disposal of refrigerants from items containing Freon.			
<b>15.</b>	<b>Asbestos Removal</b>	<b>\$ Per Cubic Yard</b>	<b>Estimated Pounds</b>	<b>Total</b>
	Work consists of all labor, equipment, fuel, and miscellaneous costs necessary for removal, transportation, and disposal of Asbestos.			
<b>Total Estimated Contract Price</b>				

Total-\$ \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):  
CHECK ONE:**

- \_\_\_\_\_ NON-MINORITY OWNED
- \_\_\_\_\_ AFRICAN AMERICAN
- \_\_\_\_\_ HISPANIC
- \_\_\_\_\_ WOMAN (non-minority)

- \_\_\_\_\_ ASIAN AMERICAN
- \_\_\_\_\_ AMERICAN INDIAN
- \_\_\_\_\_ OTHER MINORITY Describe \_\_\_\_\_

## **NON-DISCRIMINATION STATEMENT**

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

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Signature

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Title

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

Name of Bidder/Proposer: \_\_\_\_\_ Bid No. \_\_\_\_\_  
 Project Title \_\_\_\_\_

<b>Name of M/WBE Participant</b>	<b>Name of Majority Owner</b>	<b>Telephone</b>	<b>Address (City, State)</b>	<b>Type of Work Sub-Contracted</b>	<b>Estimated Sub-contract Value</b>	<b>MBE or WBE</b>
					%	
					%	
					%	
					%	

MBE Participation Value: \_\_\_\_\_ %      Women Participation Value: \_\_\_\_\_ %

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

<b>Joint Venture Firms</b>	<b>Level of Work</b>	<b>Financial Participation</b>

Printed name (company officer or representative): \_\_\_\_\_

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

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Note: The Minority/Woman-Owned Business Office is available to identify qualified M/WBE's. Please contact the Office at (912) 652-3582. This form may be copied as needed. The City of Savannah has also posted a list of registered M/WBE's on its website @ [www.savannahga.gov](http://www.savannahga.gov).