

**DEBRIS MONITORING AND OVERSIGHT SERVICES
EVENT NO. 8113**

**SECTION II
SCOPE OF WORK**

2.0 Description of Project

The City of Savannah is soliciting sealed proposals to provide debris monitoring and oversight, including disaster debris monitoring, management, and recovery services following and in preparation for a declared emergency activation. Electronic submissions will not be accepted.

A pre-bid conference has been scheduled to be conducted as a telephone conference meeting. Please use the call-in number, 312-626-6799, Access Code: 2394874025#, if you would like to attend this meeting. This meeting will allow contractors to discuss the specifications and address any issues that may have arisen with City staff. You are invited to attend.

2.1 Terms

This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after. This agreement may be renewed for up to four (4) additional 12-month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.

2.2 Background

The City of Savannah requires disaster monitoring, management, recovery, and consulting services to support the oversight and management of debris removal and processing contractors. Other services may include, but not limited to, communication with the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), the State of Georgia, and other state and federal agencies with, and on behalf of, the City of Savannah.

2.3 Scope of Work

2.3.1 Disaster Debris Monitoring and Management Services

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

- Coordinating daily briefings, work progress, staffing, and other key items with the City.
- Selection and permitting of debris management site 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 debris removal and processing contractor operations, and making/implementing.
- Recommendations to improve efficiency and speed up recovery work.
- Assisting the City 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 City informed of work progress.
- Development of maps, geographical information system (GIS) applications, etc. as necessary.
- Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the City for processing.

- Project worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by City staff and designated debris removal contractors.
- Disaster related damage assessment and reconstruction services, as needed.
- Final report and appeal preparation and assistance.
- Cost recovery of eligible funds currently not obligated or potentially de-obligated by appropriate funding agencies. Separate pricing structures for this service may be included in the consultant's proposal.
- Other disaster recovery services as requested by the City.

2.3.2 Emergency Management Planning and Training

If requested by the City, the consultant shall provide:

1. Comprehensive emergency management plans (e.g. continuity of operations, emergency operations) to include plan development, review, and revisions.
2. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review, and staff augmentation.
3. Development of a debris management plan, including identification of an adequate number of debris management sites. Staff training will be provided as necessary.
4. Procurement assistance for debris removal contractors and other services as requested.
5. Project management to include the formulation and management of permanent work projects, task force management, and briefings for the City Manager, Mayor and Aldermen, boards, and panels.
6. Technical support and assistance in developing public information.
7. Other training and assistance as requested by the City.

8. Other reports and data as required by the City.
9. Other emergency management and consulting services identified and required by the City.

2.3.3 Damage Assessment and Reconstruction Services

If requested, the consultant shall provide post-disaster damage assessment and reconstruction services to include assessment, planning, engineering, and construction management services. Specific areas where services may be requested include City facilities, utility systems, transportation systems, and other sectors as required. The consultant will assist, if directed by the City, with document preparation of permanent work projects.

2.4 Qualifications of the Firm

2.4.1 Contractor shall provide a description and history of the firm focusing on previous governmental experience using following guidelines:

1. Recent experience demonstrating current capacity and current expertise in debris removal, solid 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 disaster debris collection operations including, but not limited to: damage assessment, right-of-way debris removal programs, leaner / hanger removal programs, processing site monitoring, and FEMA reimbursement.

2.4.2 Provide at least five (5) references for which the firm has performed services within the past two (2) years that are similar to the requirements in the scope of services. Three (3) of the references shall be from government entities for debris monitoring experience involving a minimum of 2,000,000 cubic yards of debris. Provide the reference contact name, address, e-mail address, telephone numbers, and date of the contract.

2.5 Qualifications of Staff

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

1. 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 (3) government entities involving a minimum of 2,000,000 cubic yards of debris for each client. Recent debris monitoring from snow / ice events is preferred.
2. 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 procurements, hauler invoice reconciliation, and appeals/reimbursement support.

2.6 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 City. Provide a copy of proposer’s internal training program.

2.7 Cost Proposal

Each proposer must complete and submit the cost proposal form/fee schedule included herein. The cost proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. Reasonable travel, per diem, and other direct project costs (e.g., load tickets, communications, equipment rental, etc.) will be billed to the City at cost without markup.

2.8 Insurance Requirements

2.8.1 Commercial General Liability

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

- | | |
|---|------------------------|
| • General Aggregate: | \$2,000,000 |
| • Products Completed Operations Aggregate: | \$2,000,000 |
| • Each Occurrence Limit: | \$1,000,000 |
| • Personal Injury Limit: | \$1,000,000 |
| • Damage To Premises Rented To You
Event | \$1,000,000 Any One |
| • Medical Expenses | \$5,000 Any One Person |

Contractor shall provide Certificate of Insurance reflecting the required coverage.

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents, and / or employees, and must be attached to the Certificate of Insurance.

No exclusions on Products Completed / Operations for either ongoing and / or completed projects / operations.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents, and / or employees and must be attached to the Certificate of Insurance.

2.8.2 Commercial Auto:

The automobile policy must include coverage for owned, non-owned, and hire automobiles.

- Minimum limits are \$1,000,000 Per Occurrence & Aggregate

Contractor shall provide a Certificate of Insurance reflecting required coverage.

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents and / or employees, and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents and / or employees, and must be attached to the Certificate of Insurance.

2.8.3 Workers Compensation & Employers Liability:

Contractor shall carry a worker's compensation policy including coverage of all employees, volunteers and others under your direction and supervision.

Minimum employer's liability limits:

- Part A: Workers Compensation: Statutory
- Part B: Bodily Injury By Accident: \$500,000 Each Accident
Bodily Injury By Disease: \$500,000 Policy Limit
Bodily Injury By Disease: \$500,000 Each Employee

Contractor shall provide Certificate of Insurance reflecting required coverage.

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents and / or employees, and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents and / or employees, and must be attached to the Certificate of Insurance.

2.8.4 Umbrella/Excess Liability:

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

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

Contractor shall provide a Certificate of Insurance reflecting required coverage.

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah, its agents and / or employees, and must be attached to the Certificate of Insurance.

2.9 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of qualifications and experience as requested.
- c) Technical Approach Narrative
- d) Fee Proposals per instructions in Section III signed by responsible party
- e) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- f) Other requested submittals as stated.

2.10 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Qualifications on Similar Sized Projects (2 million yards +) (20 points)
- b) Emergency Planning/Response Experience (20 points)
- c) Key Staff Project Understanding and Approach 15 points)
- d) Management Systems/Reporting Systems/ Training Manual (15 points)
- e) Fee Proposal (20 points)
- f) DBE (10 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.11 Copies:** One (1) unbound, printed and signed original and five (5) 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.
- 2.12 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

2.13 L/DBE Project Goal and Good Faith Effort

The City of Savannah encourages participation and utilization of disadvantaged, minority, or woman-owned businesses in city procurement and it is the policy of the city that L/DBE firms be given fair opportunity to participate on projects for the City. Prime bidders and proposers should seek to utilize these firms to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a project goal of **20% DBE**.

A. In order to meet the L/DBE stated goal, a bidder/proposer must submit:

1. A completed **FORM 1310** containing the contact name(s), address(es), email address, type of work performed for each L/DBE participating with the bidder/proposer; and,
2. The percentage and corresponding dollar value of L/DBE participation; and,
3. A signed **NON-DISCRIMINATION** Statement.

B. If the information required by section (A) above is not provided by the bidder/ proposer, the information will be requested and must be provided to the City of Savannah within three (3) business days after the Office of Business Opportunity notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.

C. Submitting a Good Faith Effort (GFE)

A “Good Faith Effort” should only be submitted if the bidder/proposer is unable to meeting the L/DBE participation goal, in whole or in part. The bidder must submit all Good Faith Effort documentation for consideration.

1. A bidder shall not be denied award of a contract due to failure to meet the stated contract goal if the bidder/proposer timely (within the timeframes provided in paragraphs (a) and (b) above, as applicable) provides documentation demonstrating that the bidder/proposer put forth a **good faith effort** to meet the goal. In consideration of GFE, the Office of Business Opportunity staff shall consider the quality, quantity, and the documented extent efforts were made to engage certified

DBE firms to meet the goal.

2. Good faith efforts that may be considered include, but are not limited to:
 - a. Soliciting through documented activities such as attendance at pre-bid meetings or professional project networking event(s), advertising for DBE project participation or written notices of the like, direct email solicitation to certified DBEs (or other certified firms accepted by the City of Savannah) that have the ability and capacity to perform the contracted work. The bidder/proposer must solicit this interest in a timely manner to allow the DBEs adequate time to respond. The bidder/proposer must take documented steps to follow up solicitations of DBE firm(s).
 - b. Identifying the portions of the project that could reasonably be performed by an available DBE firm(s) in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 - c. Providing each interested DBE with adequate information about the projects plans, specifications, and requirements of the contract in a timely manner.
 - d. Negotiate in good faith with each interested DBE. Evidence of such negotiation shall include the names, addresses, and telephone numbers of DBEs that were considered and contacted; a documented description of the information provided regarding the plans and specifications for the work identified for DBE subcontracting; and an explanation of why an agreement could not be reached with an interested DBE to perform the work. **Please note:** The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Office of Business Opportunity staff.
 - e. In determining whether a bidder has made a satisfactory good faith effort, the Office of Business Opportunity staff may also consider the level of participation proposed by other bidders on the same project. Should a bidder submit a good faith effort indicating that they are unable to meet the established project goal, in whole or in part, and other bidder(s) on the same project successfully meet the established goal, that circumstance would be a good indicator that the good faith effort will not be accepted.
- 2.14 Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.15 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.16 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.17 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging

any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Debris Monitoring & Oversight, RFP Event # 8113 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.9 of this RFP.

POSITIONS	HOURLY RATES
Project Manager	\$
Operations Managers	\$
GIS Analyst	\$
Field Supervisors	\$
Debris Site/Tower Monitors	\$
Load Ticket Data Entry Clerks	\$
Billing/Invoice Analysts	\$
Project Assistants	\$
Field Coordinators (Crew Monitors)	\$

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date