



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

March 1, 2024

Subject: Request for Proposals 2366-P: Debris Monitor

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a proposal for a pre-positioned contract for monitoring of debris clearing, removal, & disposal, in accordance with the information contained herein.

Questions concerning this Request for Proposals should be addressed in writing via email to Natasha Duggan at nduggan@fayettecountyga.gov. **Questions will be accepted until 2:00 p.m., Thursday, March 14, 2024.**

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214

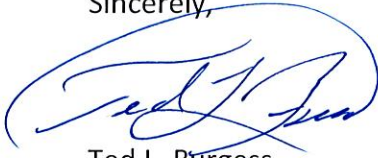
Request for Proposals: **2366-P**
Request for Proposals Name: **Debris Monitor**

Your envelope must be sealed, and should show your company's name and address.

Proposals will be received at the above address until 2:00 p.m., Thursday, March 21, 2024, in the Purchasing Department, Suite 204. Proposals must be signed to be considered. Late proposals, faxed proposals, or emailed proposals cannot be considered.

If you download this Request for Proposals from the County's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The County cannot not be responsible for a vendor not receiving information provided in any addendum.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", is written over the word "Sincerely,".

Ted L. Burgess
Chief Procurement Officer

Attachment

GENERAL TERMS AND CONDITIONS

RFP 2366-P: Debris Monitor

1. **Definitions:** As used in these General Terms and Conditions, the following words shall be defined as shown:
 - a. **RFP:** Request for Proposals.
 - b. **Offeror:** A company or individual who submits a proposal in response to this RFP.
 - c. **Successful Offeror:** The offeror that is awarded a contract.
 - d. **Contractor:** The Successful Offeror, upon execution of the contract.
 - e. **County:** Fayette County, Georgia.

2. **Preparation of Offers:** It shall be the responsibility of the Offeror to examine specifications, scope of work, schedule and all instructions that are part of this Request for Proposal. Failure to observe any of the instructions or conditions in this Request for Proposal may result in rejection of the offer.

All of the specifications and information contained in this Request for Proposal, unless specifically excepted in writing by the Offeror and such exceptions being included with the offer, will form the basis of the contract between the Successful Offeror and the County. The Offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the County, in a sealed opaque envelope. **Price schedules** shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, six bound paper copies, and a copy on a flash drive (do not include the Price Schedule on the flash drive) to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

RFP Number: **2366-P**

RFP Name: **Debris Monitor**

4. **Timely Receipt:** Offers not received in the Purchasing Department by the time and date of the scheduled proposal opening will not be considered.
5. **Open Offer:** To allow sufficient time for a contract to be awarded, the offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety (90) days from the date of the opening to the date of award.
6. **Corrections or Withdrawals:** The Offeror may correct a mistake or withdraw a proposal before the proposal opening date by sending written notification to the Chief Procurement Officer. Proposals may be withdrawn after the opening only with written authorization from the Chief Procurement Officer.

7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any proposal received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
8. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
9. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the Offeror is acknowledging his acceptance of all site conditions.
10. **References:** Offerors shall submit with proposals a list of three jobs the Offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
11. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Chief Procurement Officer. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

12. **Quantities are Estimates:** Quantities listed herein are estimates, provided for the purpose of facilitating price proposals. No guarantee of specific amounts of work is intended or implied.

13. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the County. Accordingly, to ensure that sufficient information is available, the Offeror may be required to submit literature, samples, or other information prior to award. The County reserves the right to obtain clarification or additional information from any firm regarding its proposal. The County reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the County. The County further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
14. **Non-Collusion:** By responding to this Request for Proposals, the Offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other Offeror submitting a separate response to this Request for Proposals and is in all respects fair and without collusion or fraud.
15. **Ability To Perform:** The Offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience, and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the offer.
16. **Term of Contract:** The initial term of this agreement shall begin on July 1, 2024, and continue for a period of one year through June 30, 2025. Thereafter, this agreement may be renewed by the County for four additional one-year renewal terms (each a "Renewal Term" and together with the Initial Term, the "Term"), which renewal will be by letter or other written correspondence from the County to the Contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the County fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
17. **Notice to Proceed:** Upon award of a contract by the County, and contract execution by both parties, the County will issue a Notice to Proceed to the Contractor. The Notice to Proceed will pertain to services provided by the Contractor at no additional cost, such as training and assistance, debris planning, or other services as appropriate. Activation or mobilization for disaster will not be authorized until a Notice of Activation is issued.
18. **Notice of Activation:** At such time as services under this contract are required, the County will issue a Notice of Activation to the Contractor. Such Notice will include a ceiling price and the number of days authorized to complete the work. The Contractor shall acknowledge receipt of the Notice of Activation immediately upon receipt. The Contractor shall have a representative on-site and mobilize within the maximum number of hours as specified in the contract. The County will not be liable for payment of any work done or any costs incurred prior to issuing the Notice of Activation.
19. **Work Extending Beyond the Current Term of the Contract:** Work authorized by the County during the original Term or a renewal Term, through a Notice of Activation, will serve to extend the contract Term until authorized work is completed.

20. **Liquidated Damages:** The Contractor and the County recognize that time is of the essence for any work authorized under the contract, that the County will suffer financial and other losses if the work is not completed in an expeditious manner, and that actual damages would be difficult to ascertain in advance. For this reason, liquidated damages of Seven Hundred Fifty Dollars (\$750.00) shall be deducted from the amount payable under the contract for each hour the Contractor is late in meeting the contracted number of hours to have a representative on-site or to mobilize after a Notice of Activation is issued by the County, with *mobilization* meaning substantial equipment and personnel on-site and operating. These liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the County and the Contractor due to the uncertainty and difficulty of making a determination as to the actual and consequential damages incurred by the County and the general public as a result of the failure on the part of the Contractor to meet the agreed upon time requirements.
21. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
22. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
23. **Severability:** The invalidity of one or more of the phrases, sentences, clauses, or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
24. **Indemnification:** The Contractor shall indemnify and save the County and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed by or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
25. **Non-Assignment:** Assignment of any contract resulting from this Request for Proposals will not be authorized, except with express written authorization from the County.
26. **Insurance:** The Successful Offeror shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
- **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.

- **Worker's Compensation:** Workers Compensation as required by Georgia statute.
- **Environmental Professional Liability Insurance:** \$1,000,000 limit per claim and aggregate.

Before a contract is executed with the Successful Offeror, the Successful Offeror shall provide Certificates of Insurance for all required coverage. The Successful Offeror can provide the Certificate of Insurance after award of the contract but must be provided prior to execution of the contract document by both parties. Certificates shall list additional insureds as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

City of Fayetteville
210 Stonewall Avenue West
Fayetteville, GA 30214

City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269

Town of Tyrone
950 Senoia Road
Tyrone, GA 30290

27. **Performance and Payment Bonds:** Each proposal shall include a letter of commitment from an approved surety, which appears on the U.S. Treasury's list of approved bond sureties (Circular 570). The letter shall confirm the intention of the surety to provide performance and payment bond in the event of mobilization. The bond shall be provided within 24 hours of mobilization and shall be in the amount of the ceiling price of the work, as stated in the Notice of Activation.
28. **Building Permits:** Work performed for the County requiring building permits by licensed Contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the Contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
29. **Termination for Cause / Breach of Contract:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.

In the event that the Contractor or a subcontractor should violate or breach contract terms or conditions, upon discovery of such violation or breach the County will notify the Contractor in writing. The Contractor or subcontractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. If the Contractor fails to cure the violation or breach within the ten-day time, the County shall be entitled to all available remedies, including

termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The County shall be entitled to any and all damages permissible by law.

30. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. In the event of termination for convenience, the County will pay the Contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the Contractor, which shall itemize each element of performance completed.
31. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
32. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.
33. **Access to Records:** The following access to records requirements apply to this contract:
 - a. The Contractor agrees to provide the State of Georgia, the County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
 - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
 - d. In compliance with the Disaster Recovery Act of 2018, the County and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
34. **Records Retention:** The Contractor shall retain all records pertaining to the contract for three years after the County makes final payments to the Contractor, and all other pending matters are closed.

35. Suspension and Debarment:

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.095) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Georgia Emergency Management Agency and the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

36. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended): Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are to be forwarded from tier to tier, up to the recipient, who in turn will forward the certification(s) to the federal awarding agency.

37. Small and Minority Businesses, and Women's Business Enterprises: The Contractor shall take all necessary affirmative steps to assure that minority businesses and women's business enterprises are used when possible. If subcontracts are to be let, the Contractor shall take the following affirmative steps:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

- f. Require subcontractors to take the above affirmative steps if letting sub-subcontracts.

38. **Compliance with the Contract Work Hours and Safety Standards Act:** To the extent workers under this contract may be covered under the Contract Work Hours and Safety Standards Act, the Contractor shall comply with the following provisions:

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

39. **Clean Air Act:**

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Georgia Emergency Management Agency, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

- c. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

40. Federal Water Pollution Control Act:

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. The Contractor agrees to report each violation to the County and understands and agrees that the Georgia Emergency Management Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

41. Energy Policy and Conservation Act: The Contractor shall comply with any applicable mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

42. Contract Invoices: Contractor must submit invoices regularly, and for no more than a 30-day period.

43. Contract Changes / Modifications: Any contract amendment, change order, or other change or modification must be made in writing and executed by both parties. Such change must be allowable, allocable, within the scope of the grant or cooperative agreement, and must be reasonable for the completion of the project scope.

44. DHS Seal, Logo, and Flags: The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

45. Compliance with Federal Law, Regulations, and Executive Orders: This is an acknowledgement that FEMA financial assistance will be used to fund the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

46. No Obligation by Federal Government: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.

47. Program Fraud and False or Fraudulent Statements or Related Acts: The Contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

Request for Proposals 2366-P

Debris Monitor

OBJECTIVE

Fayette County, Georgia invites proposals from qualified firms to enter into a pre-positioned contract for debris monitoring services in preparation for, and in response to, natural or man-made disasters, or other debris-producing events. This is a joint procurement, intended to result in a single contract with other jurisdictions within the county. It will be a pre-event contract, with work to be performed upon activation by the Owner. Upon award of the contract, each jurisdiction will execute its own Agreement form, which acknowledges their participation, and which will become an integral part of the contract.

The contract resulting from this Request for Proposals (RFP) may involve financial participation provided by the Federal Emergency Management Agency (FEMA). Guidance to non-Federal entities at 2 CFR 200.318(e) states "To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of common or shared goods and services."

DEFINITION

Owner: As used in this RFP, the term Owner shall mean Fayette County, City of Fayetteville, City of Peachtree City, and/or the Town of Tyrone, either individually or collectively as may apply.

INTRODUCTION

Fayette County is in the northwestern part of Georgia, about 15 miles south of the city limits of Atlanta. It encompasses about 199 square miles and is considered an integral part of the Metro Atlanta area. The cities of Fayetteville and Peachtree City, and the town of Tyrone, are located within the county.

The U.S Census Bureau estimates that 122,030 people resided in the county as of July 1, 2022. Included in this number are 39,652 in the City of Peachtree City, 19,687 in the City of Fayetteville, and 7,907 in the Town of Tyrone. There are approximately 685 miles of roads in the county. In the event of a natural or man-made disaster, or significant weather condition such as heavy snow or ice, the county and other jurisdictions must be in a position to provide necessary public services to its residents.

STATEMENT OF NEED

This RFP is designed to result in a single contract for debris monitoring services. The Debris Monitor will help the Owner be prepared to deal with a disaster or other emergency before it strikes and will provide observation and documentation of debris removal work from the point of debris collection to final disposal, and related services. Areas involved may include public roads and rights of way, drainage structures, parks and recreational areas, and other public facilities and infrastructure. Covered events would include situations caused by various types of natural or man-made disasters or other events, including but not limited to wind damage, flooding, snow or ice, man-made emergencies, or other conditions. It is of utmost importance that the Debris Monitor be able to mobilize quickly, in order to make roads and other public areas accessible and usable.

In the event of a disaster, federal funds may be available to reimburse some costs. Contractors must comply with all relevant state or federal requirements. It will be important to effectively coordinate between the Owner, the Georgia Emergency Management Agency (GEMA), and the Federal Emergency Agency (FEMA). Comprehensive observation and documentation of debris removal work will be required from the point of debris collection to final disposal.

The successful Debris Monitor shall not be employed by, or affiliated with, the debris removal contractor.

SCOPE OF SERVICES

The selected firm will monitor debris removal, debris management and reduction activities, and disposal operations. This will include debris removal contractor compliance, documentation, coordination, and inspection. It will include all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites; estimating the volume of debris being delivered to temporary or other debris management sites and final disposal sites; and support of the operations of the field supervisors, debris loading and observation tower monitors, and clerical staff.

All monitoring shall be done in compliance with FEMA and other federal guidelines. The Owner plans to have in place a contract with a separate firm for debris clearing, removal, and disposal which will provide for emergency work in the first 70 hours that is compensated on an hourly rate. The debris removal company's work after the first 70 hours would be compensated on a unit basis (cubic yards, tons, or other appropriate units). The successful debris monitoring contractor shall provide all monitoring, documenting, reporting, and other services required to qualify for federal financial participation of all eligible costs.

The Debris Monitor shall take sufficient measures to ensure eligibility of debris, and that accurate quantities are reported. The Debris Monitor shall use a load ticket system to record with specificity (e.g. street address, GPS coordinates) where debris is collected and the amount picked up, hauled reduced, and disposed of. The Debris Monitor shall submit daily reports on load quantities, debris management site operations, and operational and safety issues in the field.

The Debris Monitor shall take such steps as necessary to assure that all costs are associated with a reasonable level of effort, including appropriate numbers of debris monitoring personnel and clerical staff, and that debris monitoring services are tailored to the scale of the debris operations.

The monitoring contractor's work shall include, but not be limited to, the following:

1. Augment the owner's preparedness by providing assistance in updating the owner's debris management and removal plan; participate in meetings, workshops, or tabletop exercises annually or as scheduled; and/or provide training.
2. Provide field inspectors and all other personnel necessary to check and verify information on debris removal at designated checkpoints and temporary debris management sites, as needed. Debris monitors must be trained and possess skills adequate to fulfill the duties of the job. Labor rates should be commensurate with the skill level required by the job function. *{Note: Debris monitors do not need to be registered professional engineers.}*
3. Complete any and all forms necessary for reimbursement from state and federal agencies. This may include, but is not limited to, the timely completion and submittal of reimbursement requests, preparation and submittal of any and all necessary cost substantiations, and preparation of replies to agency requests, inquiries, or potential denials. The Contractor shall supply labor, equipment and material records that will substantiate the actual costs in the project worksheet. The Contractor shall produce photographs and/or other means of confirming debris load information for reimbursement purposes.

4. Provide technical assistance with location of temporary or other debris monitoring sites, and procurement of necessary local, state, and federal permits for any designated debris monitoring site(s).
5. Submit a final debris removal and disaster recovery report to the owner within forty-five (45) days of the completion of operations. The report shall include recommendations for future disaster response strategies, including measures to reduce the owner's exposure to, and expenses arising from, future events.

It should be noted that there will be two contractors on-site to deal with the event – a company for debris clearing, removal and disposal, and a company to serve as a debris monitor. There will be an expectation that each company will be afforded all due consideration as they perform their respective tasks.

Method of Payment and Payment Process:

- The contract resulting from this RFP process will be a fixed-unit-price contract, with agreed-upon contracted hourly fees.
- Compensation shall not accrue to the contractor unless and until a Notice of Activation is issued.
- Invoices for services are to be invoiced at least monthly and shall be based on verified quantities from the daily operational reports.
- Invoices are to be presented for payment to the local jurisdiction for which the work is done. Each invoice shall reference the Notice of Activation issued for the work.
- Mobilization and demobilization are considered overhead items and should be included in hourly or fixed-unit prices. The Owner will not pay separate charges for these items.
- A 5% retainage will be withheld from each payment request until the project has been signed by the Owner as complete and accepted, in accordance with Georgia Code at O.C.G.A. 13-10-80 et. seq.

PROPOSAL RESPONSE REQUIREMENTS

Your proposal should include the following information, in a clear and concise manner, in the order shown below. The owner reserves the right to seek additional information or clarification of issues as needed.

1. **Cover page:** Include the RFP number (2366-P) and title (*Debris Monitor*). Also include your firm's name, address, telephone number, and e-mail address.
2. **Table of Contents**
3. **Other required forms and information:**
Forms and information to include:
 - a. Company Information *{form provided}*
 - b. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) *{form provided}*
 - c. References *{form provided}*
 - d. Exceptions, if any *{form provided}*
 - e. Anti-Lobbying Certification *{form provided}*
 - f. Certification – Suspension & Debarment *{form provided}*
 - g. Signed Addenda, if any are issued

- h. Letter of Commitment and proof of bonding capacity *{As described in the Terms and Conditions section}*
- i. Consolidated balance sheet and cash flow statements for the two most recent years.
- j. Litigation – all judgments entered into against the firm by any federal, state or local court within the past ten (10) years; any criminal conviction ever issued against the firm or its owners or principals; and all civil, criminal and administrative proceedings pending against the firm at the present time.

Note: **Price Schedules** shall be submitted in a separate, sealed envelope, as provided in the Terms and Conditions section of the RFP.

4.a Project understanding and the proposed approach: Describe the firm's understanding of the objectives. Explain your proposed approach to meeting the need identified by this RFP. Include your firm's knowledge of relevant FEMA rules and regulations, and the extent to which your employees are familiar with the different debris types and FEMA debris removal eligibility criteria. Show that you understand all phases of debris management operations, including loading sites, debris management sites (DMSs), and final disposition locations. Demonstrate your capability to estimate debris quantities accurately and objectively, and to complete load tickets properly. Describe your site safety procedures, including the use of properly constructed monitoring towers.

Provide a guaranteed response time, once notified by the owner, to mobilize and be on-site and ready to begin operations. Inasmuch as mobilization and response time is of vital concern in a disaster or emergency situation, a response time of more than twenty-four (24) hours will not be acceptable and will be considered non-responsive to this RFP.

Provide a subcontract plan, including a list of subcontractors you plan to use, and the percentage of the work you plan to subcontract out.

4.b Company's background and Experience: Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background, and history. Include the firm's experience in providing services such as those described in this RFP. Describe your ability to handle multiple contractual obligations in the event of a regional or statewide disaster involving a number of public entities with which you have contracted for similar support.

4.c The Project Team: Provide an organization chart of key team members, including any subcontractors, to be assigned to this project. Identify the project manager who will be empowered to make decisions for, and act on behalf of the firm. Provide a resume for key team members. Include training each key team member or subcontractor has acquired. Provide a list of relevant licenses held by key employees or other workers.

4.d Level of Effort: Demonstrate how your Team will meet FEMA's expectations for reasonable level of effort regarding debris loading sites, debris management sites, and other relevant functions. Provide performance measures; for example, the size and number of monitoring crews, number of truckloads monitored each day, and the number of monitoring crews in relation to the debris removal crews.

4.e Load Ticket System: Describe your load ticket system. Explain whether it records with specificity (e.g. street address, GPS coordinates) where debris is collected and the amount picked up, hauled, reduced, and disposed of. Provide sample load tickets reports, truck certification and

other forms, and sample reports that you propose in relation to your firm's capabilities and understanding of the federal reimbursement process.

5. **Price Schedule:** Show your proposed pricing separately. Place in a separate, sealed envelope. Include mobilization, travel, equipment costs, out-of-pocket expenses, and all other financial considerations in your hourly fees.

Proposers must not include miscellaneous items, or contract contingencies of any kind, including "unknowns."

EVALUATION CRITERIA

Award will be made to the responsible firm whose proposal is most advantageous to the local jurisdictions, with price and other factors considered. An Evaluation Committee will review and evaluate proposals.

Technical Merit: Evaluation scores will be based 70% (maximum 70 points) on technical merit of the proposal (please see Items 4.a – 4.e in the Proposal Response Requirements section above), using the following criteria, which are listed in order of relative importance:

<u>Criteria</u>	<u>Max. Points</u>
4.a Project understanding and the proposed approach	20
4.b Company's background and experience	15
4.c The project team	15
4.d Level of Effort	15
4.e Load ticket system	<u>5</u>
Total Maximum Points – Technical Merit	70

Price: Another 30% (maximum 30 points) of the evaluation scores will be determined by your proposed price, as compared to other responding entities. Proposed prices will be assigned points earned through use of a "variance" weighted method. The lowest proposed price will earn the maximum number of points for the Pricing portion of the score. Other proposals' price scores will be calculated based on the variance of their prices from the lowest proposed price.

Presentations: The Owner may, at its discretion, choose one or more of the best-scoring companies to make in-person presentations. If more than one company makes a presentation, the Evaluation Committee will evaluate the presentations, and add up to a maximum of 20 additional points for each company that makes a presentation.

ANTICIPATED TIMELINE

The following is an estimated timeline leading to an executed contract:

- Issue the Request for Proposals 3/1/2024
- Deadline for proposal submission 3/21/2024
- Presentations, if required 4/9/2024
- Board of Commissioners' consideration for contract award. 5/9/2024
- Contract executed, and Notice to Proceed issued 6/1/2024

COMPANY INFORMATION
RFP 2366-P: Debris Monitor

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

2366-P: Debris Monitor

Name of Project

Fayette County, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2024 in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 2024.

NOTARY PUBLIC

My Commission Expires: _____

REFERENCES
RFP 2366-P: Debris Monitor

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

2. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

3. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

COMPANY NAME _____

RFP 2366-P: Debris Monitor

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY NAME _____

ANTI-LOBBYING CERTIFICATION

RFP 2366-P: Debris Monitor

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned _____ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

CERTIFICATION SUSPENSION AND DEBARMENT

RFP 2366-P: Debris Monitor

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals, (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by Fayette County, Georgia. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Federal Government and Fayette County, Georgia, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

Price Proposal
RFP 2366-P: Debris Monitor

Company Name: _____

Position	Estimated Hours*	Hourly Rate	Extended Price
Project manager	80		
Project coordinators	100		
Operations managers	100		
FEMA coordinators	20		
Environmental specialists	30		
GIS analysts	20		
Scheduler / expeditor	100		
Crew monitors	2,500		
Debris site monitors / Tower Monitors	1,200		
Admin assistant	100		
Billing / invoicing analysts	60		
Automated Debris Mgt Sys Tech	60		
Other Positions:**			
Total Proposed Estimated Price			

*Hours included are not intended to represent actual contracted hours. They are an estimated number of hours, for an assumed typical event. Payments under the contract will be for actual hours incurred, up to the contract ceiling price.

** Include a job description for each type of additional position listed.