

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR  
MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES FOR  
THE CITY OF PORT ISABEL, TEXAS**

**RESULTING FROM HURRICANE DOLLY IN JULY, 2008**

The City of Port Isabel, Texas, (the "Owner") is seeking qualifications and proposals for the monitoring of removal storm debris generated by Hurricane Dolly in July, 2008, from public lands, easements, and rights-of-way. The primary purpose of these services is to insure that the entire debris removal, hauling, and disposal process is done properly and expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) and the Governor's Division of Emergency Management (GDEM) guidelines. FEMA has estimated ROW debris in Port Isabel and provided the City with an estimate of 8,675 C.Y. of vegetative debris and 2,557 C.Y. of C & D debris. A portion of this debris is currently being removed and monitored under emergency contracts. The City of Port Isabel is seeking a firm to monitor removal of debris beyond the period of the emergency contracts. Private property debris removal may be added to the scope of services at a later date.

Respondent must meet the following general conditions:

- 1) be able to provide monitoring of the clean up, removal, separation, reduction and disposal of Debris as defined in the Scope of Services set forth on Exhibit "A" attached hereto and incorporated herein by reference (the "Services");
- 2) be willing and capable of performing the Services, including, but not limited to, proper documentation preparation, management, and event closure services;
- 3) be knowledgeable and have experience in the provision of the Services for reimbursement through the FEMA Public Assistance program; and
- 4) be able to perform the Services and any other agreed to services in a timely manner, recognizing that the Owner desires to have this project completed within 30 days following completion of debris hauling and removal.

Respondent must provide the following information:

1. A company profile which must include the firm name and business address, including telephone number.
2. Year established (include former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Provide information indicative of experience in other projects of similar complexity that documents successful and reliable experience in past performance within the last five (5) years, as it related to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least 10 FEMA reimbursable disaster debris removal projects related to at least 3 different declared disasters, over the past five (5) years, including at least one project involving removal of at least 1,000,000 cubic yards of debris. Identification of governmental clients for whom similar services have been provided including name of client, client contact person, description of services performed and

quantity of debris monitored. Provide resumes of key staff who will be employed on the project.

5. Provide a list of projects managed or monitored by the responded which have reimbursement jeopardized due to FEMA deobligations of over \$100,000. The listing shall include deobligations which are under review or appeal and shall include project name, disaster, client, amount of deobligation, and year.
6. Provide the name of the person who shall serve as authorized negotiator for Respondent, should Respondent be selected to negotiate with Owner.
7. Whether or not Respondent has had a contract related to debris removal cancelled within the past seven years. If so, state the name and address of the other contracting party and reason.
8. All Respondents must certify that Respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, in connection with the services sought herein pursuant to Federal or Texas law.
9. Current obligations of Respondent, including time schedules and available staff.
10. The respondent shall provide references for five debris projects of similar size performed over the past five years. Include the client name, debris quantity, brief summary of work, and name, address, and phone number of a responsible contact person.
11. Capacity to perform services timely for the City of Port Isabel is critical and could be impacted by other obligations related to Hurricane Dolly. Provide a listing of all contracts for services related to Hurricane Dolly and any pre-position monitoring contracts with cities or counties within 50 miles of Port Isabel.

Evaluation of proposals and selection of a monitoring and management firm shall be the sole discretion of Owner. This will be a qualifications based selection. The selection criteria for this project will be as follows:

30% - Recent firm experience on projects of similar size and scope

20% - Qualifications of firm and key staff

20% - History of successful project performance without major deobligations of FEMA funding

30% - Capacity to perform – lack of previous obligations related to Hurricane Dolly

## **Exhibit A**

### **Scope of Services**

### **Debris Removal Monitoring**

#### **Field Documentation of Work**

Respondent shall carefully document trees that contain hanging limbs, or need to be removed altogether. Respondent will work closely with the Owner and with FEMA to determine the most effective methods of documentation of the Contractor's work to ensure that debris removal is eligible for Federal funding. Communicate with FEMA to ensure documentation supports their verification needs for project reimbursement. Assessment and monitoring of wet debris removal, including navigable waterways within the City Limits.

#### **Collection Monitoring of Right-of-Way and Public Property Debris/Trees**

Respondent will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster, and is eligible for Federal reimbursement. The street address will be recorded on each load ticket. The respondent will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris reduction site (TDRS) or disposal site with the truck driver for rating. Respondent will provide similar services if debris removal from private property is approved later for this project.

#### **Pre-Validation of Debris and Trees**

Respondent will work with FEMA in an effort to pre-validate as much debris/tree trimming as possible.

#### **Monitor Training**

Respondent will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. Additionally, Respondent will get FEMA involved with the training program so that everyone has the same understanding of the disaster specific guidance for debris removal.

#### **Spot Checks and Auditing of Monitors**

Respondent will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

#### **Project Mapping**

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Owner's information, and FEMA documentation. Respondent will assist the Owner in public communication and relay any citizen complaints for action by the contractor or the Owner.

**Truck Certification**

Respondent will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each TDRS/disposal site for quality control.

**TDRS/Disposal Sites**

Respondent will provide trained monitors at temporary debris reduction sites (TDRS) and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from TDRS sites through final disposal, if applicable.

**Data Management**

Respondent will establish a data management team that reconciles load ticket information on a daily basis. This information can be provided to the Owner, FEMA, and the Contractor for use and information. Additionally, the staff will work with the Contractor to reconcile invoices, and help process invoices for recommendation to the Owner. Furthermore, Respondent will organize field information for FEMA documentation including GPS coordinates or addresses for tree/stump work, tree/stump photographs, and debris removal progress, as applicable. Respondent will help track invoices for FEMA reimbursement and provide additional supporting information as necessary.

**Safety Meetings and Monitoring Updates**

Respondent will hold daily meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

**Coordination Meetings with Contractor(s)**

Respondent will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

**Status Reports**

Respondent will provide detailed status reports to the Owner for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.