



Request for Proposal (RFP)

FOR

Debris Monitoring Services

27-009-LH

99060

99030

MACON-BIBB COUNTY

ISSUE DATE: AUGUST 11, 2026

DUE DATE: THURSDAY, SEPTEMBER 10, 2026

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, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

REQUEST FOR PROPOSAL INFORMATION & INSTRUCTIONS

A. INVITATION TO PROPOSE

Notice is hereby given that the Macon-Bibb County board of Commissioners will receive sealed proposals for Debris Monitoring Services **(original plus 5 copies and Flash Drive)** in the Procurement Department, Suite 308 of Macon City Hall, located at 700 Poplar Street Macon, Georgia 31201 until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, September 10, 2026**, for **EMA Debris Monitor Services** for Macon-Bibb County, Georgia

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, September 10, 2026, at 2:00 o'clock P.M.** in the **Procurement Conference Room**, located at 700 Poplar Street Macon, Georgia 31201.

B. PURPOSE

Macon-Bibb County is soliciting proposals from qualified firms for debris removal, reduction, hauling, and disposal services, for debris resulting from hurricanes, tornadoes, ice storms, severe weather, and other natural or man-made disasters. The successful contractor shall provide all labor, equipment, materials, tools, transportation, permits, and incidentals necessary to perform the requested debris removal services in accordance with FEMA Public Assistance requirements and all applicable State, Federal, and Local regulations.

C. DEFINITIONS

- (1) Wherever the terms "Owner", "County", or "Macon-Bibb County" occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
- (2) Wherever the term "FEMA" occurs in these specifications it shall mean the Federal Emergency Management Agency.
- (3) Wherever the term "GEMA" occurs in these specifications it shall mean the Georgia Emergency Management Agency.
- (4) Wherever the term "work" occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

D. PRE-BID MEETING

A mandatory pre-bid conference is scheduled for **Wednesday, August 19, 2026, at 10:00 am** at Emergency Management. Deadline for submitting questions is **August 21, 2026, by 3:00 p.m.** All questions to be submitted by email only to Lhardwick@maconbibb.us.

There will be a Zoom Meeting option below:

<https://us06web.zoom.us/j/84716077108?pwd=1MYsyd3BMfwJAUAZwMCWFFzZiTr01i.1&from=addon>

Meeting ID: : 847 1607 7108
Passcode: 058986

Meeting Agenda: <https://docs.zoom.us/agenda/doc/9a0ec14d-b642-4383-882c-9617dad33563?from=addon>

E. SOLICITATION DOCUMENTS

Announcement of this Request for Professional Services shall be posted on the Macon-Bibb County Procurement website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry. Addendums hereto shall be posted on the Georgia Procurement Registry. It is the responsibility of the Proposer to check the Macon-Bibb County Procurement website for updates and addendums to this Solicitation. All documents posted on the Macon-Bibb County Procurement website shall be included as solicitation documents and will be incorporated into any contract awarded by reference.

F. SUBMITTAL FORMAT AND REQUIREMENTS

Along with the required submitting documents included, bidders shall provide the following:

Cover Letter
Company Qualifications
Disaster Experience
Technical Approach Statement
Key Personnel
Financial Capability
The cost proposal form **(to be submitted in a separate sealed envelope from the technical proposal)**

Proposals shall be submitted by mail or hand delivery by 12:00 pm (noon) on September 10, 2026.

The address for submittals is:

**27-009-LH
Debris Monitoring Services
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201**

G. RESPONSIVENESS AND RESPONSIBILITY

To be considered “responsive” the submission must include completed copies of the following documents:

Proposer Qualification Form
List of Sub-Consultants
Minority Participation Goal
Financial & Legal Stability Statement
Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
Non-Collusion Affidavit
Byrd Act Anti-Lobbying Certification

To be considered “responsible” the submitting firm must meet the following minimum qualifications:

Five (5) 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. PROPOSER’S REPRESENTATIONS

Each Proposer, by submitting their proposal, represents that they have read and understood all documents in the Request for Proposal.

I. DOCUMENT DISCREPANCIES

The deadline to submit questions for clarification is **3:00 PM on August 21, 2026**, via email to lhardwick@maconbibb.us.

Any additional instructions to bidders or answers to questions submitted by the deadline will be answered in an addendum. These addendums will be posted to the Macon-Bibb County Procurement website and the Georgia Procurement Registry.

J. RESERVATIONS

Owner reserves the right to:

- (1) reject any and all proposals
- (2) waive informalities
- (3) request clarification from any prospective vendor
- (4) negotiate with prospective vendors
- (5) award multiple contracts from this RFP, if deemed in public interest.

Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intending to limit competition. The bidder may offer any equivalent product that meets or exceeds the specification. If bids are based on equivalent products, the bidder shall indicate on the bid form the alternate manufacturer's name and catalog number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The County reserves the right to be the sole judge of what is equal and acceptable. If a bidder fails to name a substitute, he shall furnish goods identical to the bid specifications.

K. VALIDITY

No Proposal may be withdrawn for a period of ninety (90) days after time has been called on the date of the reading of the names of firms submitting proposals.

L. E-VERIFY/SAVE

Contractors performing physical services, including those provided for in this Request for Proposals, are required to comply with the federal work authorization program commonly known as SAVE/E-Verify. To qualify for award of a contract under this Request for Proposals, a Contractor must comply with all aspects of the SAVE/E-Verify program.

M. EVALUATION CRITERIA

Proposals shall be evaluated based on the following criteria:

Qualifications & Experience.....	30 points
Technical Approach.....	25 points
Personnel & Resources.....	20 points
Past Performance & References.....	10 points
Cost Proposal.....	15 points
Total	100 points

N. GENERAL CONDITIONS

A. INSURANCE

Contractor has in place or agrees to purchase the following types of insurance overages, consistent with the policies of Macon-Bibb County and the requirements of O.C.G.A. § 50-21-37, in the minimum amounts as specified herein. All deductibles are to be paid by the Contractor.

1. **Worker's Compensation.** The Contractor agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Workers' compensation Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

"This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own workers' compensation insurance or are covered by the Contractor's workers' compensation insurance."

2. **Employer's Liability.** The Contractor shall also maintain Employer's Liability Insurance Coverage with limits of at least:

(i) Bodily Injury by Accident	\$1,000,000 each accident
(ii) Bodily Injury by Disease	\$1,000,000 each employee; and
(iii) Bodily Injury/Disease aggregate	\$1,000,000 each accident

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

"This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own Employers Liability Insurance Coverage or are covered by the Contractor's Employers Liability Insurance Coverage."

3. **Commercial General Liability.** The Contractor shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, lasting and explosion, collapse of structures, underground damage, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage

- | | |
|--------------------------------------|----------------------------|
| 1. Premises and Operations | \$1,000,000 per Occurrence |
| 2. Products and Completed Operations | \$1,000,000 per Occurrence |
| 3. Personal Injury | \$1,000,000 per Occurrence |
| 4. Contractual | \$1,000,000 per Occurrence |
| 5. General Aggregate Limits | \$2,000,000 per Project |
4. Business Automobile Liability. The Contractor shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.
5. Umbrella Liability. The Contractor shall provide a commercial Umbrella Liability Insurance to provide excess coverage above the Commercial General Liability, Commercial Business Automobile Liability and the Workers' Compensation and Employers' Liability to satisfy the minimum limits set forth herein.

The umbrella coverage shall follow form with the Umbrella limits required as follows:

For contract Amounts Less Than \$5,000,000:	For contract Amounts Equal to or Greater than \$5,000,000:
\$2,000,000 per Occurrence	\$2,000,000 per Occurrence
\$4,000,000 Aggregate	\$10,000,000 Aggregate

Additional Requirements for Insurance Policies:

Any and all policies required pursuant to any Contract awarded hereunder shall name Macon-Bibb County, its officers, members, and employees as additional insureds.

One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

The Contractor is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

B. COMPLIANCE WITH LAWS

1. All work to be performed as part of this specification shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:
 - a. Federal Emergency Management Agency Regulations
 - b. All Applicable Federal Laws, including, but not limited to: The Stafford Act, the Clean Water Act, the Davis-Bacon Act, Resource Conservation and Recovery Act, Occupational Safety and Health Act (OSHA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
 - c. Georgia Emergency Management Agency (GEMA) and Georgia Environmental Protection Division (EPD) Regulations.

d. Any and all other applicable Federal, State, or Local laws, rules, regulations and codes.

2. The Contractor shall comply with all provisions of 2 CFR Part 200, Appendix II, including but not limited to: Equal Employment Opportunity, Davis-Bacon Act (if applicable), Contract Work Hours and Safety Standards Act, Clean Air Act, and Federal Water Pollution Control Act. The County reserves the right to terminate this contract for cause or convenience.

C. OPEN RECORDS ACT

County is subject to the Georgia Open Records Act and cannot agree to protect confidential information from public disclosure unless that information is subject to an exception. Contractor shall cooperate fully with County in response to all requests made under the Georgia Open Records Act. Any information Contractor in good faith believes falls within the exception to the Georgia Open Records Act afforded to "Trade Secrets" must be accompanied by the affidavit required by said Act. It shall be solely Contractor's duty to ensure any "Trade Secrets" are appropriately designated as such before being provided to County. County accepts no liability for the disclosure of any alleged trade secret not properly designated as such in accordance with the Act.

D. RECORDS RETENTION

The Service Provider shall maintain all source documentation, including but not limited to original load tickets (electronic or paper), truck certifications, GPS logs, and disposal receipts, for a period of no less than three (3) years from the date of the County's final payment or the closure of the FEMA Prime Project (whichever is later), to ensure compliance with federal audit requirements.

E. VANDALISM

The selected Contractor shall take all reasonable precautions to prevent vandalism of materials, equipment and/or work sites. Contractors shall not leave equipment and materials where they can be reached and be stolen, destroyed, or defaced, or used for defacing new or existing work at any time. County accepts no responsibility for damage or loss of unsecured materials and equipment.

F. LIQUIDATED DAMAGES

Liquidated damages in the amount of \$75 shall be charged to the contractor for each day that the project is delayed beyond the agreed upon completion date of any individual activation. These charges are to defray the cost of inspection by Macon-Bibb employees assigned to the project.

G. DAMAGE TO PROPERTY

Selected Contractor(s) shall take all reasonable precautions to protect all surrounding and adjoining spaces. Contractor shall not damage, endanger, compromise or destroy any part of the overall project or the Site, including without limitation, work by others on the Site, monuments, stakes, benchmarks and other survey points, utility services, and existing features or structures. In case of violation by Contractor, it shall be exclusively responsible for all costs associated with any repairs required to bring the condition back to the original state prior to the damage. Should damage occur, Contractor shall restore, at Contractor's own expense, any such property damage or injuries to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring to the satisfaction of the County. In case of failure on part of Contractor to restore property and repair damages

or injury, County may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any compensation due, or which may become due to Contractor under this Agreement.

O. SPECIAL CONDITIONS

A. FEMA & FEDERAL LEGAL COMPLIANCE

The resulting contract shall incorporate all applicable provisions required by 2 CFR Part 200 Appendix II, including but not limited to:

- (1) Termination for Cause and Convenience
- (2) Equal Employment Opportunity
- (3) Davis-Bacon Act (when applicable)
- (4) Contract Work Hours and Safety Standards Act
- (5) Rights to Inventions Made Under a Contract • Clean Air Act
- (6) Federal Water Pollution Control Act
- (7) Debarment and Suspension
- (8) Byrd Anti-Lobbying Amendment
- (9) Procurement of Recovered Materials
- (10) Access to Records
- (11) DHS Seal and Logo Restrictions
- (12) Compliance with Federal Law

Proposers acknowledge that this contract is funded via federal grants. In accordance with 2 CFR § 200.324, the 'Cost-Plus-Percentage-of-Cost' method of contracting shall not be used. All unit prices must be fixed.

(1) Establishment of Ceiling Price (Not-to-Exceed)

In accordance with 2 CFR § 200.318(j), all work performed under this Scope of Services—specifically including any Time-and-Materials (T&M) tasks such as Emergency Roadway Clearance or initial monitoring mobilization—shall be subject to a Ceiling Price (Not-to-Exceed amount) established by the County at the time of contract activation or via specific Task Orders.

Contractor Risk: The Service Provider shall not exceed the established ceiling price without prior written authorization from the County via a formal contract amendment or supplemental Task Order. Any work performed in excess of the ceiling price without such authorization is performed at the Service Provider's own financial risk and may be deemed ineligible for reimbursement.

Transition to Unit Pricing: For debris removal operations, any initial T&M period (typically limited to the first 70 hours of actual work) must transition to a unit-price basis (e.g., price per cubic yard or per ton) as soon as the ceiling price is reached or the time limit expires, whichever occurs first.

(2) DUPLICATION OF BENEFITS

The Selected Debris Monitoring Contractor must implement strict operational controls to prevent a Duplication of Benefits as defined by Section 312 of the Stafford Act.

Oversight Requirements: The Contractor shall ensure that no debris is collected, processed, or invoiced that is otherwise covered by:

- a. Private insurance (specifically for Private Property Debris Removal).
- b. Other federal, state, or local funding sources or programs (e.g., NRCS EWP program).
- c. Duplicative claims from sub-contractors or overlapping jurisdictions.

Documentation: The Monitor shall cross-reference all load tickets against County-provided maps and Right-of-Entry (ROE) logs to ensure that debris removed from commercial properties or private communities is only collected when a specific "Public Interest Determination" has been documented and no other funding source is applicable.

Reporting: The Service Provider must immediately notify the County if they become aware of any potential duplication of payment for the same work or area.

(3) DEBARMENT CERTIFICATION

All prospective Contractors shall certify that neither the firm nor its principals are suspended, debarred, proposed for debarment, or otherwise excluded from participation in federal programs.

(4) NON-COLLUSION AFFIDAVIT

All prospective Contractors shall submit a signed Non-Collusion Affidavit.

P. SCOPE OF SERVICES

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 in accordance with the FEMA Public Assistance Program and Policy Guide (PAPPG). Documentation must include GPS coordinates for all pickup locations and digital photo-documentation of 'before' and 'after' for hazardous trees/stumps. 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. The Contractor shall provide a staffing plan that justifies the use of any professional-level staff and demonstrates that the pricing is consistent with a pre-award cost/price analysis as required by 2 CFR § 200.324. 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.

- (1) Assist in the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and any other permitting/regulatory issues as necessary.
- (2) Upon notification of request for service, Contractor shall respond within 8 hours call back and 48 hours of onsite response time.
- (3) Field supervisory oversight and scheduling work for all team members and contractors daily.
- (4) Hiring, scheduling, and managing field staff. Field supervisory oversight
- (5) Monitoring debris removal contractor operations and making/implementing recommendations to improve efficiency and speed up debris removal work.
- (6) Assisting the County with responding to public concerns and comments regarding debris operations.
- (7) Certifying contractor vehicles by measuring internal bed dimensions to calculate volume (CY), documenting any 'dead space,' and applying unique identifiers.
- (8) Implementation and management of an Automated Debris Monitoring System (ADMS) to generate electronic load tickets in real-time, providing GPS timestamps and automated data synchronization to a secure, web-based database accessible by the County and FEMA.
- (9) Digitization of source documentation (such as load tickets and photographs).
- (10) Producing daily operational reports to keep the County informed of work progress.
- (11) Development of maps, GIS applications, etc. as necessary.
- (12) Independent validation of invoices. The Monitor must certify that they have no financial or familial interest in the Debris Removal Contractor, in compliance with the Conflict-of-Interest requirements of 2 CFR § 200.318
- (13) Monitoring contracted debris removal at both the loading, reduction and disposal sites.
- (14) Training debris monitors on debris removal operations, monitoring responsibilities and documentation processes, and FEMA debris eligibility criteria.
- (15) Compiling documentation, such as load tickets and monitor reports, to substantiate eligible debris.
- (16) 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.
- (17) Producing an invoice report every 30 days after start of the contract to keep the county updated on current costs
- (18) Coordinating daily briefings, work progress, staffing, and other key items with County staff members.
- (19) Monitoring of Private Property Debris Removal (PPDR) and Right-of-Entry (ROE) work, ensuring that no work occurs on private property without a County-validated ROE form and a FEMA-approved Public Interest Determination.

COST PROPOSAL

FORM

27-009-LH

DISASTER DEBRIS MONITORING SERVICES

POSITIONS

HOURLY RATE

Project Manager	\$ _____
Operations Manager	\$ _____
GIS Analyst	\$ _____
Environmental Specialist	\$ _____
Field Supervisor	\$ _____
Data Manager	\$ _____
Debris Site/Tower Monitor	\$ _____
Crew Monitor	\$ _____
Load Ticker Data Entry Clerk (QA/QC)	\$ _____
Project Coordinators	\$ _____
Administrators	\$ _____
 Average Hourly Rate	 \$ _____

A price must be provided for each item in order for a proposal to be considered. All work performed under this solicitation and the resulting award shall be in strict compliance with the specifications provided herein. No additional Non-requested pricing will be considered; any non-requested additional pricing may result in a submission being deemed non-responsive.

Respectfully Submitted,

Authorized Signature: _____ Date: _____

Typed Name: _____ Title: _____