

MACON-BIBB COUNTY, GEORGIA

Request for Qualifications/Proposals (RFQ/P)

to provide

Debris Monitoring Services

17-030-CW

990-60



MACON-BIBB COUNTY

ISSUE DATE: 3/31/17

DUE DATE: 4/27/17

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at cwilmore@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 803-0366 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified Debris Monitoring Service providers to the Request for Qualifications/Proposals (original plus 5 copies) in the Procurement Department, 700 Poplar Street, 3rd Floor, Macon, Georgia 31201, until 12:00 o'clock NOON at the time legally prevailing in Macon, Georgia on Thursday, April 27, 2017 for Debris Monitoring Services for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, April 27, 2017 at 2:00 P.M. in the Macon-Bibb County Conference Room, located on the 3RD Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Mandatory Pre-Submittal meeting

A pre-submittal conference is scheduled for 10:00 o'clock a.m., Wednesday, April 12, 2017 in the Finance Conference Room, 700 Poplar Street, Suite 306, Macon, GA 31201. This conference is mandatory; contractor must be present in order to submit a bid.

E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Automobile Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

"RFP # 17-030-CW – "Debris Monitoring Services"

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred-twenty (120) days after the deadline on date of closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

Macon-Bibb County is seeking a qualified consultant to provide Emergency Debris Monitoring Services. Selected contractors will support Macon-Bibb during a disaster recovery effort and will be responsible for the overall monitoring and documentation of debris collections performed by Macon-Bibb County's Disaster Debris Collector(s) in accordance with the Stafford Act and FEMA policies and guidelines. Contractor(s) shall coordinate with Macon-Bibb County and the Disaster Debris Collector(s) to ensure a compliant, well-managed and organized approach to debris collection and disposal within FEMA guidelines. Services include monitoring debris collections in the field, Temporary Debris Management Sites and residential debris drop off sites, as well as data collection/reporting and other related services. Debris Monitoring Contractor(s) are to have their own debris management software systems that allow for easy data entry, retrieval, and reporting to Macon-Bibb County, the State of Georgia, and FEMA, as required. Contractor shall monitor the County's Debris Collector(s) performance including suggestions and assistance with implementing recommendations to improve efficiency.

SCOPE OF SERVICES

Debris Monitoring: The consultant will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, drainage areas, waterways, and other public, eligible, or designated areas. Specific services may include:

- a) Assist in the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and any other permitting/regulatory issues as necessary.
- b) Scheduling work for all team members and contractors on a daily basis.
- c) Hiring, scheduling, and managing field staff.
- d) Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- e) Assisting the County with responding to public concerns and comments.
- f) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- g) Entering load tickets into a database application.
- h) Digitization of source documentation (such as load tickets).
- i) Developing daily operational reports to keep the County informed of work progress.
- j) Development of maps, GIS applications, etc. as necessary.
- k) Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
- l) Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, GEMA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.

Coordinating daily briefings, work progress, staffing, and other key items with County staff members.

TECHNICAL PROPOSAL FORMAT

Firms are required to submit their proposals in the following format:

1. **Cover Letter** – The proposal shall contain a cover letter on corporate letterhead signed by an authorized representative of the company. The firm's name, address, telephone and facsimile numbers, and signature shall be clear and legible.
2. **Approach to the Project** – Describe in detail how you propose to achieve the objectives of this RFQ/P. Include project organization, management, recruiting of qualified personnel, training, and quality control procedures.
 - a. **Issues-** The proposal should present Macon-Bibb County EMA Center a clear understanding of the specific issues within Macon-Bibb County. The proposal should communicate clearly how the firm will address these issues.
 - b. **System-** The submitting firm shall provide company capabilities.
3. **Corporate Experience-** Describe your corporate experience in similar projects the size of the Bibb County jail facility.
4. **Key Personnel-** Provide a description of key personnel to be assigned. Include professional experience for those individuals identified. Include any proposed sub-Contractors to be used.
5. **Transition-** Describe your approach and organization during the transition period of installation and a time table.
6. **References-** Provide references for accomplishments of at least two (2) similar projects at least the size of the Bibb County jail facility. Provide contact names, phone numbers, project title, and agency/owner.
7. **Maintenance -** The proposal shall include a yearly maintenance contract to include costs and valid for three years. Contractor visits shall be unlimited with an emergency response time of four (4) hours.

THE COST PROPOSAL FORMAT

1. The proposal shall contain a breakdown of costs with a total
2. The proposal shall indicate if a yearly maintenance contract is offered, along with costs.
3. Proposals submitted are not publicly available until after the award. Only the names of the companies submitting a proposal will be read at the opening day. All proposals and supporting materials as well as correspondence relating to the RFQ/P become property of Macon-Bibb County when received.

BID FORM

1. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

2. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

RFP/O FOR Debris Monitoring Services

BID FORM

Total Bid Price	\$ _____
Date available to start	____/____/____
Time Line for Project	_____ Calendar days

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of one hundred-twenty (120) calendar days after the scheduled closing time for receiving bids.

Printed Name: _____

Authorized Signature: _____ Date: _____

Company Name: _____