

Request for Proposal # 06-2016

Disaster Recovery Assistance  
Following a  
Natural or Manmade Disaster

ISSUED BY THE CITY OF PORT WENTWORTH FIRE DEPARTMENT

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Proposals to be submitted before July 8, 2016 by 5:00 p.m.

Port Wentworth Fire Department

317 Cantyre Street

Port Wentworth, Georgia 31407

## Notice to Proposers

RFP # 06-2016

Date: June 20, 2016

### Request for Proposal

#### Pre-Event Disaster Recovery Assistance

The City Of Port Wentworth is requesting proposals from qualified individuals/firms for the clean-up, demolition, removal, reduction and disposal of debris as directed by the City in order to provide disaster recovery services. There is no immediate cost to the City as this is a pre-event solicitation. This shall be a three (3) year contract utilized on an "as needed" basis with the option to renew for an additional two (2) year period upon the mutual consent of both parties.

Those individual/firms interested in being considered for this project are instructed to submit one (1) original and 2 copies of their proposals, pertinent to this project prior to 05:00 PM on July 8, 2016 to the office of *Lance Moore- Port Wentworth Fire, 317 Cantyre\_Street Port Wentworth Georgia 31407*. Qualified responses will be reviewed and ranked by an evaluation committee. Those firms short-listed may be selected for interviews and shall be prepared to make scheduled presentation to a pre-appointed evaluation committee, if required.

Evaluation criteria will include but not be limited to: compliance with submission requirements; qualifications of proposer to meet the Cities objectives; whether the proposed services meet the Cities objectives; and the overall approach have been adequately and technically addressed, and the proposed fee.

## I. Scope of Work

The *City Of Port Wentworth* is requesting proposals from experienced firms to enter into a pre-event contract at no immediate cost to the *City* for the following services. Contractors shall provide clean-up, demolition, removal, reduction and disposal of debris resulting from a natural or manmade disaster as directed by the *City* in order to eliminate immediate threats to the public health and safety. Also required is the elimination of immediate threats of significant damage to improved public or private property and that which is considered essential to ensure economic recovery of the affected community. Contractors shall also provide disaster recovery technical program management assistance to City officials. One or more proposers may be selected to provide differing elements or levels of scope of work in accordance with the capabilities and extent of involvement each respondent proposes. This shall be a three (3) year contract utilized on an "as needed" basis with the option to renew for an additional two (2) year period upon the mutual consent of both parties.

*The work to be undertaken includes, but is not limited to:*

- a. Emergency Road Clearance: Removal of debris from the primary transportation routes as directed by the City.
- b. Debris Removal from Public Property: Removal of debris from public rights of way. Removal of debris beyond public rights of way as necessary to abate imminent and/or significant threats to the public health and safety of the community.
- c. Debris Removal from Private Property: Should an imminent threat to life, safety, and health to the general public be present on private property, the Contractor, as directed by the City, will accomplish the removal of debris from private property. This item will be monitored for strict compliance with FEMA regulations regarding eligibility.
- d. Debris Removal from Rights of Way (ROW) with FHWA Requirements: Federal-Aid Requirements of the Federal Highway Administration's Form **FHWA-1273** titled "*Required Contract Provisions – Federal-Aid Construction Contracts*" and *FEMA FACT SHEET 9580.214, "Debris Removal on Federal-Aid Highways*, shall apply to all work performed by the Contractor or any of its Subcontractors.
- e. Debris Management Sites (DMS), formally known as Temporary Staging and Reduction Sites (TDSRS): The Contractor will prepare and maintain a sufficient number of DMS facilities to accept and process all eligible storm debris. Preparation and maintenance of facilities shall include maintenance of the DMS approach and interior road(s) for the entire period of debris hauling, including provision of crushed concrete for any roads that require stabilization for ingress and egress. Each facility shall include a roofed inspection tower sufficient for a minimum of three (3) inspectors for the inspection of all incoming and exiting loads.

All debris shall be processed in accordance with local, state and federal law, standards and regulations. Processing shall include, but is not limited to, reduction by tub grinding and/or incineration when approved by the City. Prior to reduction, all debris shall be segregated between vegetative debris, construction and demolition debris, recyclable debris, white goods and hazardous waste.

- f. Generated Hazardous Waste Abatement: Abatement of hazardous waste identified by the City in accordance with all applicable Federal, State and local laws, standards and regulations.
- g. Demolition of Hazardous or Condemned Structures that are a hazard to public health.
- h. Debris Disposal: Disposal of all eligible debris, reduced debris, ash residue and other products of the debris management process in accordance with all applicable Federal, State and local laws, standards and regulations.
- i. Documentation and Inspections: Storm debris shall be subject to inspection by the City. Inspections will be to insure compliance with the contract and applicable local, state and federal laws. The Contractor will, at all times, provide the City access to all work sites and disposal areas. The Contractor and the City will have in place at the DMS, personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the DMS's. The Contractor will assist the City in preparation of the Federal, (FEMA), and State reports for any potential reimbursement through the training of City employees and the review of documentation prior to submittal. The Contractor will work closely with the State Division of Emergency Management, FEMA and other applicable State and Federal Agencies to ensure that eligible debris collection and data documentation is appropriately addressed.
- j. Work Sites: The City will establish and approve all sites that the Contractor will be allowed to work. The Contractor will remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. This condition of the work site shall be equal to or better than the original condition of the site.
- k. White goods: The Contractor may expect to encounter white goods available for disposal. White goods will constitute household appliances. The Contractor will dispose of all white goods encountered in accordance with applicable Federal, State and local laws.

- I. Hazardous Stumps: The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the City. Stumps will be approved for removal by FEMA under FEMA guidelines. Documentation before, during and after stump removal must be according to FEMA 325 Guidelines, Hazardous Stump Policy.
  
- m. Clean Fill Dirt: The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public access upon direction by the City. This clean fill dirt shall be compacted as directed by the City.
  
- n. Documentation and Recovery Process: Contractor will provide the following in addition to debris removal:
  - 1. Maintain documentation of recovery process
  - 2. Provide written and oral status as requested by the City.
  - 3. Review documentation for accuracy and quantity
  - 4. Assist in preparation of claim documentation for FEMA reimbursement

These costs for the documentation and recovery process shall be included in the items in the pricing attachments (Attachments I & II). Proposers shall have proven experience with overall management and FEMA requirements, rules and regulations to qualify for this scope.

## II. Administrator

The **City Manager (or) his/her designee** will be the Contract Administrator for this project.

## III. The City Selection Committee

Proposals will be reviewed and ranked by an appointed evaluation committee. Those firms short-listed may be selected for interviews and shall be prepared to make a scheduled presentation to a pre-appointed evaluation committee or City council, if required.

All communications regarding this project, including questions related to this Request for Proposal, shall be submitted in writing to the City by 5:00 p.m. on June 30, 2016, to:

**317 Cantyre Street**

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**Port Wentworth, Ga 31407**

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#### **IV. Submission Requirements**

- a. To be considered submit one (1) original and 2 complete copies in an 8'1/2" by 11" format.
- b. Submission Deadline and Location: Proposals must be submitted to the City's Purchasing Manager at the address listed below by 05:00 p.m. on July 8, 2016.

**C/O Lance Moore**

**317 Cantyre Street**

**Port Wentworth Ga, 31407**

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- c. Required Information:

*Please submit the following information in the order requested:*

1. Name, address, phone number, fax number, and e-mail address of the person or firm submitting the proposal. Provide the name of the contact person and person authorized to contract for the firm.
2. The proposer's qualifications to meet the City's objectives and perform tasks listed in the proposal. This shall include the size of the firm, office location from which the service is being performed and a list of project personnel and equipment available.
3. List of all disaster specific experience within the last five (5) years, including project description, client name, contact person, email and phone number. .
4. Indicate and list any pending legal actions.
5. A debris management and operations plan applicable for the scope of work.
6. References:
  - a. Minimum three letters of reference.
  - b. Letter from Surety Company indicating Bonding Capacity.

7. Pricing per Attachment I and Attachment II:

- a. Pricing per Attachment I for Debris Removal, Reduction and Disposal
- b. Equipment pricing per Attachment II for first 72 hours for Clearance. This is the only time that FEMA acknowledges hourly rates.

**V. Limitations**

- A. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation for a response to this request.
- B. The City may or may not require the prospective proposer to participate in negotiations and to submit additional technical information or other revisions to their proposal as may result from the negotiations.
- C. The City reserves the right to reject any or all proposals, to waive informalities, to request additional information, and to award a contract deemed most advantageous for the City.

**VI. Minimum Requirements of Proposer:**

- A. Proposals shall be considered only from firms normally engaged in performing the type of work specified with this Request for Proposal. In the determination of the evidence of responsibility and ability to perform the required services by the proposer, the Evaluation Selection Committee shall determine whether the evidence of responsibility and ability to perform is satisfactory. The Evaluation Committee reserves the right to reject any or all proposals.
- B. Previous experience in the performance of projects of a similar nature sufficient to ensure timely and efficient completion of any disaster project.
- C. The individual/firm warrants that he/she is fully qualified, with adequate personnel and experience to undertake the services required with a reasonable time.
- D. The proposer shall be an equal employment opportunity employer and shall adhere to any local, state, or federal affirmative action requirements.
- E. Proposer to provide 5% of the sum of cost of 1 unit of all lines in fee schedule bid bond with proposal. Upon activation of contract, successful contractor shall provide payment and performance bonds.

**VII. Criteria for Evaluation and Award**

The successful Proposer will be selected based upon the best response offered to the City. Proposers may be requested to give an oral presentation after submission of responses, should the City find it necessary to determine which is the best received.

Evaluation Criteria: Submitted proposals will be evaluated and scored on the following criteria:

<b>Criteria</b>	<b>Points Assigned</b>
Qualifications	20
Experience/Past Performance	20
Available Resources	15
Subcontractor Participation	10
Managerial & Operations Plan	15
References	10
Price Proposals	10
<b>Total Points</b>	<b>100</b>

**VIII. Incurred Expenses**

The City is not responsible for any expenses, which proposers may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs with travel, accommodations, interviews, or presentations of proposals.



## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with the requirements set forth within \_\_\_\_\_ Request for Proposal Number \_\_\_\_\_ dated \_\_\_\_\_, 2016, hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
PROPOSER'S SIGNATURE

\_\_\_\_\_  
DATE

**ANTI-COLLUSION AFFIDAVIT**

**STATE OF:** \_\_\_\_\_

**COUNTY OF:** \_\_\_\_\_

**CITY/COUNTY/TOWN OF** \_\_\_\_\_,

being first duly sworn deposes and says that:

1. He is the \_\_\_\_\_ of \_\_\_\_\_ attached bid;
2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not collusive or sham bid;
4. Neither the said bidder, nor any of its officers, partners, owners agents, representatives, employees or parties in interest, including this affidavit, has in any way collude, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix any overhead, profit, or cost element of the bid price of any other bidder to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against \_\_\_\_\_, or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not contained by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties, in interest, including this affiant.

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (NAME, TITLE)

Subscribed and sworn to before me,

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

County of \_\_\_\_\_, AL

My Commission expires \_\_\_\_\_

## ATTACHMENT I - FEE SCHEDULE

### DEBRIS REMOVAL, PROCESSING AND DISPOSAL

ITEM	DESCRIPTION OF SERVICE	COST	UNIT
1	Mobilization and Demobilization (Lump Sum)	NA	NA
2	Vegetative and C&D Debris Removal from Public Property (Right-of-Way) and Hauling to Debris Management Sites(DMS/TDSRS) or other disposal sites (NOTE 1 & 6)		CY
3	Vegetative and C&D Debris Removal from Private Property (Right-of-Entry Program) and Publicly Owner Property (other than Right-of-Way) and hauled to DMS/TDSRS or other disposal sites (NOTE 1 & 6)		CY
4	Vegetative and C&D Debris Removal from Public Property (Right-of-Way) and Hauling Directly to Final Disposal Site (NOTES 1, 3 & 6)		CY
5	Vegetative and C&D Debris Removal from Debris Management Sites (DMS/TDSRS) and Hauling to Final Disposal Site (NOTES 2 , 3 & 7)		CY
6	Management of DMS/TDSRS (NOTE 4)		CY
7	Processing (Grinding/Chipping) of Vegetative Debris at DMS/TDSRS or Final Disposal		CY
8	Grinding or consolidation of C&D debris at DMS/TSDSRS		CY
9	Processing (Open Burning) of Vegetative Debris at DMS/TDSRS or Final Disposal		CY
10	Processing Burning of Vegetative debris using air curtain incinerators at DMS/TDSRS or final disposal		CY
11	Pick Up and Haul of White Goods to Site within <b>CITY/COUNTY/TOWN</b>		UNIT
12	Pick Up and Disposal of Hazardous Material		LB
15	Freon Management and Recycling		UNIT
16	Dead Animal Collection, Transportation and Disposal		LB
<b>Removal of hazardous stumps resulting from trees growing on the right of way and Hauling to Final Disposal Site – (NOTE 6)</b>			
17	24 inch diameter to 47.99 inch diameter		STUMP
18	48 inch diameter and greater		STUMP
<b>Debris from leaners and hangers will be piled on right of ways and will be hauled and disposed of under items 2 – 9</b>			
19	Removal of hazardous hanging limbs greater than 2 inches		PER TREE
20	Removal of hazardous standing trees 6” – 12” in diameter		EACH
21	Removal of hazardous standing trees 13” – 24” in diameter		EACH
22	Removal of hazardous standing trees 25” – 36” in diameter		EACH
23	Removal of hazardous standing trees 37” – 48” in diameter		EACH
24	Removal of hazardous standing trees greater than 48” in diameter		EACH

<b>Marine Debris Removal</b>			
25	Canals, bayous and ditches		PER LF
26	Bays and other open waters		PER ACRE
27	Boat removal		PER LF
<b>The following items shall be billed on a time and material basis according to the attached schedules:</b>			
28	Emergency Road Clearance	See Equipment & Labor Rates	

**NOTES:**

1. This price assumes that DMS/TDSRS's , final disposal site or other approved disposal sites are within 10 miles. For all distances, over 10 miles add \_\_\_\_\_ per cubic yard per mile.
2. This price assumes final disposal is within 30 miles of DMS/TDSRS. For all distances, over 30 miles add \_\_\_\_\_ per cubic yard per mile.
3. The Contractor will pay tipping fee at final disposal site(s) and back charge City at cost.
4. Includes management of site remediation.
5. All stumps placed on the right of way by citizens will be converted to cubic yards per the attached FEMA Stump Conversion Chart and charged as regular debris under items 2–7.
6. Invoices to be based on incoming load tickets.
7. Invoices to be based on outgoing load tickets.
8. For a multi-year contract, the above prices would be adjusted up or down on the anniversary date of the contract according a percentage equal to the percent change in the Consumer Price Index as published by the U. S. Department of Labor, Bureau of Labor Statistics.

## EXHIBIT A

### Stump Conversion Table Diameter to Volume Capacity

The qualification of the cubic yards of debris for each size of stump is the following table was derived from FEMA field studies conducted throughout different states during the debris removal operations following Hurricane Charley, Frances, Ivan and Jeanne. The following formula is used to derive cubic yards.

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root ball Diameter}^2 \times 0.7854) \times \text{Root Ball Height}]}{46656}$$

0.7854 is one-fourth Pi and is a constant.

46656 is used to convert inches to Cubic Yards and is a constant.

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured two feet up from ground
- Stump diameter to root ball diameter ratio of 1:3:6
- Root ball height of 31"

Stump Diameter (inches)	Cubic Yards
6	0.3
7	0.4
8	0.5
9	0.6
10	0.7
11	0.9
12	1
13	1.2
14	1.4
15	1.6
16	1.8
17	2.1
18	2.3
19	2.6
20	2.9
21	3.2
22	3.5
23	3.8
24	4.1
25	4.5
26	4.8
27	5.2
28	5.6
29	6
30	6.5
31	6.9
32	7.3
33	7.8
34	8.3
35	8.8
36	9.3
37	9.8
38	10.3
39	1.9
40	11.5
41	12
42	12.6
43	13.3
44	13.9
45	14.5
46	15.2

Stump Diameter (inches)	Cubic Yards
47	15.8
48	16.5
49	17.2
50	17.9
51	18.6
52	19.4
53	20.1
54	20.9
55	21.7
56	22.5
57	23.3
58	24.1
59	24.9
60	25.8
61	26.7
62	27.6
63	28.4
64	29.4
65	30.3
66	31.2
67	32.2
68	33.1
69	34.1
70	35.1
71	36.1
72	37.2
73	38.2
74	39.2
75	40.3
76	41.4
77	42.5
78	43.6
79	44.7
80	45.9
81	47
82	48.2
83	49.4
84	50.6

## ATTACHMENT II - FEE SCHEDULE

### EQUIPMENT RATES

Equipment Description	Unit	Unit Price
JD 544 Wheel Loader with debris grapple	Hour	
JD 644 Wheel Loader with debris grapple	Hour	
Extendaboom Forklift with debris grapple	Hour	
753 Bobcat Skid Steer Loader with debris grapple	Hour	
753 Bobcat Skid Steer Loader with bucket	Hour	
753 Bobcat Skid Steer Loader with street Sweeper	Hour	
30-50 HP Farm Tractor with box blade or rake	Hour	
2-2 ½ Cu.Yd. Articulated Loader with bucket	Hour	
3-4 Cu.Yd. Articulated Loader with bucket	Hour	
JD 648E Log Skidder or equivalent	Hour	
CAT D4 Dozer	Hour	
CAT D6 Dozer	Hour	
CAT D8 Dozer	Hour	
CAT 125 – 140 HP Motor Grader	Hour	
JD 690 Trackhoe with debris grapple	Hour	
JD 690 Trackhoe with bucket & thumb	Hour	
Rubber Tired Trackhoe with debris grapple	Hour	
JD 310 Rubber Tired Backhoe with bucket and hoe	Hour	
Rubber Tired Excavator with debris grapple	Hour	
210 Prentiss Knuckleboom with debris grapple	Hour	
Self-Loader Scraper Cat 623 or equivalent	Hour	
Hand Fed Debris Chipper	Hour	
300 – 400 Tub Grinder	Hour	
800 – 1,000 HP Diamond Z Tub Grinder	Hour	
30 Ton Crane	Hour	
50 Tone Crane	Hour	
100 Ton Crane (8 hour minimum)	Hour	
40-60' Bucket Truck	Hour	
Service Truck	Hour	
Water Truck	Hour	
Portable Light Plant	Hour	
Equipment Transports	Hour	
Pickup Truck, Unmanned	Hour	
Self-loading Dump Truck with Knuckleboom and debris grapple	Hour	
Single Axle Dump Truck, 5 – 12 Cu.Yd.	Hour	
Tandem Dump Truck, 16 - 20 Cu.Yd.	Hour	
Trailer Dump, 24 – 40 Cu.Yd.	Hour	
Trailer Dump Truck, 61 – 80 Cu.Yd.	Hour	
Power Screen	Hour	
Stacking Conveyor	Hour	
Off Road Trucks	Hour	

## LABOR AND MATERIAL RATES

Personnel Description	Unit	Unit Price
Operations Manager	Hour	
Superintendent with truck, phone & radio	Hour	
Foreman with truck, phone & radio	Hour	
Safety/Quality Control Inspector with vehicle, phone & radio	Hour	
Inspector with vehicle, phone & radio	Hour	
Climber with gear	Hour	
Saw Hand with chainsaw	Hour	
Laborers & Flagmen	Hour	
Public Assistance Manager	Hour	
Documentation Clerk	Hour	
Timekeeper	Hour	
HazMat Professional	Hour	
Household HazMat Inspection & Removal Crew	Hour	
Generators from 10 KW to 300 KW		
Materials Description	Unit	Unit Price
Fill Dirt for Stump Holes - Purchased, Placed, and Shaped	CY	

**Notes:**

1. The equipment, labor and material rates shown above are for tasks requested by the City, **which** are not covered in the rates (per cubic yard) for normal debris removal and reduction.
  
2. Pricing includes operator, fuel, and maintenance.
  
3. The listed equipment should cover all possible equipment needs following disaster.