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Procurement Director

## **Request for Proposal 17-04-P Debris Monitoring Services on contract**

**Project Description:** Aiken County Government is soliciting sealed RFP for debris monitoring services on contract. The selected vendor must be qualified to follow FEMA Debris Monitoring Roles and Responsibilities. That documentation is an integral part of this RFP.

Each vendor must submit their contract along with their proposal. This will be reviewed by the County's attorney.

Specifications and Proposal documents may be obtained from Aiken County Procurement, 1930 University Parkway, Suite 3201, Aiken SC 29801 Monday through Friday, 8:00 a.m. till 5:00 p.m. or may be downloaded from our website: <https://www.aikencountysc.gov/Depts/PRC/PRCmain.php>. Please submit any questions to [procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov).

The County requires disaster management, recovery, and consulting services to support the oversight and management of debris recovery contractors. 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 Services. It is the intent of this solicitation to enter into a pre-event contract, which would result in no immediate cost to Aiken County and would be in effect for a period of three (3) years.

Aiken County reserves the right to enter into an intergovernmental cooperative agreement with any political subdivision within the boundaries of Aiken County, and as such, gives said agencies the right to utilize the terms of the contract with the awarded Contractor.

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## GENERAL INSTRUCTIONS

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
2. 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.
3. Proposing Firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
4. **Submit an original, also identified, plus six (6) complete copies of the Proposal including a completed W-9 form for your agency in a sealed opaque package with the proposal number as well as the time and date for opening prominently marked on the outside.**
5. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
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. Corrections and/or modifications received after the closing time specified will not be accepted.
8. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
9. All questions should be provided via e-mail to [procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov). Aiken County will review all questions. Answers to questions received that would change and/or clarify this solicitation will be provided on the Aiken County website: <https://www.aikencountysc.gov/Depts/PRC/PRCmain.php> and via email to all firms that have received the original Request for Proposal.

10. Addendum to Proposal: If it becomes necessary to revise any part of this request for proposals, an addendum will be posted to our website: <https://www.aikencountysc.gov/Depts/PRC/PRCmain.php> All addenda issued by Aiken County must be acknowledged in writing by vendor or you may include a copy of the addendum with your proposal.

## **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 monitoring of solid waste, liquid 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 and monitoring incident disaster debris collection operations including, 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 references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. Three of the references shall be from government entities for debris monitoring experience involving a minimum of 2,000,000 cubic yards of debris. Provide the reference contact name, address, e-mail address, telephone numbers and date of the 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.) must 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 involving a minimum of 2,000,000 cubic yards for each client. Recent debris monitoring from hurricanes and ice storms 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 procurements, 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 County. **Please specify if your company utilizes the Automated Debris Management System (ADMS).**  
Provide a copy of proposer's internal training program.

### 4. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. 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

County reserves the right to reject any or all proposals, and to award a contract that is most advantageous, and in the best interest of the County. 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:

- a.) Specialized Experience or Technical Expertise of the Firm in Connection with the Service to be provided and on Similar Sized Projects (2 million yd +)
- b.) Knowledge of Federal Emergency Management Agency (FEMA) Regulations and Procedures / Emergency Planning / Response Experience
- c.) Key Staff / Project Understanding and Approach
- d.) Management Systems / Reporting Systems / Training Manual
- e.) Cost Proposal

## **SCOPE OF SERVICES**

### **I. BACKGROUND**

The County requires disaster management, recovery, and consulting services to support the oversight and management of debris removal contractors. Other services may include, but are not limited to, facilitating communication with FEMA, 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, drainage areas/canals, waterways, and other public, eligible, or designated areas. Specific services may include:

- a. Coordinating daily briefings, work progress, staffing, and other key items with the County.
- b. May be required to assist the County and the Debris Contractor with the selection and permitting of Temporary Debris Staging and Reduction Sites (TDSRS) locations and any other permitting/regulatory issues as necessary. Aiken County prefers to locate these sites pre-event after awarding the contract.
- c. Scheduling work for all team members and contractors on a daily basis.
- d. Hiring, scheduling, and managing field staff.
- e. Monitoring recovery contractor operations, and making/implementing recommendations to improve efficiency and speed up recovery work.
- f. Assisting the County with responding to public concerns and comments.
- g. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h. Entering load tickets into a database application.
- i. Digitization of source documentation (such as load tickets).
- j. Developing 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. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.

n. Disaster related damage assessment and reconstruction services, as needed.

o. Final report and appeal preparation and assistance.

p. Other disaster recovery services as requested by the County.

**B. EMERGENCY MANAGEMENT PLANNING AND TRAINING**

a. Comprehensive emergency management debris related plans to include plan development; plan review, and plan revisions.

b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review, and staff augmentation.

c. May be required to assist the County and the Debris Contractor with the development of a debris management plan – including identification of an adequate number of TDSRS locations. Staff training as necessary.

d. Procurement assistance for debris removal contractors and other services as requested.

e. Project management to include the formulation and management of permanent work projects, task force management and management services for Commissions, Boards and Panels.

f. Technical support and assistance in developing public information.

g. Other training and assistance as requested by the County.

h. Other reports and data as required by the County.

### III. INSURANCE REQUIREMENTS

Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Aiken County, 1930 University Parkway, Attention: County Purchasing and with a special notation naming Aiken County as an additional insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- A. Worker's Compensation Insurance - Offeror shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
- B. Comprehensive General Liability Insurance - Offeror shall have and maintain, during the life of this contract, Comprehensive Liability Insurance. Said Comprehensive General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following limits: BODILY INJURY of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PROPERTY DAMAGE of at least \$500,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBINED SINGLE LIMIT.
- C. 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 OCCURRENCE; PROPERTY DAMAGE of at least \$500,000 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBINED SINGLE LIMIT.
- D. Umbrella Liability Insurance required at \$1,000,000.
- E. 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.
- F. The Offeror shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled 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.
- G. 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.

## GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency must be resolved by giving precedence in the following order:
  - (A) Aiken County Ordinance as amended,
  - (B) The bidding schedule and instructions to proposers,
  - (C) General conditions
  - (D) General provisions
  - (E) Other provisions of the contract whether incorporated by reference or otherwise
  - (F) The Specifications.
  
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful proposer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the proposer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
  
3. **EXCUSABLE DELAY:** The contractor will not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
  
4. **AWARD CRITERIA:** Award will be made to the responsible proposer who submits a responsive proposal that Aiken County considers to be most advantageous to its own interests. An advisory committee will review, evaluate, and rate the proposals submitted in response to the Request for Proposals. The County's attorney will negotiate a contract with the highest rated proposer (primary). The County's attorney will negotiate a contract with the second highest rated proposer (secondary/backup to primary).
  
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal must be new and suitable for storage or shipment, and that prices include standard commercial packaging.

6. **RESPONSIBILITY:** The proposer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as an Aiken County responsibility, is a responsibility of the Contractor's operation, and the proposer must include these in the response to this request for proposals accordingly. The County shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposing firms should prepare a straightforward and concise description of their ability to meet the requirements of the RFP.
7. **AUDIT:** Contractor's records which pertain to this Contract must be open for inspection and/or audit by the County upon request for a period of five years after each contract year. For audit purposes, the County must verify that the material cost billed as a result of the contract are correct. Contractor must provide the County, upon its request, documentation of material purchase costs (e.g. copy of invoice from its supplier), and rental equipment is being invoiced properly.

**PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW**

COST PROPOSAL FORM  
RFP# 17-04-P

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.

<u>POSITIONS</u>	<u>HOURLY RATES</u>
Project Manager	\$ _____
Operations Managers	\$ _____
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.

<u>POSITIONS</u>	<u>HOURLY RATES</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

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

**Consultant Evaluation Form – Scoring Sheet  
Aiken County South Carolina**

Project Description: Debris Monitoring Services

Date: \_\_\_\_\_

Proposing Firm: \_\_\_\_\_

EVALUATION CRITERIA	VALUE 1-5	VALUE ASSIGNED BY EVALUATOR 1-5	WEIGHT	SCORE
1. Specialized experience or technical expertise of the firm in connection with the service to be provided and on similar size projects	1-5		x 35	
2. Knowledge of Federal Emergency Management Agency (FEMA) regulations and procedures/emergency planning/response experience	1-5		x 30	
3. Key staff project understanding and approach	1-5		x 15	
4. Management systems/reporting systems/training manual	1-5		x 10	
5. Cost proposal	1-5		x 10	

**Remarks: Scoring 1= Lowest 5= Highest  
Highest overall score determines the primary contractor  
Second highest overall score determines the secondary contractor**

**Total Score** \_\_\_\_\_

Evaluation Committee Member's Name: \_\_\_\_\_

Evaluation Committee Member's Signature: \_\_\_\_\_