



**REQUEST FOR PROPOSAL AND
SPECIFICATIONS FOR**

DISASTER AND/OR STORM RECOVERY MONITORING
RFP REFERENCE# RFP 2021 DSRM

PROPOSALS OPENING DATE:

THURSDAY, MAY 13th, 2021 AT 2:00PM CST

COUNTY OF VICTORIA – COMMISSIONERS COURT
115 N. BRIDGE ST. RM. 247
VICTORIA, TEXAS 77901

PROJECT CONTACT PERSON

Richard McBrayer

361-580-5770

rmcbrayer@victoriatxoem.org

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The Commissioners' Court of Victoria County, Texas is accepting sealed proposals for the following:

REQUEST FOR PROPOSAL
NO. RFP 2021 DSRM
DISASTER AND/OR STORM RECOVERY MONITORING

The Request for Proposals may be obtained at the office of Michelle Samford, Victoria County Auditor, 115 N. Bridge, Room 122, Victoria, Texas, 77901. (361) 575-8451. County website: www.vctx.org

The bidder shall use **Unit Pricing**.

The method of payment shall be from Current Operating Funds.

Performance and payment bonds are required.

A mandatory pre-bid conference will be held on **Wednesday April 28, 2021 at 2:00pm** at the Victoria City/County Emergency Operations Center, located at 205 N. Bridge St., Ste. B101, Victoria, TX 77901, or by Zoom Video Conference:

Join Zoom Meeting: <https://victoriatx.zoom.us/j/91631305703?pwd=aGI5ZUtoWndFMG9SQnJqd3NjMDltdz09>

Meeting ID: 916 3130 5703

Passcode: 488854

By Phone: +1 (346) 248-7799

Proposals shall be received by John A. Johnston, PE, CFM, Victoria County Engineer, 105 N. Bridge, Room 127, Victoria, Texas, 77901, by **Thursday, May 13, 2021 at 2pm**.

The outside of the proposal shall be plainly marked:

REQUEST FOR PROPOSAL
NO. RFP 2021 DSRM
DISASTER AND/OR STORM RECOVERY MONITORING

Any inquiries concerning the Request for Proposals shall be addressed to Richard McBrayer, Victoria City/County Emergency Management Coordinator, (361) 580-5770 or rmcbrayer@victoriatxoem.org.

Late submissions will not be accepted under any circumstances. The Victoria County phone system in the Administrative Services Office and the Victoria County Commissioners' Courtroom shall be the official time of receipt. Responses received after the deadline will be returned unopened.

Proposals will be held unopened until May 13, 2021, they will be opened and the Respondent's name read aloud during a public meeting beginning at 2:00 P.M. The public meeting will be held in the Victoria County Commissioners' Courtroom, located at 115 N. Bridge St., Room 241, Victoria, Texas 77901. Formal action on proposals will be considered at a future meeting at Victoria County Commissioners' Court. Proposals shall include all requirements to be considered.

Awards will be made during a succeeding Victoria County Commissioners' Court meeting.

No proposals may be withdrawn for a period of 60 days subsequent to the opening of the proposals without the consent of the County. The County reserves the right to reject any and/or all proposals and to accept any proposal deemed by the

County as providing the best value for and being most beneficial to the County, and to waive all formalities in the proposal process.

Michelle Samford
Victoria County Auditor

Publish on:

Sunday April 4, 2021

Sunday April 11, 2021

SECTION I - INFORMATION & INSTRUCTIONS

1.1 Submission Requirements:

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be marked Disaster and/or Storm Recovery Monitoring. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposal Format: Proposals shall include the following information at a minimum:

- a) Proposal Document - This request for Proposal Document signed by a responsible party (Form A).
- b) Description of Capabilities - Detailed description of capabilities as requested.
- c) Fee Schedule - Fees per instructions in Section IV.
- d) Debris Management Experience - Relative information on Proposer's response to a specific local disaster.
- e) Firm Qualifications - Description of Proposer's staff, locations of staff, staff capabilities and roles.
- f) References - References including municipal agencies and/or local businesses with contact names and description of the work.
- g) Affidavit and Questionnaire – *See Attached*: Member Contact Information, BID Affidavit, Conflict of Interest Questionnaire, Blocked Persons Affirmation
- h) Insurance – Minimum Insurance qualifications listed below.
- i) Financial Capability – Financial Assurance, Bonding and Credit credentials as listed below.
- j) NIMS Compliance - Employee training and operations.

The Proposals must be typewritten and the original clearly marked and signed in blue ink. Legibility, clarity and completeness are important and essential. Proposals must include label tabs which identify the sections of the Proposal.

1.3 Copies: An original and **five (5)** copies of the proposal and supporting documents must be submitted in response to the RFP.

1.4 Addenda: Any interpretations, corrections or changes to this bid packet will be made by addenda and distributed by the County of Victoria Auditors Office to all known prospective bidders on record. It is the sole responsibility of each prospective Bidder to verify that he/she has received all addenda issued before delivering their bid to the County. All bidders shall acknowledge receipt of all addenda with their bid or they will be declared non-responsive.

1.5 Clarifications: No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the County of Victoria. No employee of the County of Victoria, other than the person designated herein, is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.6 Accepting and Rejecting Proposal: The County of Victoria reserves the right to reject any and all proposals, to waive any and all formalities and to accept any proposal considered to be advantageous to the County. In the case of ambiguity or lack of clearness, the County reserves the right to construe a proposal in a manner most advantageous to the County, or to reject such proposal. The contract may be awarded either to the lowest responsible proposer or to the proposer that provides goods or services at the best value for the County.

1.7 Request for Additional Information: Prior to the final selection, proposers may be required to submit additional information or make oral presentations which the County may deem necessary to further evaluate the proposer's qualifications.

1.8 Denial of Reimbursement: The County of Victoria will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.9 Gratuity Prohibition: Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the County of Victoria for the purpose of influencing consideration of this proposal.

1.10 Right of Withdrawal: A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1.11 Right of Negotiation: The County of Victoria reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1.12 Exceptions to the RFP: Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County of Victoria and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.

1.13 Indemnification: Proposer agrees to defend, indemnify, and hold County whole and harmless against any and all claims for damages, costs and expenses to persons or property to the extent that they arise out of, or be occasioned by any negligent act or omission of Proposer or any officer, agent, servant, employee, or associate of Proposer in the execution or performance of this agreement. Proposer further agrees to indemnify County against all claims for damages that may arise from any claim made by an officer, agent, employee, associate, or subcontractor of Proposer or as a result of the entry of any of Proposer's officers, agents, employees, associates or subcontractors onto the property of County. The duty to indemnify provided by the previous sentence shall apply regardless of the acts or omissions of County if the damage arises from (1) personal injury, (2) death, (3) property injury or (4) any other expense that arises from the personal injury, death, or property injury. This indemnity shall not apply to any claim to the extent to which Engineer is prohibited from indemnifying a governmental entity pursuant to Tex. Local Gov't Code § 271.904 or other law. Furthermore, any money due the successful Proposer under this Contract shall be considered necessary to the County may be retained for the use of the County to secure this indemnity.

1.14 Rights to Submitted Material: All proposals become the property of the County upon receipt and will not be returned. Any information deemed to be confidential by proposer should be clearly noted on the page(s) where confidential information is contained; however, the Parties understand that under the Texas Public Information Act, a Court order or the Texas Attorney General may compel the County to disclose all or part of any public record not considered confidential under Texas law.

1.15 Basis of Award: Proposals will be evaluated according to the following criteria:

Criteria	Maximum Points
1.Total Proposed Price	45
2. Experience & Past Performance related to providing similar services. a. Background Information b. Demonstrated experience & past performance in providing similar services. c. Staff Qualifications and Emergency Planning/Response Experience, NIMS Adoption and Compliance d. References	25
3. Demonstrated Ability to perform the required work. a. Existing Contracts b. Licenses & Certificates c. Financial Stability d. Bonding Capability e. Project understanding & technical approach f. Typical debris management site safety plan & operation plan.	25
4. Submission of proposals to both City of Victoria and Victoria County projects	5

1.16 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. Questions regarding this request for proposal should be directed to:

County of Victoria, Office of Emergency Management, Rick McBrayer 361-649-8366

City of Victoria, Environmental Services Department, Darryl Lesak 361-485-3230

Deadline to Submit Questions: Deadline to submit questions will be **Wednesday, May 5th, 2021 at 2:00 p.m. CST.**

All questions shall be submitted electronically to the attention of:

Rick McBrayer rmcbrayer@victoriatxoem.org and Darryl Lesak dlesak@victoriatx.org.

IX. SCHEDULE OF EVENTS

Schedule of Events	Date
Legal Advertisement	April 4 & 11, 2021
Mandatory Pre-Bid Meeting	April 28, 2021 at 2:00 P.M. CST
Deadline for Questions	May 5, 2021 at 2:00 P.M. CST
Deadline to Submit Proposals	May 13, 2020 at 2:00 P.M. CST
Proposal Open	May 13, 2020 at 2:00 P.M. CST
Reviews/Interviews/Contract Negotiations	May 31-June 1, 2021

1.17 Contract: The contract between the County of Victoria and the proposer shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFP, including any resultant negotiation. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the County of Victoria reserves the right to clarify any contractual relationship in writing with the concurrence of the proposer, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the service provider’s proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

1.18 Contract Term: The contract term shall begin upon award at the County of Victoria County Judge approval and shall be for five years with an option to renew for up to two additional years if mutually agreed upon by both parties to the contract. Such renewal shall be subject to the terms and conditions herein contained and shall be effective only if evidenced in writing. Renewal shall be subject to approval by the County of Victoria County Judge each period. Once renewal option is exhausted, the proposer must be rebid. The County of Victoria retains the right to reject any and all bids or to request new bids at any time if in the best interest of the County of Victoria.

1.19 Termination of Contract: The County of Victoria may cancel the contract at any time for breach of contractual obligations by providing the proposer with a written notice of such cancellation. Should the County of Victoria exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the proposer.

1.20 Renewal Pricing Terms: Any change in pricing for a renewal term may be based on a formula reflecting changes in the Consumer Price Index as determined by the County’s Auditor’s Office department and agreed upon by both Parties.

1.21 Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

1.22 Use of Local Resources: Per the Robert T. Stafford Act and FEMA regulations, Proposer will be able to use his/her own subcontractor resources to meet the obligations of the contract. It is expected that the Awarded Contractor will utilize at least 30% of local subcontractors from resources located within the disaster area, including but not limited to, procuring supplies and equipment, awarding subcontracts, and employing workmen.

1.23 Minimum Wage Rates: The Bidder shall pay the wage rates for the various classes of labor employed directly on this project in accordance with the U.S. Department of Labor General Decision No. TX150331, which is attached to these contract documents and included herein. Intentional failure of the Contractor to pay the specified wage rates for workers directly employed on the project may subject the Contractor to a penalty as specified by Texas Government Code §2258.023.

1.24 Response to Emergency: Proposer must have a representative within the County limits of Victoria, Texas within 24 hours after the eye of the storm has passed or other within 24 hours of any natural disaster where cleanup efforts

are needed. Proposer must make contact with the County of Victoria representative within 48 hours of expected impact of storm.

1.25 Independent Contractor: The parties intend that Proposer, in performing services under this contract, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. The Proposer shall be free to contract for similar services to be performed for other persons, firms or corporations and Proposer is not to be considered an agent or employee of the County of Victoria and is not entitled to participate in any employee benefits of the County of Victoria. Further, the County of Victoria shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance except with respect to the employees of the County.

1.26 Place of Performance: Applicable Law and Venue: This contract is performable in the County of Victoria, Texas, and shall be governed by the laws of the State of Texas (excluding conflict of laws rules if the application of such rules would require the application of the laws of a different state or nation). Venue for any action hereunder, at law or in equity, shall be in a court of competent jurisdiction located in the County of Victoria, Texas.

1.27 Waiver of Interest: The Bidder selected by the County of Victoria shall waive all rights to interest on retainage as called for in Section 2252(2), Government Code, and shall execute a waiver of these rights simultaneously with the execution of the contract.

1.28 Warranty of Authority: If any of the undersigned is acting on behalf of a partnership, corporation or other entity recognized by the law of the State of Texas, such person hereby REPRESENTS, WARRANTS, and COVENANTS that such person has the authority to do so, and that this instrument is binding upon such partnership, corporation or other entity according to its terms.

1.29 Debarment: By submitting a proposal, the proposer certifies that it is not currently debarred from receiving contracts from any political subdivision or agency of the State of Texas and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas.

1.30 Conflict of Interest: Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. The County of Victoria) must disclose in the Questionnaire Form CIQ ("Questionnaire") the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the County of Victoria, County Secretary no later than seven days after the date the person begins contract discussions or negotiations with the County, or submits an application or response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the County. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the Questionnaire Form CIQ is available at <https://www.ethics.state.tx.us/forms/CIQ.pdf>

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 is a Class C misdemeanor.

1.31 FORM 1295 -- Section 2252.908: is a new ethics law that was enacted by H.B. 1295 in 2015. It prohibits a county from entering into certain contracts with a business entity unless the business entity submits a form called a disclosure of "interested parties," and the county confirms with the Texas Ethics Commission that it received the form. Form 1295 can be found and filed electronically at www.ethics.state.tx.us/.

1.32 Invoicing: Invoice shall be detailed, indicating date of service, detailed description of service provided and price. Invoices are to be prepared in duplicate and submitted to: Victoria County, 115 N Bridge St, Victoria, Texas 77901.

1.33 Funding: Funding for this contract will be established by Commissioner’s Court once a disaster has been declared/determined. No work should begin without prior written authorization. Funding for subsequent years is based on budget appropriations as set by Commissioner’s Court.

1.34 Withdrawal: Funding for this contract will be established by County Commissioners Court once a disaster has been declared/determined. No work should begin without prior written authorization. Funding for subsequent years is based on budget appropriations as set by County Commissioners Court.

1.35 Pre-Bid Conference: A mandatory pre-bid conference will be held on **Wednesday April 28th, 2021 at 2:00pm** at the Victoria City/County Emergency Operations Center, located at 205 N. Bridge St., Ste. B101, Victoria, TX 77901, or by Zoom Video Conference:

Join Zoom Meeting: <https://victoriatx.zoom.us/j/91631305703?pwd=aGI5ZUtoWndFMG9SQnJqd3NJMDltdz09>

Meeting ID: 916 3130 5703

Passcode: 488854

By Phone: +1 (346) 248-7799

SECTION II – FINANCIAL RESPONSIBILITIES & CAPABILITIES

INSURANCE: Contractor shall maintain the insurance described below during the term of the contract, and shall notify the County of Victoria within 30 days if any provision thereof is altered or modified in any way. Contractor shall furnish to the County a Certificate of insurance from a reputable insurance company or companies licensed by the Texas Department of Insurance to write insurance in the State of Texas showing that the Contractor is covered by the insurance.

A. Workers' Comp & Employer's Liability (contractor must comply with requirements of Tex. Labor Code § 406.096 and 28 TAC § 110.110). In addition, insurance certificate must provide:

- a. Policy Limits --- "Statutory Limits" box should be checked on certificate & coverage must comply with rules of Texas Workers' Compensation Commission applicable to public construction contracts.
- b. Waiver of Subrogation against the County of Victoria and its officers, agents, and employees shall be included.
- c. If any of the Contractor's employees engaged in hazardous work on the project under this contract are not protected under the Worker's Compensation Statute, then the Contractor shall provide adequate employer's general liability insurance for the protection of this class of employees.

JOB SITE NOTICE
REQUIRED WORKERS COMPENSATION COVERAGE

The law requires that each person working on this site or providing services related to this construction project must be covered by workers' compensation insurance. This includes persons providing, hauling, or delivering equipment or materials, or providing labor or transportation or other service related to the project, regardless of the identity of their employer or status as an employee.

Call the Texas Workers' Compensation Commission at **512-440-3789** to receive information on the legal requirement for coverage, to verify whether your employer has provided the required coverage, or to report an employer's failure to provide coverage.

- I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:
- (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;
 - (2) provide the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;
 - (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (4) obtain from each other person with whom it contracts, and provide to the contractor:
 - (a) a certificate of coverage, prior to the other person beginning work on the project; and
 - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (5) retain all required certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (6) notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
 - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.

II. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

III. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

B. General Public Liability Insurance as follows:

\$250,000 for injuries to one person per occurrence; \$500,000 for injuries to all persons in a single occurrence per occurrence; and \$100,000 for property damage per occurrence

OR

\$600,000 combined single limit per occurrence.

The policy shall name the County of Victoria as an additional insured, be on the commercial general liability form, and include a waiver of subrogation against the County and its officers, agents, and employees. The policy shall provide a products/completed operations endorsement and coverage for contractual liability and acts of independent contractors. No XCU exclusions will be allowed.

3. Comprehensive Motor Vehicle Liability Insurance on all motor vehicles (other than off-road equipment) used in connection with the contract: Contractor shall comply with the insurance requirements of the State of Texas for operating a motor vehicle used to commute to the worksite; however, if the work on the worksite will be performed with a motor vehicle registered with the State of Texas, then the requirements shall be as follows:

\$250,000 for injuries to one person per occurrence; \$500,000 for injuries to all persons in a single occurrence per occurrence; and \$100,000 for property damage per occurrence

OR

\$600,000 combined single limit per occurrence.

The policy shall name the County of Victoria as an additional insured and include a waiver of subrogation against the County and its officers, agents, and employees.

4. If the contract is for more than \$100,000, Owner's Protective Liability, issued in the name of the County of Victoria, on a separate Certificate of Insurance as follows:

\$250,000 for injuries to one person per occurrence; \$500,000 for injuries to all persons in a single occurrence per occurrence; and \$100,000 for property damage per occurrence

OR

\$600,000 combined single limit per occurrence.

5. If the contract is for more than \$100,000, Umbrella Policy Coverage of at least \$500,000 overlying commercial general liability and motor vehicle liability policies with The County of Victoria shall be named an additional insured on this policy,

OR

at least \$1,000,000 Combined Single Limit on both General Public Liability and Comprehensive Motor Vehicle Liability Insurance.

6. The Contractor will require all subcontractors who provide services on the project to adhere to these requirements.

PERFORMANCE AND PAYMENT BONDS:

The Bidder must be capable of executing satisfactory Performance Bond and Payment Bond for one-hundred (100%) percent of the awarded contract sum in accordance with the conditions of the contract. The Bonds must be submitted within thirty (30) calendar days of Award of Contract, and on the forms included in the Contract Documents. The Bonds must be issued by a solvent surety company that possesses a valid certificate of authority from the United States Secretary

of the Treasury, as evidenced by the list published in the Federal Register by the United States Department of the Treasury, covering the date on which the bond was executed. Bonds are to be furnished as a guarantee of the faithful performance of the work and for protection of the claimants for labor and material. The Performance Bond shall extend for a period of one year (12 months) from the date of the Owner's Certificate of Acceptance.

If the total amount awarded is less than \$25,000.00, a Performance and Payment Bond will not be required provided that no monies will be paid to the Contractor until completion and acceptance of the work by the Owner.

In accordance with Gov't Code § 2253.021, if the bid amount exceeds \$50,000.00, the Owner will require a 100% Payment Bond for the Project. If the bid amount exceeds \$100,000.00, the contractor will be required to provide the Performance Bond and the Payment Bond.

SECTION III – SCOPE OF WORK

3.1 Purpose: The County of Victoria is soliciting sealed proposals to provide Disaster and/or Storm Recovery Monitoring services during a declared emergency activation. It is the objective of this process to select a provider prior to the actual event(s) to include Hurricane damages, tornado damages, ice storm damages, and other severe weather disasters.

3.2 Scope of Services: The County of Victoria requires disaster management, recovery, and consulting services to support the oversight and management of debris recovery contractors. Other services may include, but are not limited to, facilitating communication with FEMA, the State of Texas and other State and/or Federal agencies.

3.3 Disaster Debris Monitoring Services: The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, drainage areas/canals, waterways, and other public, eligible, or designated areas. Specific services may include:

1. Coordinating daily briefings, work progress, staffing, and other key items with the County.
2. Selection and permitting of TDSRS (Temporary Debris Staging and Reduction Sites) locations and any other permitting/regulatory issues as necessary.
3. Scheduling work for all team members and contractors on a daily basis.
4. Hiring, scheduling, and managing field staff.
5. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
6. Assisting the County with responding to public concerns and comments.
7. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
8. Entering load tickets into a database application.
9. Digitization of source documentation (such as load tickets).
10. Developing daily operational reports to keep the County informed of work progress.
11. Development of maps, GIS applications, etc. as necessary. Provide live, online mapping system of pickup locations and truck locations, showing real time operations.
12. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
13. Completing project worksheets and other pertinent report preparation required for reimbursement by FEMA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.
14. Assessment of disaster related damages and reconstruction services.
15. Creating a final report, appeal preparations and assistance related reporting.

16. Cost recovery of eligible funds currently not obligated or potentially de-obligated by appropriate funding agencies. Separate pricing structures for this service may be included in the Consultant's proposal.

17. Other disaster recovery services as requested by the County.

3.4 Emergency Management Planning and Training: If requested by the County, the Proposer shall provide:

1. Comprehensive emergency management plans (e.g. COOP, EOP) to include plan development; review, and revisions.
2. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.
3. Development of a debris management plan – including identification of an adequate number of TDSRS locations. Staff training as necessary.
4. Procurement assistance for debris removal contractors and other services as requested.
5. Project management to include the formulation and management of permanent work projects and task force management.
6. Technical support and assistance in developing public information.
7. Other training and assistance as required by the County.
8. Other reports and data as required by the County.
9. Other emergency management and consulting services identified and required by the County.

3.5 Post –Disaster Damage Assessment and Reconstruction Services: If requested, the Proposer shall provide post-disaster damage assessment and reconstruction services to include assessment, planning, engineering, and construction management services. Specific areas where services may be requested include County facilities, utility systems, transportation systems, and other sectors as required. The proposer will assist, if directed by the County, with document preparation of permanent work projects.

3.6 Qualifications of the Firm: The proposer selected for this project must be qualified to provide emergency management services.

3.6.1. Proposer Shall: Provide a description and history of the firm focusing on previous governmental experience using following guidelines:

1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
2. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
3. Recent experience managing disaster debris collection operations including, but not limited to: damage assessment, Right-of-Way debris removal programs, leaner / hanger removal programs, processing site monitoring, and FEMA reimbursement.

4. Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. A minimum of three of the references shall be from government entities for debris monitoring experience involving a minimum of 1,000,000 cubic yards of debris. Please provide the reference contact name, address, e-mail address, telephone numbers, and date of the contract.

3.7 Key Staff: Proposer shall provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, etc.) must be full time employees of the proposing firm and have experience in the following:

- A. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer must demonstrate experience managing debris monitoring for at least three government entities involving a minimum of 1,000,000 cubic yards of debris for each client. Recent debris monitoring from Hurricanes or natural disasters events is preferred.
- B. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes. Proposer must demonstrate experience with project worksheet preparation, contractor procurements, hauler invoice reconciliation, and appeals/reimbursement support.

3.8 Technical Approach: The County of Victoria will require of the selected proposer an organized technical approach to the processes and procedures of disaster mitigation efforts. Proposers shall provide a description of their approach to the projects, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the County. Provide a copy of proposer's internal training program.

3.9 Consultant Cost: The County of Victoria will require a structured approach to the payment of the selected proposer. Each proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed.

3.10 Financial Assurance: Proposers must submit the most current, unqualified, audited financial statement or SEC Form 10K for the proposing organization. Proposals submitted without the most current certified financial statement or SEC Form 10K shall be considered non-compliant with the RFP.

3.11 Safety: Proposer shall be solely responsible for maintaining safety at all work sites. Proposer shall take all reasonable steps to insure safety for both workers and visitors to the site(s) to include traffic control. Proposer will also be solely responsible to ensure that all OSHA requirements are met and a safety officer assigned to the project for the duration of this contract.

SECTION IV – PROPOSAL STATEMENT

I have read and understand the requirements of this proposal, Debris Monitoring and Recovery Services, and agree to provide the required services in accordance with this proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFP except where specific exception has been taken. The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including communications, supplies, rental equipment, and other direct project expenses) will be billed to the County at cost without mark-up. Travel, lodging and per diem will not be allowable charges to the County.

Positions	Hourly Rates
Project Manager	\$ _____
Operations Managers	\$ _____
GIS Analyst	\$ _____
Field Supervisor	\$ _____
Debris Site Monitors	\$ _____
Load Ticket Data Entry Clerks	\$ _____
Project Assistants	\$ _____
Field Coordinators (crew Monitors)	\$ _____

OTHER REQUIRED POSITIONS: Proposer may include other positions, with hourly rates, as needed.

Positions	Hourly Rates
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBMITTED BY:

PROPOSER: _____

SIGNED: _____

NAME (PRINT) _____

ADDRESS: _____

COUNTY/STATE: _____

TELEPHONE: (_____) _____

FAX: (_____) _____ EMAIL: _____

FORM A - OFFEROR IDENTIFICATION & AUTHORIZED SIGNATORY

RFP DISASTER AND/OR STORM RECOVERY MONITORING

RFP REFERENCE NUMBER: _____

(DO NOT handwrite this Form. Information must be typed in.)

Proposer Company: _____
(Legal name of business which will appear on contract, if awarded)

Proposer Status: _____ Manufacturer _____ Dealer/Distributor _____ Other

Response Type (1) _____ Proposer Acting Alone _____ Joint Offering

Contract Signatory (2): _____ Title _____

Mailing Address (3): _____

Physical Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

Federal ID Number: _____ Web Page URL: _____

(1)) If Joint Offering, all parties must submit a signed Form A. A contract will be offered to each.

(2)) Person who will sign final contract documents if an award is made.

(3)) Address to which final contract documents would be sent for signature

MEMBER CONTACT INFORMATION

Contact Person(4): _____

Mailing Address: _____

Physical Address: _____ Toll Free

Phone: _____ Fax: _____ Email Address:

(4) Person who the County of Victoria will contact for product information and to get pricing quotes.

The Signatory below, on behalf of Proposer:

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Proposer to honor all requirements;
- Makes, under penalty of perjury, all required Proposer Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

County of Victoria, Texas

BIDDER/OFFEROR'S SDNs/BLOCKED PERSONS AFFIRMATION

NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR CONTRACT.

1. Pursuant to 4CFR Part 13.35, the Bidder/Respondent, hereby affirms that Bidder/Respondent:

(Please check all that are applicable)

_____ Is not excluded from doing business at the federal level.

_____ Is not listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted Countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

2. The County of Victoria may not make procurement transactions with SDNs/Blocked Persons.

Bidder/Respondent Company Name: _____

Bidder (Signature) _____ Date _____

Bidder (Print Name) _____ Date _____

Position with Company _____

Signature of Company Official

Authorizing the Bid/Offer
Company Official _____ Date _____

(Printed Name) _____

Official's Position _____

Corporate Vendors Shall Furnish the Following Information:

Where Incorporated _____ Charter Number _____

BIDDER INSERT FORM CIQ

BIDDER INSERT FORM 1295