County of Wayne
North Carolina

November 2, 2016

Request for Proposal:
Debris Clearing and Removal Services
Title: Debris Clearing and Removal Services

Issue Date: November 2, 2016

Sealed Proposals
Priced proposals should be sealed and submitted to Noelle Woods, Purchasing Manager for, County of Wayne, 224-226 E. Walnut Street, or P.O. Box 227, Goldsboro, NC 27533 Attention Purchasing, no later than 2:00 P.M. on Monday, November 14, 2016. Three copies shall be submitted. All bids need to be clearly addressed with Debris Clearing and Removal Services on the outside of the envelope. Facsimile or email submissions will not be accepted.

All questions should be in writing to Noelle Woods, Purchasing Manager her contact information is as follows:

County of Wayne
Noelle Woods, Purchasing Manager
P.O. Box 227
Goldsboro, NC 27533
noelle.woods@waynegov.com
919-705-1714

It is the full responsibility of the bidder to assure the bid is received in the manner and time specified herein. The County of Wayne reserves the right to reject any and all submittals and to terminate the Request for Proposals at any time.

In compliance with this Request For Proposal and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submits this signed proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of work may be modified by mutual agreement in subsequent negotiations. Furthermore, the issuing agency shown above reserves the right to reject any/all proposals, waive any informalities in the RFP process and to accept any proposal, which, in its opinion, may be in the best interest of Wayne County.

Name and Address of Proposer:
__________________________________________ Date:______________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
Zip:__________________________
FEIN/SSN#____________________________

By__________________________
(Signature in Ink)
Print/Type Name:________________________
Title:________________________
Telephone No. (____)______________________

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I. PURPOSE

The purpose of the Request for Proposal (RFP) is to solicit priced proposals to provide Debris Clearing and Removal Services.

II. TERMS AND CONDITIONS

Proposers should include with their proposal the completed front page of this RFP.

Costs of preparation of a response to this request for proposals are solely those of the proposers. The County assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

The proposer receiving the award will obtain or possess the following insurance coverages, and will provide current Certificates of Insurance to the County to verify such coverage:

- **Workers’ Compensation** – The vendor shall provide coverage for its employees with statutory workers’ compensation limits, and no less than $1,000,000.00 for Employer's Liability. Said coverage shall include a waiver of subrogation in favor of the County and its agents, employees and officials.

- **Commercial General Liability** – The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed operations, and Personal Injury. The limits shall be no less than $1,000,000.00 per occurrence, with a $2,000,000.00 aggregate.

- **Business Automobile Liability** – The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than $1,000,000.00 per occurrence, Combined Single Limits (CSL) or its equivalent.

- **Professional Liability (Errors & Omissions)** – The vendor shall provide coverage for all claims arising out of the services performed with limits not less than $1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

The Contractor shall furnish a copy of an original Certificate of Insurance, naming the County of Wayne as an additional insured. Should any of the policies be canceled...
before the expiration date, the issuing company will provide by mail thirty (30) days written notice to the certificate holder. This contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County of Wayne and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

The vendor awarded this contract shall maintain adequate records to justify all charges, expenses and costs incurred in estimating and performing the work for at least three (3) years after completion of the contract resulting from this RFP. The County shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the County, including the Comptroller’s Office and/or its designees, for purposes of inspection, reproduction and audit.

It is the intent of the County to enter into a three (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

III. PROPOSAL FORMAT

1. Qualifications of the Proposer

   a. Provide a description and history of the proposer focusing on previous governmental experience. Only past experience as the prime contractor with local governments will be considered. Personal qualifications of staff with past debris clearing and removal experience will not be considered unless the services were part of the prime contract between the Proposer and a local government. State and Federal contracts that do not reflect direct contractual obligations to perform services on behalf of the sub-grantee will not be considered to be past local government experience. Proposer qualifications must include, at minimum, the following:

      i. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.

      ii. Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
iii. Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA, and NRCS.

iv. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

b. Provide at least three (3) references for which the proposer has performed services within the past three (3) years that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

2. Qualification of Staff

a. 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 operations manager, FEMA reimbursement specialist, data manager, etc.) must be full time employees of the proposer and have experience working for the proposer, in the following:

   i. Experience demonstrating current capacity and current expertise in debris clearing and removal, solid waste and hazardous waste management and disposal. The Proposer must demonstrate experience managing disaster debris for at least five (5) local governments.

   ii. Documented knowledge and experience working with Federal, State and Local emergency agencies as well as state and federal programs.

   iii. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.
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 classification to determine eligible and non-eligible debris, and billing/invoices reporting procedures to FEMA and the County. Provide a copy of Proposer’s internal training program. Provide under separate cover the Proposer’s training manual.

4. **Provide Sample Contract**

   Each proposer shall provide a sample contract.

5. **E-Verify**

   The Contractor and any of its subcontractors must comply with the requirements of the North Carolina General Statues, if applicable, which require certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies. By signing the first page of your proposal you are certifying that you comply with the E-Verify Program.

6. **Iran Divestment Act Certification**

   As of the date listed on the first page of the RFP, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86-.59.

   The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

### IV. SCOPE OF SERVICES

1. **Background**

   The County requires debris clearing and removal services following any hurricane, tornado, or other event, whether natural or manmade, which may result in a Federal Disaster Declaration. As such, the Contractor should be capable of providing a range of related services including debris assessment, training, emergency planning, infrastructure restoration, and other services as needed and ordered by the County. Other services may include, but not limited to, facilitating communication with FEMA, FHWA, State of North
Carolina and other state and federal agencies, coordination with state insurance representatives, pre-event planning, and post-event reconstruction.

2. **Scope of Work**

**Debris Clearing and Removal Services**

The selected proposer will be expected to provide debris clearing and removal services to include debris generated from the public right-of-way, private property, drainage areas, waterways, and other public, eligible or designated areas. Specific services may include:

a. Provide debris clearing and removal services within Wayne County’s 557 square miles to include:
   - Town of Mount Olive
   - Town of Fremont
   - Town of Pikeville
   - Village of Walnut Creek
   - Town of Eureka
   - Town of Seven Springs
   - This contract excludes the City of Goldsboro

b. Coordinating daily briefings, work progress, staffing, and other key items with the County.

c. Hauling debris to Temporary Debris and Reduction Site (TDSRS) locations and any other locations as necessary and determined by the County or Monitoring Service.

d. Scheduling work for all team members and contractors on a daily basis

e. Hiring, scheduling, and managing work staff

f. Make/implement recommendations to improve efficiency as well as speed up recovery work and assure all debris removal work meets FEMA eligibility guidelines

g. Assisting the County with responding to public concerns and comments
h. Ensuring all trucks and other equipment is in compliance with all applicable Federal, State and local rules and regulations. Any truck used to haul debris must be capable of rapidly dumping its load without assistance of other equipment.

i. Develop daily operational reports to keep the County informed of work progress

j. “Load Tickets” will be used for recording volumes of debris removal. Each ticket will contain the following information:
   - Event
   - Ticket Number
   - Contract Number
   - Date
   - Contractor Name
   - Site Departure Time
   - Dump Arrival Time
   - Debris Classification
   - Debris Quantity

k. Submit a report to the County each day during the contract. Each report shall contain, at a minimum, the following information:
   - Contractor’s Name
   - Contract Number
   - Crew
   - Locations of Work
   - Day of Report
   - Daily and cumulative totals of debris removed, by category

Note: any discrepancies between the daily report and the corresponding load tickets will be reconciled no later than the following day.

3. Emergency Management Planning and Training

As directed by the County, the selected firm shall provide:

a. Comprehensive emergency management plans (e.g. COOP, EOP) to include plan development, review and revisions

b. Comprehensive mitigation programs to include development of removal plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation
c. Project management to include the formulation and management of permanent work projects and task force management.

d. Technical support and assistance in developing public information.

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

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

g. Other emergency management services identified and required by the County.

4. Public Assistance Consulting Services

   As directed by the County, the consultant shall provide:

   a. Identification of eligible emergency and permanent work (Category A-G).

   b. Debris Assessment.

   c. Prioritization of clearing and removal workload.

   d. Insurance evaluation, documentation adjusting and settlement services.

   e. Appeal services and negotiations.

   f. Final review of all emergency and permanent work performed.
FORM OF PROPOSAL

To: Noelle Woods, Purchasing Manager
   County of Wayne
   224-226 East Walnut Street
   Goldsboro, NC  27533

Date: ___________________________ From: ______________________________

(Bidder/Contractor)

Phone: _________________________ Address: ____________________________

Unit Price Bid: The undersigned, having carefully examined the Instructions to Bidders, the County of Wayne-Debris Clearing and Removal Services dated November 2, 2016 including the following addenda:

ADDENDUM # ______________________  DATED: __________________________

Unit Price No. 1 CONTRACTOR will gather, load and haul all debris to include debris generated from the public right-of-way, private property, drainage areas, waterways, and other public, eligible or designated areas.

$ __________________ /ton

________________________________________
Company Name

________________________________________
Signature  Title

________________________________________
State of Incorporation  (Corporate Seal)