



POST OFFICE BOX 215
AMITE, LOUISIANA 70422

OFFICE (985) 748-3211
FAX (985) 748-7576

ROBBY MILLER
PARISH PRESIDENT

**REQUEST FOR PROPOSALS
FOR
DEBRIS MONITORING SERVICES**

Tangipahoa Parish Government is interested in procuring the services of a company to assist with Debris Monitoring. Requests for qualifications will be received by the Tangipahoa Parish Government at the Tangipahoa Parish Goad A. Burgess Building, 206 E. MULBERRY STREET, AMITE, LA. 70422 (P. O. BOX 215, AMITE, LA. 70422) NO LATER THAN 4:00 P.M. ON JUNE 30, 2021.

All responses received will be evaluated in accordance with the selection criteria identified in the request for proposals packet. The Parish will award the contract to the respondent obtaining the highest recommendation based upon a parish selection committee review of the written Request for Proposals.

Interested parties are invited to secure a proposal package from Donna Domiano, Tangipahoa Parish Government, 206 e. Mulberry Street, Amite, La. 70422 (985) 748-3211.

Tangipahoa Parish Government is an Equal Opportunity Employer.

DAILY STAR: PLEASE PUBLISH JUNE 3,10, 17, 2021

COUNCIL

TRENT FORREST
DISTRICT 1
EMILE "JOEY" MAYEAUX
DISTRICT 6

JOHN INGRAFFIA
DISTRICT 2
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DISTRICT 7

LOUIS "NICK" JOSEPH
DISTRICT 3
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DISTRICT 8

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DISTRICT 9

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DISTRICT 5
KIM LANDRY COATES
DISTRICT 10

REQUEST OF PROPOSALS
FOR
DISASTER DEBRIS MONITORING

PURPOSE:

Tangipahoa Parish Government is soliciting sealed proposals to provide Disaster Debris Monitoring.

INSTRUCTIONS FOR PROPOSERS:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals in an original and three (3) complete copies not later than 4:00 p.m. local time on Wednesday, June 30, 2021, to Tangipahoa Parish Government Attn: Purchasing Department - Donna Domiano P.O. Box 215 Amite, LA 70422.

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

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

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches Tangipahoa Parish Government. The time and date for receipt of Proposals will be scrupulously observed. Late deliveries or mail delays will be rejected as non-responsive regardless of the reason for delay.

TERMS AND CONDITIONS:

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

The Parish reserves the right, and the Finance Department has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Parish.

2. The Parish reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the Parish the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed and proposers should indicate on the packaging of their proposal the following:
 - A. RFP - Debris Monitoring 2021-2023
 - B. Due Date - Wednesday, June 30, 2021
 - C. Name and Address of Proposer
5. Cost of preparation of a response to this request for proposals are solely those of the proposers. The Parish assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Parish bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The proposer receiving the award will obtain or possess the following insurance coverage, and will provide Certificates of Insurance to the Parish to verify such coverage.
 - a. Worker's Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the Parish and its agents, employees and officials.
 - b. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$1,000,000.00.
 - c. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
 - d. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
7. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from the RFP. The Parish shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the Parish, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
8. It is the intent of the Parish to enter into a **contract for a period ending December 31, 2023.**

QUESTIONS REGARDING THIS RFP:

All questions or concerns regarding this Request for Proposals must be submitted in writing or by email to Donna Domiano, Purchasing Agent no later than 4:00 P.M., on Wednesday, June 30, 2021. The Finance Department may issue an addendum to the Request for Proposals for distribution to all known prospective proposers.

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

PROPOSAL FORMAT:

Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered.

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

1. QUALIFICATIONS OF THE FIRM:

- a) Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor will be considered. Firm qualifications must include, at minimum, the following:
 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 coordinating with Federal, State and Local emergency agencies.
 3. Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA (Federal Emergency Management Agency), FHWA (Federal Highway Administration), and NRCS (Natural Resources Conservation Services).
 4. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
- b) Provide three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, email address, telephone numbers and date of the contract.

2. QUALIFICATIONS OF STAFF

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

- a.) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
- b.) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- c.) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

3. TECHNICAL APPROACH

Provide a description of the Proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and th Parish.

4. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal for the labor positions listed. All labor will be billed at the price indicated in the fee schedule. The parish will not pay overtime or per diem rates.

5. DBE

A plan for identifying and use of local and minority subcontractors shall be included in the proposal.

6. SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded his contract.

Firm Qualifications	25
Qualifications on Similar Projects	25
Key Staff Project Understanding and Approach	25
Cost Proposal	<u>25</u>
TOTAL	100

SCOPE OF SERVICES

1. BACKGROUND

The Parish requires management, recovery and consulting services related to disaster recovery. As such, the Consultant should be capable of providing a range of related services including debris removal monitoring, damage assessment, training, emergency planning, and other services as needed and directed by the Parish. Other services may include, but not limited to, facilitating communication with FEMA, FHWA, the State of Louisiana and other agencies, coordination with insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services.

2. SCOPE

DISASTER DEBRIS MONITORING SERVICES

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

- a. Debris monitoring company shall provide a debris management consultant to the parish upon full activation of the EOC (no later than 6 hours prior to the Parish experiencing tropical storm winds).
- b. Coordinating daily briefings, work progress, staffing and other key items with the Parish.
- c. Support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and other permitting/regulatory issues as requested.
- d. Scheduling work for team members and contractors on a daily basis.
- e. Hiring, scheduling and managing field staff.
- f. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- g. Assisting the Parish with responding to public concerns and comments.
- h. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- i. Entering load tickets into a database application.

COST PROPOSAL FORM
RFP # Debris 2021-2023

The hourly labor rates shall include all applicable overhead and profit. The Parish will not pay overtime or per diem rates.

DISASTER DEBRIS MONITORING SERVICES

POSITIONS	HOURLY RATES
Project Manager	\$ _____
Operations Manager	\$ _____
GIS Analyst	\$ _____
Environmental Specialist	\$ _____
Field Supervisors	\$ _____
Data Manager	\$ _____
Debris Site/Tower Monitors	\$ _____
Crew Monitors	\$ _____
Load Ticket Data Entry Clerks (QA/QC)	\$ _____
Project Coordinators	\$ _____