

Request for Qualifications for Disaster Debris Monitoring

Franklin County invites qualified firms to respond to this request for qualifications (RFQ) by providing their qualifications and experience for consideration to provide Disaster Debris Monitoring Services on an as-needed basis.

The County seeks qualified firm(s) to assist in the monitoring of disaster debris collection and disposal operations, ensuring compliance with Federal requirements and applicant debris management plans as related to contractor oversight, truck measurements, load ticket preparation and issuing, report preparation, and project administration.

The Debris Monitoring Contractor must be knowledgeable with FEMA regulations governing special disaster recovery program management services such as: private property/right-of-way-entry (ROE) work, waterways clean up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb and hazards stump removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

The Debris Monitoring Contractor shall provide sufficient personnel to monitor all activated debris loading sites and all debris management sites (DMS)/disposal sites located in Franklin County. Each site will operate approximately 12-14 hours per day, 7 days per week. The exact number and locations of sites will be determined by the County's Debris Management Coordinator.

The Debris Monitoring Contractor shall also assign a field supervisor who will be assigned to provide oversight of up to 10 loading site and tower/site debris monitors.

The Debris Monitoring Contractor shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris (in cubic yards,) being delivered by trucks to each DMS/disposal site, and support the operations of the field supervisor(s), debris loading and tower/site monitors, and clerical staff.

Scope of Services for Debris Management to include field supervisors, debris loading monitors, tower/site debris monitors, and clerical staff is as follows:

General

Provide debris monitors and debris monitoring services to assist the County with monitoring the operations of the disaster debris removal and disposal contractor(s). The debris monitoring services to be provided are contract compliance supervision and inspection, not professional engineering services. All debris monitoring activities are to be in compliance with current FEMA guidance and local, State and Federal regulations.

Pre-Event Requirements

Contractor will provide assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems. Contractor will provide a list of key personnel and subcontractors that may be involved in the disaster debris monitoring

activities to include facsimile, cell phone numbers, and email addresses. Participation in annual workshops or planning meetings with County representative and debris hauling and disposal contractor(s) to establish/review applicable policies and procedures may be required.

Post-Event Requirements

Contractor will assist with load inspections for storm debris cleanup being performed by one or more debris hauling and disposal contractors or County agencies.

Contractor shall supply sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and debris management sites or final disposal sites.

Contractor shall supply one field supervisor to oversee no more than 10 loading and tower/site debris monitors.

Contractor shall remove and replace employees immediately upon notice from the County's Debris Management Coordinator for conduct or actions not in keeping with this contract.

Personnel Requirement and Responsibilities

Debris Monitoring Field Supervisor

Consultant will provide one debris monitoring field supervisor for no more than 10 debris loading site debris monitors.

Services include, but are not limited to:

- Overseeing and supervising loading site and disposal site debris monitoring activities
- Scheduling debris monitoring resources and deployment timing
- Communicating and coordinating with County's Debris Management Coordinator
- Providing suggestions to improve the efficiency of collection and removal of debris
- Coordinating daily activities and future planning
- Remaining in contact with debris management coordinator
- Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility
- Supervising the accurate measurement of load hauling compartments and accurately computing volume capacity in cubic yards (CY)
- Documenting and recording measurements and computations
- Documenting truck hauling compartment conditions using digital photographs
- Preparing a master log book of all hauling equipment used by the County's debris removal contractor
- Compiling, reconciling, and documenting daily, in an electronic spreadsheet format, all eligible debris hauled by the debris removal contractor(s)

Debris Monitors

Consultant will provide trained debris monitoring personnel to oversee the loading of eligible debris at collection sites and verification of load capacity and documentation at designated temporary debris management or final disposal sites. Services include, but are not limited to:

Debris Loading Site Monitors

Consultant will perform on-site, street-level debris monitoring at all contractor loading sites to verify debris eligibility based on the monitoring contract's requirements and initiate debris removal documentation using load tickets. Services include, but are not limited to:

- Providing trained debris monitoring personnel at designated loading sites to check and verify information on debris removal
- Monitoring collection activity of trucks
- Issuing load tickets at loading site for each load
- Checking the area for safety considerations such as downed power lines and children playing in area, and ensuring that traffic control needs are met and trucks and equipment are operated safely
- Ensuring that Freon-containing appliances are sorted and ready for Freon removal on-site or separating transport for Freon removal before final disposal
- Performing a pre-work inspection of areas to identify potential problems such as covered utility meters, transformers, fire hydrants, mail boxes, etc. to mitigate damage from loading equipment
- Documenting damage to utility components, driveways, road surfaces, private property, vehicles, etc., should it occur, with photographs (if possible, collect information about owner, circumstances of the damage [who, what, when, where] and report to field supervisor)
- Ensuring the work area is clear of debris to the specified level before equipment is moved to a new loading area
- Properly monitoring and recording performance and productivity of debris removal crew
- Remaining in regular contact with debris management/dispatch center or supervisor ensuring that loads are contained properly before leaving the loading area
- Ensuring that only eligible debris is collected for loading and hauling
- Ensuring that only debris from approved public areas is loaded for removal
- Performing other duties from time to time as directed by the debris management project manager or designated debris management personnel

Debris Tower/Site Monitors

Consultant will provide debris tower and site monitors to verify estimated quantities of eligible debris hauled by contractor trucks and documented on load tickets. Services include, but are not limited to:

- Providing training debris monitoring personnel to accurately measure load hauling compartments and accurately compute volume capacity in CY for all contractor trucks and trailers prior to commencement of debris hauling operations
- Documenting measurements and computations

- Completing record of contract haulers' cubic yardage and other recordkeeping as needed on the load ticket
- Initialing each hold ticket before permitting trucks to proceed from the check-in area to the tipping area
- Remaining in regular contact with debris management/dispatch center or field supervisor
- Performing other duties as directed by the dispatch/staging operations, debris management project manager, or other designated personnel.

Public Information

- Consultant will provide the necessary Labor and equipment to operate a call center to communicate and consistent message regarding the debris removal progress and programs to Franklin County residents.
- Consultant will assist Franklin County public information staff in preparing public service announcements and other media as necessary.

Clerical/Data Entry Supervisor

Consultant will provide a clerical/data entry supervisor to coordinate data entry and information management systems. Services include, but are not limited to:

- Supervising the preparation of detailed estimates and submitting them to the County debris manager
- Implementing and maintaining a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes
- Providing daily, weekly, or other periodic reports for the County debris manager noting work progress and efficiency, current/revised estimates, project completion, and other schedule forecasts/updates

Clerical Staff/Data Entry Clerk

Consultant will provide clerical staff/data entry clerk(s) as required to enter load ticket information into the contractor's information management systems and to respond to specific directions from the data entry supervisor.

Terms

The work shall begin on notice to proceed and continue for no longer than 60 days, unless extended by the County within 10 days written notice.

Deployment

Consultant must be prepared to deploy debris monitors within 24 hours from the notice to proceed. When additional debris monitoring is needed to meet requirements of the monitoring contract, consultant shall be prepared to increase the number of debris monitors for the County to use as needed.

The Bid Schedule (Attached) must be completed and submitted with your proposal.

The RFP should be limited to 10 pages and address the following:

- Office location responsible for this project
- Key personnel
- Evidence of satisfactory completion of disaster debris monitoring in the past 5 years at similar jurisdictions
- The scope, project budget, and operational duration (include the firm's contract manager, and phone number and email address for each disaster response or project, if available)
- Summarized past relevant experience for each response should include the following:
 - Type of disaster – hurricane, tropical storm, tornado, etc.
 - Type of jurisdiction – city, county, district, or combination
 - Collection debris monitoring assignments **DMS debris monitoring assignments ** Final disposal debris monitoring functions
 - FEMA reimbursement actions and issue resolution ** List of references
 - Knowledge and experience with applicant solid waste regulations and the disaster debris management policies
 - Sub-consultant(s)/subcontractors that may be used on this project
 - 3-year claims/litigation history and status

Any material received that is not requested may be discarded. Bindery (except removable fasteners) in any form is not preferred, nor is specially prepared covers, dividers, tables of content, organizational charts, reference letters, etc.

The evaluations made as a result of reviewing the above information from each firm will be part of the basis for developing a short list of firms who may be scheduled to make presentations before the Selection/Negotiation Committee (S/NC), and may serve as continuing information for the final ranking.

Selection/Negotiation Process

An S/N Committee has been appointed by the County, and will be responsible for recommending the most qualified firm(s) with whom to begin negotiation of an agreement for this project. The process for this procurement is anticipated, but not required, to proceed in the following manner:

Review of Written Submittals

Each firm should submit documents that provide evidence of capability to provide the Debris Monitoring services required for this project. If necessary, each short-listed firm will be contacted via telephone and a follow-up letter advising of date and time for possible presentation/interviews.

The County will not consider oral/written communications, prior to the conclusion of short listing firms, that vary the terms of the submittals.

Presentations/Interviews

The S/N Committee may provide a list of subject matter for discussion. Each short-listed firm will be given equal time to make presentations, but the question-and-answer time may vary.

All inquiries are to be directed to Pamela Brownell at Franklin County Emergency Management.

Interested firms should submit four copies of material that indicate interest and qualifications to:

Submittals MUST BE RECEIVED by the Franklin County Clerk's Office no later than 4:30 pm on March 18, 2016. Electronically transmitted and late or misdirected submittals will not be accepted.

Signature _____