



# MACON-BIBB COUNTY, GEORGIA

Request for Qualifications (RFQ)

FOR

## **Debris Monitoring Services**

22-044-LH

### MACON-BIBB COUNTY

ISSUE DATE: 04/28/22

DUE DATE: 5/26/2022

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 Cherise Stephens of Small Business Affairs at (478) 803-2819 or [cstephens@maconbibb.us](mailto:cstephens@maconbibb.us)

## I. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications (original **plus 4 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street, Suite 308 Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, **May 26, 2022**, for Debris Monitoring Services for Macon- Bibb County.

**NO LATE RESPONSES WILL BE CONSIDERED.**

**Deadline for questions is 05/13/2022 by 3:00 pm standard eastern time. All questions are to be submitted via email only to [lhardwick@maconbibb.us](mailto:lhardwick@maconbibb.us)**

The names of responding firms will be publicly read on **Thursday, May 26, 2022, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, 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 Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. 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

### E. Submittals

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

**“22-04-LH “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 and 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 RPS shall become the property of Macon-Bibb County.

#### F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

## II. BACKGROUND

“HOW DID WE GET TO THIS POINT?” Enter details regarding the background of the project

### III. SCOPE OF SERVICES

#### **Monitoring Debris Removal Operations**

The selected vendor(s) will provide Macon-Bibb County with emergency contact information so that immediately before or after a major disaster event the vendor can be contacted to ascertain their availability.

For FEMA to determine the eligibility of debris removal operations, the debris monitoring contractor must document and provide debris types, quantities, reduction methods, and pickup and disposal locations. Macon-Bibb County requires the debris monitoring contractor to provide oversight for all contracted debris operations to document this information and ensure that the debris removal contractor removes only eligible debris.

The debris monitoring contractor may use force account resources (including temporary hires), contractors, or a combination of these for monitoring. It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris monitoring duties. Macon-Bibb County considers costs unreasonable when associated with the use of staff that are more highly qualified than necessary for the associated work. If the Applicant uses staff with professional qualifications to conduct debris monitoring, it must document the reason it needed staff with those qualifications.

- 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) Upon notification of request for service, Contractor shall respond within 8 hours call back and 48 hours onsite response time.
- c) Field supervisory oversight and scheduling work for all team members and contractors daily.
- d) Hiring, scheduling, and managing field staff. Field supervisory oversight
- e) Monitoring debris removal contractor operations and making/implementing recommendations to improve efficiency and speed up debris removal work.
- f) Assisting the County with responding to public concerns and comments regarding debris operations.
- g) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h) Entering load tickets, photographs, and other associated debris data into a secure database application.
- i) Digitization of source documentation (such as load tickets and photographs).
- j) Producing daily operational reports to keep the County informed of work progress.
- k) Development of maps, GIS applications, etc. as necessary.
- l) Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
- m) Monitoring contracted debris removal at both the loading, reduction, and disposal sites
- n) Training debris monitors on debris removal operations, monitoring responsibilities and documentation processes, and FEMA debris eligibility criteria.
- o) Compiling documentation, such as load tickets and monitor reports, to substantiate eligible debris.

- p) 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.
- q) Producing an invoice report every 30 days after start of the contract to keep the county updated on current costs.
- r) Coordinating daily briefings, work progress, staffing, and other key items with County staff members.

#### **IV. SUBMITTAL FORMAT AND REQUIREMENTS**

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

##### Consultant Background

- Letter of Interest
- History of the Consultant (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

##### Experiences and References

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size

##### Project Approach

- Detailed plan for accomplishing Debris Removal Services

##### Project Timeline

- Provide a project schedule outlining each identified deliverable stated in the Scope of Services.

#### **V. SCORING (total possible number of points = 100)**

Experience and References – Maximum 35 points

Project Approach – Maximum 20 Points

Project Timeline – Maximum 20 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines included as Attachment “B”.

Experience/References: A narrative describing experience and qualifications with similar size, scope and complexity with supporting data to include previous jobs completed coupled with references contact information. Provide a list of current contracts and a list of all disaster debris monitoring services experience (Work History) in the State of Georgia for the past ten years.

Project Approach: A narrative describing your firm’s approach to the specified work activities and provide a narrative of the project work plans (Pre-event planning, field operations, communications, work site safety, etc.) that will be developed for the project. Demonstrate understanding of FEMA and FHWA program monitoring and documentation requirements.

Project Timeline: Provide a project schedule outlining each identified deliverable anticipated schedule of completion as described in the Scope of Services.

#### **VI. AWARD BASIS**

Award will be recommended to the respondent with the highest number of points.