

REQUEST FOR PROPOSALS (RFP)
for
DISASTER DEBRIS REMOVAL

Issued: August 17, 2016

PROPOSAL SUBMISSION DEADLINE:

*******August 31, 2016 by 9:00 AM Local Time *******

NO LATE PROPOSALS WILL BE ACCEPTED

Proposals received after stated closing time will be returned unopened.

<p><u>RESPONSES SHALL BE DELIVERED TO:</u></p> <p>Town of Trophy Club 100 Municipal Drive Trophy Club, TX 76262</p>	<p><u>RESPONSES SHALL BE MAILED TO:</u></p> <p>Town of Trophy Club 100 Municipal Drive Trophy Club, TX 76262</p>
<p>***** The Request for Proposals (RFP) packet may be obtained online at www.trophyclub.org or at the Town Offices located at 100 Municipal Drive, Trophy Club, TX 76262 ***** For additional information regarding this RFP please contact: Jacob Lohse, Recreation Superintendent 682-831-4693 jlohse@trophyclub.org ***** Return this cover sheet with response to: Jacob Lohse Recreation Superintendent</p>	<p>Name and address of company submitting proposal:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Contact Person:</p> <p>Title</p> <p>Phone: () Fax : ()</p> <p>Email:</p> <p>_____</p> <p>Signature:</p> <p>_____</p> <p>Printed Name:</p> <p>_____</p>
<p><i>The TOWN OF TROPHY CLUB reserves the right to waive any informality and to reject any or all submittals. It is the policy of the TOWN OF TROPHY CLUB to afford all people an equal opportunity to bid on any contract being let by the Town. The TOWN OF TROPHY CLUB has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award of performance of any contract.</i></p>	

Request for Proposals

General Information

A. Purpose

The Town of Trophy Club (“Town”) is soliciting proposals to obtain the services of a qualified firm(s) to provide services to remove, process, and lawfully dispose of disaster generated debris from public property and public rights-of-way in Trophy Club, Texas in response to flood damages relating to the federal declaration DR-4223. The Town is seeking proposals from highly qualified Vendors with experience in the specialized management of disaster response labor for the removal of debris.

The Vendor must handle, properly dispose, contain and transport debris management activities in Trophy Club, Texas in accordance with the applicable Federal, State and local regulations to include the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Texas Department of Transportation (TxDOT), Texas Department of Health (TDH), Natural Resources Conservation Services (NRCS), Historical Preservation Office (SHPO), and the Texas Department of Environmental Protection (TDEP) in conjunction with the Town’s needs. The Vendor shall have an excellent understanding of FEMA Project Worksheets and the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, or Other Federal Agencies, and other State relief programs regulations regarding eligibility. In some cases the Contractor may be requested to assist Town employees in the development, construction and writing of technical documents and document.

Contracts must meet rules for Federal grants, as provided for in Title 44 Code of Federal Regulations (CFR) Part 13, (§13.36, Procurement) to 2 CFR 200 in order to be eligible for reimbursement under the Public Assistance Program.

Scope of Services – Disaster Debris Removal

The services detailed below are those services expected to be provided by the vendor pertaining to health and welfare benefits. Actual work will be directed by the Town and may involve other consulting services that are not listed below.

1. Vegetation Debris Removal

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport disaster-related vegetative debris existing on the Town’s public property to an approved Debris Management Site (DMS) or a Town approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

- a. For the purposes of this contract, vegetative debris that is piled in immediate close proximity to the street, and is accessible from the street with loading equipment (i.e., not behind a fence or other physical obstacle) will be removed.
- b. Removal of vegetative debris existing in the Town will be performed as identified by the Town Debris Manager.

- c. Once the debris removal vehicle has been issued a load ticket from the Town's authorized representative, the debris removal vehicle will proceed immediately to a Town approved DMS or a Town approved Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.
- d. All debris will be removed from each location before proceeding to the next location unless directed otherwise by the Town or its authorized representative.
- e. Entry onto private property for the removal of vegetative hazards will only be permitted when directed by the Town or its authorized representative. The Town will provide specific Right-of-Entry (ROE) legal and operational procedures.
- f. The Vendor must provide traffic control as conditions require or as directed by the Town Debris Manager.

2. DMS(s) Management, Operations, and Through Grinding

Under this contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to manage and operate DMS(s) for the acceptance, management, segregation, staging and reduction through grinding of disaster related debris. Grinding must be approved by the Town Debris Manager prior to commencement of reduction activities. The DMS(s) layout and ingress and egress plan must be approved by the Town Debris Manager.

- a. The management of DMS(s) includes assistance in obtaining necessary local, state and federal permits or approval and operating in accordance with all rules and regulations of local, state and federal regulatory agencies which may include, but are not limited, to the U.S. Environmental Protection Agency (EPA) and TCEQ. The Vendor shall also be responsible for any and all costs associated with third-party groundwater and soil testing.
- b. The Vendor is responsible for operating the DMS(s) in accordance with Occupational Safety and Health Administration (OSHA), EPA and TCEQ guidelines.
- c. Debris at DMS(s) will be clearly segregated and managed independently by debris type (C&D, vegetative debris, Household Hazardous Waste (HHW) etc.), program (ROW collection, private property debris removal, etc.) and applicant(s).
- d. All un-reduced storm debris must be staged separately from reduced debris at the D M S (s).
- e. The Vendor is responsible for all associated costs necessary to provide DMS(s) utilities such as, but not limited to, water, lighting and portable toilets.
- f. The Vendor is responsible for all associated costs necessary to provide DMS(s) traffic control such as, but not limited to, traffic cones and staff with traffic flags.
- g. The Vendor is responsible for all associated costs necessary to provide DMS(s) dust control and erosion control such as, but not limited to, an operational water truck, silt fencing and other best management practices (BMPs).
- h. The Vendor is responsible for all associated costs necessary to provide DMS(s) fire protection such as, but not limited to, an operational water truck (sufficient and equipped for fire protection), fire breaks and a site foreman.
- i. The Vendor is responsible for all associated costs necessary to provide qualified personnel, as well as lined containers or containment areas, for the segregation of visible contaminants that may be mixed with disaster debris. The Vendor is also responsible for all associated costs necessary for contaminant disposal at a permitted Hazardous Waste Treatment, Storage and Disposal Facility (TSDF), as requested by the Town. The cost associated with qualified personnel and lined containers/containment areas for contaminant segregation, as well as contaminant disposal from DMS locations, is a cost reflected in this scope of services item 13. (See page 40)

- j. The Vendor is responsible for providing 24-hour DMS(s) security.
- k. The Vendor will only permit Vendor vehicles and others specifically authorized by the Town or its authorized representative on site(s).
- l. The Vendor shall provide a tower(s) from which the Town or its authorized representative can make volumetric load calls. The tower(s) provided by the Vendor will at a minimum meet the specifications provided in the Technical Specifications of this RFP (See Item P, page 47, Debris Site Tower Specifications).

Upon completion of haul-out activities, the Vendor will be responsible for remediating the physical features of the site to its original condition prior to site use. Site remediation will include, but is not limited to, returning the original site grade, sod, and other physical features. Site remediation does not include restoring fencing, concession stands, lighting, and other permanent structures that may have been demolished at the Town's direction for DMS operations. All debris, mulch, etc. is to be removed adequately; fill dirt and/or other base material (if required) must meet standards for intended use; new sod or seeding must meet standards for intended use. Site remediation will also include returning all utilized sites to their original condition as verified through soil and groundwater samples. Site remediation will abide by all state and federal environmental regulatory requirements and is subject to final approval by the Town and TCEQ.

Proposal Instructions

ALL PROPOSALS SUBMITTED BY THE VENDOR MUST BE PRESENTED IN THE FORMAT PROVIDED BELOW AND MUST CLEARLY SHOW VENDOR'S RESPONSE IN THE APPROPRIATE DESIGNATED SECTION. FAILURE TO FOLLOW THIS DIRECTIVE WILL CAUSE YOUR PROPOSAL TO BE DEEMED UNRESPONSIVE AND IT WILL BE REJECTED FROM ANY FURTHER CONSIDERATION. Vendor should submit one (1) original and five (5) copies of the proposal. In the event multiple proposals are received from the Vendor, Vendor will be asked to select one (1) proposal for consideration and the others will be returned to Vendor.

All proposals must include the following requested information in the appropriate sections as defined below:

Section I. Introduction

1.0 Company Information:

- 1.1 Name of the proposed firm and name of the representative submitting the proposal. Include all contact information.
- 1.2 Provide an overview of your firm and its ownership/organizational structure, philosophy/culture and number of employees.
- 1.3 Describe, if applicable, how your firm is functionally tied to any insurer or provider of service and how that relationship may influence your ability to provide Vendor services to the Town.
- 1.4 Identify members of your staff that would be assigned to this contract and provide a summary of their qualifications, percentage of their time you anticipate they would be dedicating to this contract and their availability to travel to our corporate headquarters and/or field locations.

Section II. Company Expertise/Experience

1.0 Describe your firm's expertise in each of the following areas:

- 1.1 Relevant experience and past performance in Disaster Debris Removal Services.
- 1.2 Previous experience with State and Federal reimbursement programs; including, but not limited to: FEMA and any other applicable Federal or State agencies associated with funding of debris removal and recovery efforts.
- 1.3 Understanding of FEMA's Public Assistance Program and Project Worksheet development.

2.0 Brief Summaries (1-3 pages each) relating to:

- 2.1 Vendor's Statement of Understanding of the proposal, program objectives, the Town of Trophy Club
- 2.2 Resources to be utilized to implement the proposal
- 2.3 Written response to the Technical Requirements
- 2.4 Detailed Cost Breakdown of proposed services
- 2.5 Time of completion from date of contract execution

3.0 Other information to be provided by Vendor with RFP response:

- 3.1 A brief biography and complete resume of the person or persons who will operate/manage the services provided by the Vendors.
- 3.2 Complete reference information for all public and private institutions or agencies to which the Vendor provides or has provided similar services over the past eighteen (18) months. **Vendor must include a minimum of 3 references.**
- 3.3 Accreditations and Licenses.

Section III. Cost

1.0 Compensation

- 1.1 The primary method of cost evaluation will be based on the rates for vegetative debris removal, reductions, and hauling to a typical disaster event. This shall utilize debris volumes based on experience with all major disasters.

2.0 Fee Structure

- 2.1 Describe all available fee structures offered by your firm; including travel charges and any other cost that may be passed on to the Town.

Section IV. Supplemental Information

1.0 Provide the following documentation regarding your business:

- 1.1 Proof of insurance coverage.
- 1.2 Payment bond.
- 1.3 Performance bond (if cost of project equals or exceeds \$100,000).

Section V. Evaluation Criteria

The proposals received will be evaluated based on the following criteria to determine each Vendor's qualifications. The order does not indicate relative ranking.

- 1.0 Demonstration of competence, technical expertise, experience in debris removal, and management of a Debris Management Site.
- 2.0 Demonstrated record of responsiveness and quality of customer service.
- 3.0 Both the Vendor's capabilities and the experience of individual team members assigned to the Town account will be considered.
- 4.0 Availability to travel as needed to Town offices.
- 5.0 Rates, fees or charges including the level of detail provided in the firm's fee information, as well as the willingness of the firm to offer flexible fee arrangements.
- 6.0 Vendor's awareness and ability to provide timely, accurate communication to the Town.

7.0 Responsiveness of the Vendor's proposal to the RFP, including clarity and organization of response, clear presentation of Vendor's experience and approach to ensuring the needs of the Town are fully met.

8.0 Estimated completion time.

Section VI. Final Evaluation and Selection

Based on a review of the written response, the Town will select a short list of candidates who will be asked to make an oral presentation to be arranged at a mutually convenient time at the Town's offices in Trophy Club, TX. This presentation is expected to confirm proposal representations; supplement information obtained through the proposal process and give the Town the opportunity to meet the individuals who would be assigned to our account. An agenda of items we wish to be addressed during this meeting will be forwarded to the final candidates prior to the meeting.

Each selected finalist will be evaluated with consideration given to how they best meet the needs of the Town and the basis of capabilities described in their written proposal and oral presentation. The organization that best matches the Town's objectives will be selected.

Section VII. Proposal Timetable

The timetable below sets forth the expected due dates for each event regarding this RFP process and our selection of the successful Vendor.

Proposals due to Town: August 31, 2016 at 9:00 am

Section VIII. Proposal Due Date and Contact Information

Proposals shall be submitted to the Town at the Town offices on or August 31, 2016 by 9:00 AM Local Time. Please submit one (1) original and five (5) copies of the proposal to:

Jacob Lohse, Recreation Superintendent
Town of Trophy Club
100 Municipal Drive
Trophy Club, TX 76262

CURRENT & PREVIOUS REFERENCES

Proposals should include three (3) institutions, of similar or the same size, where your organization has provided services similar to those being requested by the Town of Trophy Club. Please include name, title, telephone number and email address of a contact person at each institution. **References may be checked electronically; the requirement for email addresses is a mandatory requirement.**

1. Company Name: _____
Address: _____
City / State / Zip _____
Phone: _____
Contact / Title _____
Dates: _____
Email: _____

2. Company Name: _____
Address: _____
City / State / Zip _____
Phone: _____
Contact / Title _____
Dates: _____
Email: _____

3. Company Name: _____
Address: _____
City / State / Zip _____
Phone: _____
Contact / Title _____
Dates: _____
Email: _____

Attachment A

Item Pricing Summary

The description shall include all bases for remuneration proposed by the firm, i.e., commission, fee, other. Vendor shall provide a Proposal Item Pricing Summary, providing all rates, commissions, fees and other expenses for a total proposal price. **Vendor shall provide a not to exceed price for any and all areas of debris removal.** The price and contract fee is a presentation of the proposer's total offering price including the cost for providing each component of the required services. Optional services may be priced separately. Proposers should indicate the dollar amount that will be attributed to each line of coverage and each sub-contractor, if any. Proposers may use formats of their choice to provide the latter.

REQUEST FOR PROPOSALS DISASTER DEBRIS REMOVAL

TOWN OF TROPHY CLUB

Received _____

Name of Vendor: _____

Qualifications:

1. The firm has no conflict of interest with regard to any other work performed for the Town of Trophy Club.
 Yes No

2. How many years has your company been in business under its present name? _____

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicated or convicted of a felony in the last five (5) years?
 Yes No

4. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the Town of Trophy Club or any other Federal, State, or Local Government, or Private Entity?
 Yes No

5. Have you or any member of your Firm or Team been involved in any claim or litigation with the Town of Trophy Club or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?
 Yes No

If you have answered "YES" to any of the above questions, please indicate the names(s) of the person(s), the nature, and the status and/or outcome of the indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.



AFFIDAVIT OF SAFETY RECORD

MUST BE RETURNED AS PART OF BID

(I)(We) the undersigned do declare and affirm that (my) (our) firm or corporation (has) (have) received ___ citations from the Occupational Safety and Health Administration (OSHA) within the past five (5) years and (I) (We) do further declare and affirm that (my) (our) firm or corporation (has) (have) experienced ___ worker injuries related to construction safety on projects within the past five (5) years.

NAME OF CONTRACTOR

NAME OF FIRM

OFFICER'S NAME & TITLE

OFFICER'S NAME & TITLE

SIGNATURE OF OFFICER

SIGNATURE OF OFFICER

DATE

DATE

STATE OF TEXAS §
 §
COUNTY OF _____ §

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.

Notary Public, State of Texas