

**FAIRFIELD COUNTY**  
**Procurement Office**  
350 Columbia Road, Winnsboro, SC 29180  
Phone 803-635-1415 Fax 803-635-5969  
Sheila Pickett, CPPB, Procurement Director

***REQUEST FOR PROPOSAL FOR DEBRIS MONITORING AND  
MANAGEMENT OF REMOVAL SERVICES***

RFP #: 2018 Debris Monitoring and Management of Removal Services

DATE: April 19, 2018

DUE DATE/TIME: **May 17, 2018 at 3:00PM EST**

RFP SUBMISSION: **One (1) original, three (3) copies, and one (1) digital copy**

Sheila Pickett, CPPB  
Fairfield County Administration Building,  
Conference Room, 2<sup>nd</sup> Floor  
350 Columbia Road, Winnsboro, SC 29180

MAILING ADDRESS: Fairfield County Procurement Office  
P.O. Drawer 60  
Winnsboro, SC 29180

CONTACT: Questions must be in writing and received by 2:00 P.M.,  
May 9, 2018  
Email Address: [sheila.pickett@fairfield.sc.gov](mailto:sheila.pickett@fairfield.sc.gov)

Fairfield County is solicitation proposers to submit proposals with the requirements of this solicitation which are contained herein. All prospective proposers are encouraged to attend.

In order for your proposal to be considered, it must be submitted to the Purchasing Office no later than the date and time as listed above, at which time respondents to this request will be recorded in the presence of one or more witnesses. Proposals received by the Purchasing Office after the time specified will be returned to the offeror unopened. Due to the possibility of negotiation with all offerors, the identity of any offeror or the contents of any proposal shall not be public information until after the contract award is made;

The proposals must be signed by an official authorized to bind the Proposer, and shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposals. **Proposals must be submitted in a sealed opaque envelope/container showing the above proposal number, opening date, and title.**

# REQUEST FOR PROPOSALS

RFP 2018

## Debris Monitoring and Management of Removal Services

### BACKGROUND

Fairfield County is accepting proposals to obtain a disaster management, recovery and consulting services to support the oversight and management for the debris recovery contractor. Other services include, but are not limited to, facilitating communication with FEMA, FHWA, the State of South Carolina and other state, local and federal agencies. It is the intent of this Request for Proposal, (RFP) to obtain fixed price proposals from firms specializing in Debris Monitoring and Recovery Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to Fairfield County and would be in effect for a period of three (3) years.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the Fairfield County. No work effort will begin without written authorization (Notice to Proceed) from the County. There shall be no retainer paid in order to keep the Contract in effect.

OWNER'S RIGHTS: Fairfield County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Fairfield County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Fairfield County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

Fairfield County is solicitation vendors to submit proposals with the requirements of this solicitation which are contained herein.

The proposals must be signed by an official authorized to bind the Proposer, and shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposals. **Proposals must be submitted in a sealed opaque envelope/container showing the above proposal number, opening date, and title.** Proposals shall include the information listed above and no more than twenty (20) pages in length.

### GENERAL INSTRUCTIONS

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

2. Proposing firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
3. **Submit an original, so identified and three (3) complete copies of the proposal submittal including a completed W-9 form for your agency in a sealed package with the proposal number as well as the time and date for opening prominently marked on the outside.**
4. Proposals must be submitted to, or at the time, date and exact location specified to be considered. No late proposals or electronic proposals shall be submitted.
5. Addendum to Proposal: If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing and posted on the County website.
6. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
7. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Correction and/or modifications received after the closing time specified will not be accepted.

## **PROPOSAL FORMAT**

Proposers must respond in the format delineated below.

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 along with providing information related to previous governmental experience.

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

b) Provide at least five reference for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services contained within this solicitation. Three (3) of the references shall be from government entities for debris

monitoring experience and shall include the reference contact name, address, e-mail, telephone numbers and date of 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 operation managers, FEMA reimbursement specialist, etc.). All key personnel shall be full time employees of the proposing firm and have experience in the following:

- a) 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 government entities. Recent debris monitoring from a tornado event is preferred.
- b) 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 purchases, hauler invoice reconciliation, and appeals/reimbursement support.

## 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 the Fairfield County. Provide a copy of the proposer's internal training program.

## 4. COST PROPOSAL

Each proposer must complete the Cost Proposal Form/Fee Schedule included in this solicitation. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor position listed. Reasonable travel, per diem, and other direct project costs (e.g., load tickets, communications, equipment rental, etc.) will be billed to the County at cost without any addition of overhead, administrative costs or price increases applied.

## SELECTION CRITERIA

The following criteria will be utilized in the order shown by level of importance (greatest importance listed first, etc.) to select the consultant awarded this contract:

- Specialized Experience or Technical Expertise of the firm in connections with the service to be provided and on similar sized projects
- Knowledge of Federal Emergency Management Agency (FEMA) Regulations and procedures/ emergency planning/ response expertise
- Key Staff/ project understanding and approach

- Management Systems/ reporting systems/ training manual
- Cost Proposal

## SCOPE OF SERVICES

### I. BACKGROUND

The County requires disaster management, recovery and consulting services to support the oversight and management of debris recovery contractors. Other services may include, but are not limited to, facilitating communication with FEMA, FHWA (Federal Highway Administration), the State of South Carolina and other state and federal agencies.

### II. SCOPE

#### A. 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, lakes, rivers and other public, eligible, or designated areas. Specific services may include:

- Coordinating daily briefings, work progress, staffing and other key items with the County.
- May be required to assist the County and the chosen debris contractor with the selection and permitting of Temporary Debris Staging and Reduction Sites (TDSRS) 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 recovery contractor operations, and making/implementing recommendations to improve efficiency and speed up recovery work.
- Assisting the County 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 County informed of work progress
- Development of maps, GIS applications, etc. as necessary
- Comprehensive review, reconciliation and validation of debris removal contractor invoices prior to submission to the County for processing
- Project worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors
- Disaster related damage assessment and reconstruction services, as needed
- Final report and appeal preparation and assistance
- Other disaster recovery services as requested by Fairfield County.

## B. EMERGENCY MANAGEMENT PLANNING AND TRAINING

- Comprehensive emergency management plans to include plan development; plan review and plan revisions
- Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review, and staff augmentation
- May be required to assist the County and the chosen debris contractor with the development of a debris management plan - including identification of an adequate number of TDSRS locations. Staff training as necessary.
- Project management to include the formulation and management of permanent work projects, task force management and management for Commissions, Boards and Panels.
- Technical support and assistance in developing public information.
- Other training and assistance as requested by the County
- Other reports and data as required by the County.

## C. DAMAGE ASSESSMENT AND RECONSTRUCTION SERVICES

If requested, the Consultant shall be able to provide post-disaster damage assessment and reconstruction services to include assessment, planning, policy and procedure development, engineering, and construction management services. The Consultant should also participate in trainings and exercises. Specific areas where services may be requested may include County facilities.

## III. INSURANCE REQUIREMENTS

Prior to commencing work hereunder, Offeror, at its expense, shall furnish insurance certificate showing the certificate holder as Fairfield County, Post Drawer 60, 350 Columbia Road Winnsboro, SC 29180, Attention: County Purchasing Department and with a special notation naming Fairfield County as an additional insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Offeror shall have and maintain, during the life of this contract, Worker's Compensation Insurance for its employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws. Fairfield County requires worker's compensation coverage regardless of the number of employees the Offeror employs.
- Comprehensive General Liability Insurance - Offeror shall have and maintain, during the life of the contract, Comprehensive Liability Insurance. Said Comprehensive General Liability Policy shall contain Contractual Liability Products/Completed Operations Liability subject to the following limits: BODILY INJURY of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PEORPERTY DAMAGE of at least \$500,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBDINED SINGLE LIMIT.

- Comprehensive Automobile Liability Insurance - The Offeror shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURENCE; PROPERTY DAMAGE of at least \$500,00 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBINED SINGLE LIMIT.
- Umbrella Liability Insurance required as \$1,000,000.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- The Offeror shall not cause any insurance to be cancelled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be cancelled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Offeror's liability.

**COST PROPOSAL FORM**

**RFP 2018 Debris Monitoring & Management for Removal Services**

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment and other direct project expenses) will be billed to the County at Cost without mark-up.

**POSITIONS**

**HOURLY RATES**

Project Manager	\$ _____
Operations Manager	\$ _____
GIS Analyst	\$ _____
Field Supervisors	\$ _____
Debris Site/Tower Monitors	\$ _____
Load Ticket Data Entry Clerks	\$ _____
Billing/Invoice Analysts	\$ _____
Project Assistants	\$ _____
Field coordinators (Crew Monitors)	\$ _____

**OTHER REQUIRED POSITIONS**

Proposer may include other positions, with hourly rates, as needed.

**POSITIONS**

**HOURLY RATES**

_____	\$ _____
_____	\$ _____
_____	\$ _____

VENDOR NAME: \_\_\_\_\_

VENDOR SIGNATURE: \_\_\_\_\_



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