

**TOWN OF MOREHEAD CITY, NORTH CAROLINA
SEALED REQUEST FOR PROPOSALS (RFP)**

TITLE: DISASTER DEBRIS MONITORING SERVICES

Due Date: July 10, 2012, 4:00 pm

Deliver To: Morehead City Public Works
706 Arendell St.
Morehead City, NC 28557

Submit: One original and two (2) copies of each proposal

Inquiries: David E. McCabe, Public Works Director, Phone (252) 726-6840

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this Proposal and certifies that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that he (they) are the only person (persons) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of work/services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION YES () NO ()

Company Name:

Address:

City/State/Zip:

Telephone: _____ **FAX:**

Email Address:

Federal Tax ID:

Print Name: _____ **Title:**

Signature: _____ **Date:**

**TOWN OF MOREHEAD CITY
REQUEST FOR PROPOSAL
DISASTER DEBRIS MONITORING SERVICES**

A. PURPOSE

The purpose of this competitive sealed Request for Proposal is to solicit sealed proposals to establish an on-call comprehensive emergency disaster debris monitoring services contract with qualified and experienced firms for the Town of Morehead City, hereafter referred to as the Town. Contract services shall be performed on an “as needed basis” during emergencies as assigned with specific contract task orders for an initial period of one (1) year.

B. BACKGROUND

The Town of Morehead City has a debris removal contract for debris removal, reduction, and disposal services for hurricanes and other disasters and has the authority to issue task orders upon implementation of the agreement.

The successful offeror for this project will provide disaster debris monitoring and related services personnel who will provide site monitoring services as the debris is picked up and loaded at various disaster sites throughout the Town as well as provide monitoring services at the designated debris **delivery/dump** sites. The successful offeror shall provide forms and services for reporting manifests, load tickets, daily reports, reconciliation reports and truck/equipment measuring sheets. The successful offeror shall also provide employee hourly analysis reports, including mileage, for its own employees. All monitoring services shall be performed to Town and FEMA standards.

C. DEFINITIONS

1. The Term “Owner” used in this solicitation refers to the Town of Morehead City.
2. The Term “Offeror” means the firm or persons submitting a proposal for consideration and evaluation in response to this RFP.
3. The term “Successful Offeror” means the proposer/offeror to which the Owner (on the basis of the Owner’s evaluation as herein provided) makes an award.
4. The Term “Contractor” refers to the person or firm to whom an award is made to perform work under the Contract.
5. The Term “Disaster” refers to a Hurricane or other declared emergencies as authorized by the Owner.
6. FEMA refers to the Federal Emergency Management Agency.
7. The term “Town” refers to the Town of Morehead City.

D. SCOPE OF SERVICES

1. The Contractor shall furnish the following:
 - a. Fully qualified, competent and reliable personnel capable of providing comprehensive emergency disaster debris monitoring services in compliance with the requirements and instructions contained in this sealed competitive RFP.
 - b. Forms and services necessary for reporting manifests, load tickets, daily reports, reconciliation reports, truck/equipment measuring sheets and employee hourly analysis reports, including mileage, for its own employees.
 - c. Staff trained and capable of reviewing, reconciling and compiling reports, invoices, logs, etc.

- d. Licensed motor vehicles for transporting debris monitors to disaster debris site locations and debris delivery/disposal locations where monitors will perform their work.
2. Scope of services shall also include, but not be limited to:
- a. Submission of Disaster Debris Monitoring Deployment Plan for approval by the Town.
 - b. Preparing debris load tickets at debris sites.
 - c. Measure/identify trucks and equipment prior to start of debris removal.
 - d. Measuring debris load quantity/capacity and verifying debris classification per FEMA guidelines.
 - e. Inspecting and tabulating debris loads at debris disposal sites.
 - f. Reviewing and reconciling load tickets, debris logs, manifests, invoices etc. as well as providing detail reports necessary for reimbursement of expenses
 - g. Compiling and submitting required reports in a timely manner as required.
 - h. Meeting with Town staff and debris hauling contractor representative(s) as required.
 - i. Other related debris monitoring services as required.

Contractor shall have the ability to respond within 24 **hours** when the Town implements the contract for Debris Monitoring Services. Debris Monitors will be required to provide site monitoring services as the debris is picked up and loaded at various disaster sites throughout the Town and provide monitoring services at the designated debris **delivery/dump** sites.

Assigned debris monitors shall be able to prepare manifests/Debris Load Tickets, measure/identify trucks and equipment, read maps and possess good oral communication skills, as defined by the Town.

Debris monitors must possess a valid North Carolina driver's license as required to perform their assigned job as monitors.

Assigned personnel will be briefed and receive orientation training by the Town of Morehead City Public Works Department personnel.

The Contractor is required to maintain an adequate number of trained personnel for the debris monitoring work at all times. Any newly assigned Debris Monitors shall receive orientation training by the Town of Morehead City Public Works Department personnel or approved program of the Debris Contractor before performing debris monitoring work. A roster containing the names of the assigned debris monitoring personnel shall be provided to the Town of Morehead City Public Works Department at the initial contract meeting between the contractor and the Town of Morehead City Public Works Department representative.

Contract services shall be performed on an "as needed" basis during a disaster as defined herein. The Contract shall be for a one (1) year period.

Questions pertaining to the RFP shall be addressed in writing via FAX to David McCabe, Public Works Director, FAX (252) 726-2267 no later than June 26, 2012.

E. QUALIFICATION OF EMPLOYEES

The contractor shall provide experienced, trained personnel to complete the disaster debris monitoring services in a manner satisfactory to the owner. The owner may require those employees whom it deems incompetent, careless or otherwise objectionable to the public interest to be dismissed from the debris monitoring services. This provision is especially important due to the nature of the services required under this contract.

F. PROPOSAL SUBMISSION REQUIREMENTS

One original, two copies of the proposal shall be submitted to the Town of Morehead City Public Works Office, 706 Arendell St., Morehead City, NC 28557, prior to 4:00 p.m., local time on **July 10, 2012**. Proposals received after the date and time prescribed shall not be considered for contract award and shall be disposed.

It is the Offeror's responsibility to submit the required information with their proposal, to clearly identify and describe in detail the firm's disaster debris monitoring experience and Disaster Debris Monitoring Deployment Plan (including personnel training and assignment) and how that plan will be implemented when the Town initiates the call for those services under the contract in their proposal. Proposals shall be signed by an authorized representative of the offeror. Failure to submit all of the information requested may result in the Town representative requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected.

Oral proposals, those transmitted by telephone or facsimile, or those received after the submission date will not be accepted.

Each offeror should submit the following:

1. A general description of the firm, including an organizational chart. Give the address of the specific office that will have the responsibility of performing the requested scope of services. List the name, title, telephone/fax number, and email address of the firm's project manager who will serve as the point of contact. This individual should be familiar with the firm's capabilities, and must be empowered to commit the firm on contractual matters.
2. Evidence of familiarity with responding to emergency or disaster conditions under FEMA guidelines.
3. Describe in detail the firm's disaster debris monitoring experience and proposed Disaster Debris Monitoring Deployment Plan (e.g. disaster Pre-Event Planning and assistance services; Post-Event assistance services; number of monitors/ team composition and duties of Firm Site/Team Leader and regular Debris Monitors), and provide the names and qualifications of the firm's personnel experience in accomplishing the debris monitoring tasks outlined in the Scope of Services.
4. Certification that firm can respond and deliver debris monitors under this contract within **24 Hours** of the Town's request to have monitors report for service as described in paragraph D. Scope of Services, subparagraph 1. a. above. Each offeror shall include written certification with their proposal.
5. A cost proposal.

6. Provide evidence of ability to provide insurance for this project as required in this RFP.

G. ORAL PRESENTATION

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Public Works Department will schedule the time and location of these presentations. Oral presentations are an option of the Town and may not be considered.

H. EVALUATION AND AWARD CRITERIA

Selection of the successful offeror shall be based on the following criteria:

1. Qualification of the firm with appropriately qualified and experienced personnel.
2. Offeror's past experience in providing similar services and demonstrated ability to provide the scope of services required in the RFP.
3. Offeror's ability to respond and deliver debris monitor personnel within 24 hours of the Town's request under the contract and offeror's proposed Disaster Debris Monitoring Deployment Plan.
4. Price.

References may be contacted as part of the evaluation process. Selection shall be made to the offeror deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. The Town of Morehead City may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Once a selection is made a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

I. EXAMINATION OF REQUEST FOR PROPOSALS REQUIREMENTS

It is the responsibility of each offeror before submitting a proposal:

1. to examine thoroughly the Request for Proposals;
2. to study and carefully correlate the offeror's knowledge and observations of the RFP requirements and such other related data; and
3. to promptly notify the owner of all conflicts, errors, ambiguities or discrepancies which the offeror has discovered in or between the RFP and such other related documents or conditions.

J. INTERPRETATIONS AND ADDENDA

No oral explanation in regard to the meaning of the proposal Documents will be made, and no oral instructions will be given before the award of the Work. Discrepancies, omissions or doubts as to the meaning of the proposal documents shall be communicated in writing to the Owner for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their proposals. Any interpretation made will be in the form of an addendum or response to a request for information (RFI) to the proposal document which will be forwarded to all

offerors and its receipt shall be acknowledged on the proposal cost form. **All questions shall be received no later than June 26, 2012.**

K. ESTIMATED QUANTITIES

The resulting contract will be on an “as needed” basis for disaster debris monitoring services. The need for the disaster debris monitoring services will be determined by the impact of hurricanes or other such disasters of nature that are unpredictable. The number of monitor personnel required after any disaster is unknown. Therefore, the Town shall not be liable for any contractual agreements/obligations the contractor enters into with third parties based on the Town’s need for such services in the event of a disaster. The Town does not guarantee any specific amount of work under a contract resulting from this RFP.

L. CONTRACT PERIOD

The initial contract period of the contract shall be for a **one (1)** year period.

M. LICENSES, PERMITS AND INSURANCE

The Contractor shall secure the necessary permits, licenses, and insurance required to perform the Scope of Services outlined in the RFP.

N. POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL

After the date and time established for receipt of proposals by the Town, any contact, in regard to the proposal initiated by any offeror with any Town official, other than the assigned project manager is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification or any offeror from further review. Questions regarding this request for proposal may be directed to David McCabe, Public Works Director at (252) 726-6840, email: mcpw@bizec.rr.com . All questions that are pertinent to the project will be answered in the form of an addendum or response to a Request for Information (RFI).mailed, faxed or provided by e-mail to all recorded holders of the Request for Proposals.

II. SPECIAL TERMS AND CONDITIONS

A. SAFETY AND HEALTH REGULATION

The Contractor shall be responsible for initiating, maintaining and supervising all applicable Federal, State and local safety precautions and programs in connection with the work. It is a condition of this request for proposals and the resultant contract and shall be made a condition of each subcontract entered into pursuant to this contract that the contractor and any subcontractor shall not require any employee hired in the performance of this contract to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous to his health or safety, as determined by Federal (O.S.H.A.) Construction and Health Standards.

B. CONTRACTOR’S INSURANCE

1. The Contractor or acceptable Temporary Employment Service subcontractor shall purchase and maintain during the life of this contract such Comprehensive General Liability Insurance, including product and completed operations liability insurance, as will provide protection from contractor’s performance of the Work and Contractor’s other obligations under the contract documents, whether such performance is by Contractor, or by subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore.

The Contractor shall purchase and maintain during the life of the contract such automobile liability insurance including employer's non-ownership liability and hired car liability insurance to protect him and any subcontractors performing work covered by this contract from claims for damages, whether such operations be by him or any subcontractor, or by anyone directly or indirectly employed by either of them.

2. The Town of Morehead City shall be named as an additional insured on the General Liability and Automobile Liability. The Town of Morehead City shall not contribute in any loss payment insured under the Contractor's General Liability policy.

TOWN OF MOREHEAD CITY
REQUEST FOR PROPOSALS
DISASTER DEBRIS MONITORING SERVICES

The Town of Morehead City is seeking proposals for disaster debris monitoring services for the 2012/2013 Hurricane and Winter Storm Season. Proposal information is available at Town Hall, 706 Arendell St. or by calling Michele Kuhle at 252.726.6848, ext. 132

Interested parties may submit their proposal to Town Hall, 706 Arendell St., Morehead City, NC 28557, no later than Tuesday, July 10, 2012 by 4:00 pm.

(Run Friday, June 15, 2012. PO # is)