

**REQUEST FOR PROPOSAL FOR
DEBRIS REMOVAL AND DISPOSAL SERVICES**

Issued By
Parish of Natchitoches,
Louisiana

Date of Issue: September 4, 2020

Due Date/Time for Receipt of Proposals: **September 11, 2020, at 9:30 A.M.**

RFP No. 2020-001

REQUEST FOR PROPOSAL DEBRIS REMOVAL AND DISPOSAL SERVICES

The Parish of Natchitoches, Louisiana (“Parish”) requests proposals from qualified contractors for Debris Removal and Disposal Services. This solicitation by the Parish will result in the selection of a qualified and experienced firm to remove and lawfully dispose of disaster-generated debris (other than household putrescible garbage) from public property and public right of ways resulting from a severe storm (“Storm”) which occurred in the Parish on August 27, 2020.

SECTION 1.0 GENERAL INFORMATION

1.1 Objective

The objective of the RFP and subsequent contracting activity is to secure the services of qualified, experienced contractor(s) who is capable of efficiently removing large volumes of disaster-generated debris from a large area in a timely and cost-effective manner and lawfully disposing of all debris. The successful Proposer(s) must be capable of assembling, directing, and managing a work force that can complete the debris management operations in a maximum of 180 days.

1.2 Definitions

City or Owner – Parish of Natchitoches, Louisiana

Contractor(s) – The successful Proposer(s), with whom a contract is entered by the Parish

Debris Management Team – The team staffed by the Parish, Debris Management Consultant and the Contractor

Debris Management Consultant or Consultant – If applicable, a Consultant retained by the Parish to manage administrative aspects of the recovery process including processing FEMA submittals and includes the Debris Monitor

Debris Monitor – The firm, including representation thereof, retained by the Parish to monitor and document debris removal and disposal activities of Contractor in compliance with FEMA requirements

Debris – Scattered items and materials either broken, destroyed, or displaced by the Storm (Example: vegetative material such as trees and limbs, construction and demolition material, personal property.)

DMS – Debris Management Site

FEMA – Federal Emergency Management Agency

Landfill – Natchitoches Parish Landfill located at 4597 Hwy 1 North, North of the City of Natchitoches

Proposer or Respondent – Person or entity which submits a Proposal in response to this Request for Proposal

RFP – This Request for Proposal

Services – Debris Removal and Disposal Services

SECTION 2.0 SCOPE AND STATEMENT OF WORK

The work to be undertaken includes but is not limited to the following:

2.1 Debris Removal

- a) Debris Removal from Public Property – Removal of debris from public rights of way (“ROW”). Removal of debris beyond public rights of way as necessary to abate imminent and/or significant threats to the public health and safety of the community. These areas may include vacant public lands, operational facilities, utility facilities and other land owned by the Parish. It may be necessary to make several trips through a neighborhood or area as debris is moved to the ROW. All loads will need to be documented separately, per the instructions of the Parish, the Debris Management Consultant and/or the Debris Monitor.
- b) Debris Removal from Private Property – Should an imminent threat to life, safety, and health to the general public be present on private property, the Contractor, as directed by the Parish, will accomplish the removal of debris from private property.
- c) Hazardous Tree Stumps – The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the Parish. Stumps shall be hauled to the Landfill where they shall be inspected and categorized by size.
- d) Fill Dirt – The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public access upon direction of the Parish.

2.2 Debris Disposal

Disposal of all eligible Debris, and other products of the debris management process at the Landfill or at a designated DMS in accordance with all applicable Federal, State, and local laws, standards and regulations. The Contractor shall be responsible for paying all landfill-tipping fees and provide all required documentation to the Consultant needed to receive eligible reimbursement through FEMA for such fees.

2.3 Documentation and Records

- a) Documentation and Inspections – Storm debris shall be subject to inspection by the Parish, its Consultant and/or Debris Monitor. Inspections will be to ensure compliance with the contract and applicable local, State and Federal laws. The Contractor will, at all times, provide the Parish access to all work sites. The Contractor, the Parish and Consultant will have in place at the Landfill personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the Landfill. The Consultant will coordinate data recordation and information management systems, including but not limited to:
 - (i.) Prepare detailed estimates for use in project worksheet preparation.
 - (ii.) Implement and maintain a disaster debris management system linking load ticket and Landfill information, including reconciliation and photographic documentation processes.
 - (iii.) Provide daily, weekly or other periodic reports for Parish managers and the Consultant, noting work progress and efficiency, current/revised estimates, project completion and other schedule forecasts/updates.

The Contractor shall provide all requested information to the Consultant that is necessary for proper documentation. Parish employees shall review all documentation prior to submittal. The Contractor will work closely with the FEMA and other applicable State and Federal agencies to ensure that eligible debris collection and data documenting appropriately address concerns of the likely reimbursement agencies. The Consultant will coordinate this work. Discrepancies in what is required of the Contractor must immediately be brought to the attention of the Debris Management Team.

- b) Documentation and Recovery Process – The Contractor will provide the following assistance in addition to debris removal:
- Recovery process documentation – create recovery process documentation plan
 - Maintain documentation of recovery process
 - Provide written and oral status reports as requested to the Parish and the Consultant
 - Maintain a photographic log of daily activities with a minimum of 10 images per day.
 - Review documentation for accuracy and quantity
 - Assist in preparation of claim documentation.

2.4 Work Areas and Hours

- a) Work Areas – The Parish will establish and approve all areas that the Contractor will be allowed to work. Daily and/or weekly scheduled meetings will be held to determine approved work areas. The Contractor shall remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. Determination of when a site is in a clean and neat condition will be at the reasonable judgment of the Parish. Fill dirt and grading may be required to achieve the desired condition. Parish has the right to increase or decrease the Contractor's assignment or areas of operation within the scope of the Contract with Contractor. The Parish may determine that certain debris not be removed by Contractor.
- b) Working Hours – All activity associated with gathering and loading of eligible debris shall be performed during visible daylight hours only. Hauling of eligible debris to the Landfill will be allowed during visible daylight hours only between dawn and dusk. The Contractor may work during these hours, seven (7) days per week including holidays. It is understood between the parties that at the Landfill, debris reduction may take place twenty-four (24) hours, seven (7) days per week if the Contractor deems it necessary to meet the work demand, subject to Parish approval. Parish approval shall consider safety and impacts to surrounding land uses such as occupied residential areas. The Contractor shall be responsible for obtaining sites to stage equipment, such as trucks, while not in use.
- c) Safety – The Contractor shall have at least one safety officer onsite. The safety officer shall be familiar with and properly trained to perform the assigned safety officer duties. All work areas, sites and conditions shall conform to all applicable Federal, State and local safety standards. All work shall follow the Occupational Safety and Health Administration and Environmental Protective Agency requirements to maintain a safe working environment.
- d) Work Estimate – The estimated amount of vegetative debris is 18,112.5 cubic yards. The total amount of debris has not been determined at the time of the release of this RFP.

SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

3.1 Information and Format

A prospective Proposer's response to this RFP should include the following information at a minimum. The proposal should address the requirements in a clear and concise manner in the order stated herein. Proposals must be tabbed and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the Parish. The Parish reserves the right to seek additional/supplemental information on specific issues as needed.

a) Executive Summary

Provide in brief, concise terms, a summary level description of the contents of the proposal, the company and its capabilities. Provide the names of the person(s) who will be authorized to make representations for the Proposer, their title(s), address(es), and telephone and fax number(s) and email addresses. The summary must be limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Proposer.

b) Experience and Ability

Provide pertinent information needed to determine the Proposer's experience and ability to perform the anticipated work. The Proposer shall supply sufficient information that the Proposer is familiar with all facets of debris removal and disposal work as well as FEMA documentation, reimbursement and project management.

c) Past Performance

Provide a list of relevant debris removal projects completed within the past ten years. The scoring criteria will be based off of the information provided. Include any pertinent information needed to determine the Proposer's past performance regarding this/these projects.

Provide at least three (3) references for contracts of a similar size and scope, (if available) including at least two references for current contracts or those awarded during the past five years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person and provide a description of any conflicts occurring over the last five years with these or any other contract for similar work.

d) Understanding of Project Requirements

Provide the Proposer's interpretation of what is required to meet the needs of the Parish for the project. The Proposer will use this RFP and their knowledge and experience to develop their understanding of the project. The Proposer is urged to develop scenarios or examples to fully explain their position.

e) Approach and Method

Provide an Operational Plan reflecting how the work will be accomplished, quality control, safety, and how FEMA requirements will be met. Include the operational processes for any DMS. Identify the resources that will be mobilized and the commitment and timeframe to deploy these resources when called upon. Provide the management processes anticipated to be used including the interaction between the Parish, the Consultant and the Proposer.

f) DBE Participation

Provide a plan for identifying and efforts to use Disadvantaged Business Entities subcontractors in the project.

g) Price Proposal

The Price Proposal Form and Schedule designated as Attachment 1 should be properly and completely filled out. Proposed pricing will be on a unit basis as set forth in the attached Price Proposal Form and Schedule. All proposed unit prices shall include profit, overhead and all similar costs.

SECTION 4.0 PROPOSAL SUBMITTAL

4.1 Proposal Submittal

Proposals shall be submitted to the Parish of Natchitoches Finance office:

Parish of Natchitoches
Attention: Cathy Creamer
203 St Denis Street Suite 304
Natchitoches, Louisiana 71457

Proposals shall be submitted no later than **9:30 A.M. on September 11, 2020**. Late proposals will be rejected. Failure to comply with this or any other provision of this RFP shall be sufficient reason for rejection of the proposal.

Mark the written proposal envelope(s) as follows:

**Debris Removal and Disposal Services Proposal
RFP No. 2020-001**

The front of each proposal envelope/container shall contain the following information for proper identification:

- The name and address of the Proposer
- The word "Proposal" and the RFP number
- The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

ALL PROPOSALS MUST BE RECORDED (CLOCKED – IN) IN THE FINANCE OFFICE ON OR BEFORE THE TIME AND DATE INDICATED IN THIS RFP. The responsibility for submitting the proposal to the Finance Office on or before the above stated time and date is solely that of the Proposer. The Parish will not be responsible for delays in mail delivery or delays caused by any other occurrence.

All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Proposer.

The Parish shall not be liable for any costs incurred by a Proposer prior to entering into a contract. Of submissions, and the resulting negotiated agreement, in all instances the Parish's decisions will be final.

SECTION 5.0 EVALUATION CRITERIA AND SELECTION

5.1 Evaluation Criteria

The Parish's evaluation criteria will include, but not be limited to, consideration of the following:

- Proposer's Operational Plan 30%
- Proposed price for work to be accomplished 30%
- Past performance of work of a similar nature, financial capabilities, corporate history and team organization 30%
- Proposer's knowledge of FEMA regulations and procedures 10%

Other criteria the Parish frequently uses to evaluate submissions include:

- Verification of availability of qualified personnel to perform the services requested. Interviews with references provided by Proposer.

5.2 Selection

The Parish will evaluate the written proposals submitted by the Proposers regarding the proposed project in connection with the selection process.

5.3 Presentations

The Parish may require oral and visual presentations from those firms that are ranked or short-listed. This shall be done at the Parish's sole discretion when it feels presentations are essential as part of the evaluation process and in the best interest of the Parish.

SECTION 6.0 RIGHT OF WAIVER, REJECTION AND ACCEPTANCE

6.1 Reservations by Parish

The Parish reserves the right to:

- a) waive any informality in any proposal;
- b) reject any or all proposals in whole or in part, with or without cause; and/or
- c) accept the proposal that in its judgment will be in the best interest of the Parish and its citizens.

SECTION 7.0 INFORMATION AND ADDENDA

7.1 Inquiry Contact

All questions or requests for clarifications, interpretations and assistance concerning this RFP must be directed through:

Parish of Natchitoches
Attn: Cathy Creamer
203 St Denis Street Suite 304
Natchitoches, Louisiana 71457
Telephone: (318) 352-2714
E-Mail: ccreamers@npgov.org

7.2 Inquiry Deadline

Questions regarding the RFP are to be submitted in writing to the above listed email address by **2:00 P.M.** on September 9, 2020.

7.3 Parish Responses

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the Parish's official response and will be transmitted to all Respondents that requested the Request for Proposal.

7.4 Issuance of Addenda

- (a) If this RFP is amended, the Parish will issue an appropriate addendum to the RFP. If any addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.
- (b) Proposers shall acknowledge receipt of each addendum to this solicitation using one of the following methods:
 - (i.) By signing and returning the addendum; or
 - (ii.) By responding directly to the transmittal of the addendum by email or facsimile.

The Parish must receive the acknowledgment by the time and date, and at the location specified for the receipt of proposals.

SECTION 8.0 CONTRACT AND GENERAL REQUIREMENTS

8.1 Contract

The successful Proposer(s) shall enter into a Contract with the Parish for the Services. The Contract will include standard provisions as well as provisions required for the reimbursement of debris removal and disposal costs by FEMA. Other requirements, without limitation, are referred to below.

8.2 Bid Bond or Check

Respondents must include evidence of their ability to produce a bid bond, cashier's check or certified check payable to the Parish in the amount of \$5,000.00 with an A rated surety Company.

8.3 Payment and Performance Bond

Successful Proposer shall furnish within ten (10) consecutive business days after written notice, a Payment Bond and Performance Bond in an amount equal to 100% of the total amount or estimated amount of the contract as determined by Parish and Proposer. For submittal purposes, utilize \$250,000 for each bond amount. Final amount will be based on the estimated cubic yards and proposed cost per cubic yard.

8.4 Contractor's License

Contractor shall certify that Contractor is licensed under La. R.S. 37:2150-2164.

Classifications: Specialty: Clearing, Grubbing and Snagging; Highway, Street and Bridge Construction

8.5 Indemnification

The Proposer shall indemnify, defend and hold harmless the Parish, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the Parish, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the Proposer, its subcontractors, or by the employees, officers, directors, or agents of the Proposer, or its subcontractors, related to the Services.

8.6 Insurance

- A. The Contractor shall procure, pay for, and maintain at minimum the following insurance coverages with the stated limits or greater. Said insurance shall be evidenced by delivery to the Owner of (i) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the Owner, and listing all carriers issuing said policies; and (ii) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of the Contract and any additional extensions. In addition, the Owner reserves the right to request physical evidence of the coverage by requesting the policy declaration page, and/or confirmation from the agent and/or company verifying the coverage is and/or has been continually in effect.
- B. The Contractor shall secure and maintain, at its sole cost and expense during the contract term and any subsequent extensions, the following insurance:
 - 1) **Commercial General Liability** - in the amount of two million dollars (\$2,000,000.00) aggregate/one million dollars (\$1,000,000.00) per occurrence. The general aggregate limit shall either apply separately to the resulting contractor or shall be at least twice the required occurrence limit.
 - 2) **Comprehensive Automobile Vehicle Liability** - covering any automotive equipment to be used in performance of the Services, with a minimum limit in the amount of one Million dollars (\$1,000,000.00) per occurrence combined single limit / any Automobile. Also, physical damage insurance covering owned or rented machinery, tools, equipment, office trailers, and vehicles.
 - 3) **Worker's Compensation** - employer's liability coverage with limits of not less than one million dollars (\$1,000,000.00) per occurrence for each accident or illness and statutory worker's compensation coverage.

8.7 Non-Discrimination and Equal Opportunity

- (a) By submitting a proposal in response to this RFP, the Proposer agrees to not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin.
- (b) Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontractors, that the respondent is an “Equal Opportunity Employer”.

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ATTACHMENT 1

PRICE PROPOSAL FORM

DISASTER DEBRIS REMOVAL AND DISPOSAL

PARISH OF NATCHITOCHEs, LOUISIANA

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Contractor's License Number: _____

Authorized Signature: _____

(provide evidence of signing authority)

Name and Title: _____

NOTE: Respondents are to make no changes to the Pricing Schedule below and are to **fill it out completely**. Values must be provided for all categories below or your response may be deemed non-responsive.

1. Rights-of-Way Vegetative Collection Rate

Vegetative debris collected from public or private right-of-way (ROW) and improved public lands, hauled to, and dumped at the debris management site(s). This includes the removal, collection, hauling, and disposal of all stumps less than 24 inches in diameter and any stumps not originating in the ROW (including stumps removed by third parties and placed in the ROW).

0-15 miles \$ _____

16-30 miles \$ _____

31-60 miles \$ _____

2. Private Property Vegetative Collection Rate

Vegetative debris collected from private property, hauled to, and dumped at the debris management site(s). This includes the removal, collection, hauling and disposal of all stumps less than 24 inches in diameter and any stumps not originating in the ROW (including stumps removed by third parties and placed in the ROW).

0-15 miles \$ _____

16-30 miles \$ _____

31-60 miles \$ _____

3. Public Right of Way Construction and Demolition Collection Rate

Construction and demolition debris collected from designated work zone, hauled to and dumped at the debris management site(s) or other designated location.

0-15 miles \$ _____

16-30 miles \$ _____

31-60 miles \$ _____

4. Cutting Partially Uprooted or Split Trees (Leaners)

Falling partially uprooted or split trees from the ROW or the overhanging portion of the ROW and placing the debris in the ROW for haul-off.

Partially Uprooted Leaner (Price is inclusive of excavating the root ball and placing it in the ROW)

Diameter of tree at 2 feet from base

Less than 24 inches Per Tree \$ _____

24-36 inches Per Tree \$ _____

Greater than 36 inches Per Tree \$ _____

Split Leaner (No exposed root ball) (Price is inclusive of flush cutting the tree trunk)

Diameter of tree at 2 feet from base

Less than 24 inches Per Tree \$ _____
24-36 inches Per Tree \$ _____
Greater than 36 inches Per Tree \$ _____

Removal of Dangerous Hanging Limbs (Hangers)

Removing hanging or partially broken limbs from trees in the ROW or limbs hanging over the ROQ and placing the debris in the ROW for haul-off

Per Tree \$ _____

5. Demolition and Collection Rate

Demolish identified structures in designated work zone. Remove C&D debris from designated work zone, hauled to, and dumped at a Debris Management Site or other designated location.

Per Cubic Yard \$ _____

6. Hazardous Stump Removal and Collection Rate

Removal and collection of stumps partially uprooted in the ROW. Stumps will be identified and certified in the ROW by the Parish or its representative. Stumps will be hauled to and dumped at a debris management site(s) or other designated location.

Diameter of Stump at 2 feet from base

24-36 inches Per Stump \$ _____
36-48 inches Per Stump \$ _____
Greater than 48 inches Per Stump \$ _____

7. Stump Removal and Collection Rate

Removal and collection of stumps brought the ROW. Stumps will be hauled to and dumped at a debris management site(s) or other designated location.

According to FEMA guidelines for conversion of stumps to cubic yards.

Per Cubic Yard \$ _____

8. Sand Collection (Public Property) and Screening Rate

Removal and collection of debris-laden sand from public property. Debris-laden sand will be hauled to a designated location, screened, and stockpiled at a debris management site(s). (Debris generated from screened rejects will be hauled to a debris management site(s) or other designated location.

Per Cubic Yard \$ _____

9. Silt removal and disposal

Land based removal:

0-15 mile one way haul Per cubic yard \$ _____

15-30 mile one way haul Per cubic yard \$ _____

30-60 mile one way haul Per cubic yard \$ _____

10. Drainage ditches silt and debris removal

Ditch width 0-4.0 feet

0-15 mile one way haul \$ _____ per linear foot

15-30 mile one way haul \$ _____ per linear foot

30-60 mile one way haul \$ _____ per linear foot

Ditch width 4.01-8.0 feet

0-15 mile one way haul \$ _____ per linear foot

15-30 mile one way haul \$ _____ per linear foot

30-60 mile one way haul \$ _____ per linear foot

Ditch width 8.01-12 feet

0-15 mile one way haul \$ _____ per linear foot

15-30 mile one way haul \$ _____ per linear foot

30-60 mile one way haul \$ _____ per linear foot

11. Cleaning and clearing of drain lines

Drain Line Diameter 0-15.0 inches

0-15 mile one way haul \$ _____ per linear foot

15-30 mile one way haul \$ _____ per linear foot

30-60 mile one way haul \$ _____ per linear foot

Drain Line Diameter 15.01-36 inches

0-15 mile one way haul \$ _____ per linear foot

15-30 mile one way haul \$ _____ per linear foot

30-60 mile one way haul \$ _____ per linear foot

12. Cleaning and clearing of catch basins and inlets

0-15 mile one way haul \$ _____ each

15-30 mile one way haul \$ _____ each

30-60 mile one way haul \$ _____ each

13. Backfill

Supply and placement of clean fill dirt into holes created by stump removal in the ROW.

Per Cubic Yard \$ _____

14. Reduction of vegetative debris via burning at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

15. Reduction of vegetative debris via grinding at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

16. Reduction of C&D debris at debris management site(s) or other designated location.

Per Cubic Yard \$ _____

17. Haul-out of reduced vegetative debris

Per Cubic Yard \$ _____

18. Haul C&D debris to final disposal site

Per Cubic Yard \$ _____

22. Removal of storm-damaged vehicles from post-disaster environments including towing and aggregation.

Transfer/Tow of typical passenger car

Per Vehicle \$ _____

Operation of secure aggregation site for vehicles

Per Day \$ _____

Storage of each light and medium duty vehicle

Per Day \$ _____

*Special Consideration: Large vehicles, trucks, buses or vehicles within environmentally sensitive areas may require unexpected additional effort and further negotiation may be allowed on a case by case basis.

23. Hazardous Waste Removal and Bio-hazards

Hazardous Waste/ HHW Removal Per Pound \$ _____

Dead Animal Collection Per Pound \$ _____

24. White Goods

Per Cubic Yard \$ _____

25. E- Waste

Per Unit \$ _____

26. Removal of Freon

Per Unit \$ _____

27. Contents of Refrigerator

Per Unit \$ _____

28. Lodging

Copy of Hotel Receipt shall be submitted with invoice

Per Room Per Night \$ _____

29. Per Diem

Per Employee Per Day \$ _____

Company Name: _____