



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-006**

DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PUBLIC WORKS AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE

The City of Hallandale Beach (City) is seeking proposals to establish a pre-need, pre-event contract with a qualified and experienced debris management firm to remove, and lawfully dispose of disaster generated debris from public property and public maintained rights-of way.

Contractor must have the capacity to manage a major workforce with multiple subcontractors and to cover the expenses associated with a major recovery operation prior to the initial City payment and between subsequent payments.

Emergency events include natural disasters such as hurricanes, tornadoes, windstorms, floods, and fires, as well as man-made events such as civil unrest and terrorist attacks. Services may include, but are not limited to, large-scale debris removal, separation, storage, processing and disposal; demolition and demolition debris removal; hazardous waste handling; tree trimming, stump grinding and removal; marine salvage operations; waterway debris clearing; streets and rights-of-way; emergency construction; provision of ice, water and generators; project management assistance; and assistance with federal and state reporting and reimbursement efforts.

The City is seeking proposals from highly qualified vendors with experience in the specialized management of disaster response labor for the removal of debris along with the preparation, response, recovery, and mitigation phases of any emergency or disaster.

The Contractor also may be called upon, throughout the year, to render services to assist the City with special needs and events other than full-scale disasters. The City retains the right to obtain similar services from additional contractors. The City may award a Contract to one or more Contractors.

The awarded Contractors must handle debris management activities in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Florida Department of Health (FDH), Natural Resources Conservation Services (NRCS), South Florida Water Management District (SFWMD), and the Florida Department of Environmental Protection (FDEP) in conjunction with the City's needs. The Vendor shall have a complete understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, or other Federal Agencies, and other State relief programs regulations regarding eligibility.

The services rendered as a result of this RFP must meet rules and procedures for Federal grants, as provided for in The Uniform Rules in 2 C.F.R. Sections 200.317-200.326 in order to be eligible for reimbursement under the Public Assistance Program. All awarded contractors must take

affirmative steps to utilize small and minority businesses and women business enterprises and labor surplus firms.

The Contractor will work under the direction of the City's Project/Contract Administrator. The City's Contract Administrator will issue the Notice to Proceed to start work. All payments under the contract resulting from this RFP shall be made only for services approved by the City's Contract Administrator.

This solicitation is not a request for Emergency Debris Monitoring Services. The City will issue a separate Request for Proposals, RFP # FY2015-2016-007, for "Disaster Debris Monitoring Services." This RFP is specifically for Emergency Debris Removal Services. Vendors **shall not** include proposals that include Debris Monitoring Services. One or more Vendor(s) may be selected to provide differing elements or levels of scope of work in accordance with the capabilities and extent of involvement each respondent proposes. Contracts issued resulting from this RFP shall only be activated in the event of a declared emergency. There is no guarantee any contract resulting from the RFP will be activated or any work will be performed. The proposer (Contractor/Debris Monitor Contractor) for RFP # FY2015-2016-007 Disaster Debris Monitoring Services cannot be employed or affiliated with the proposer (Contractor/Debris Management Contractor) for this RFP. **Therefore, a proposer (including any employees or affiliated companies) can only submit a proposal for one of the two RFP's.**

PRIMARY AND SECONDARY CONTRACTORS

It is the intent of the City to award a Primary and a Secondary Contractor for services to be provided under this proposal. The Primary Contractor shall be the initial firm mobilized by the City. The Secondary Contractor will be utilized in instances where the scope of the event merits additional resources to assist the Primary Contractor, or if the Primary Contractor is unavailable.

The highest ranked firm shall be recommended for award as the Primary Contractor; and the second highest ranked firm shall be recommended for award as the Secondary Contractor. Both firms shall be responsive and responsible whose proposals are determined to be the top two most advantageous to the City, taking into consideration price and the evaluation set forth below.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this RFP, in order to be eligible to respond to this RFP must demonstrate and submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the (MQRs) stated below in order to be eligible to respond to this RFP.

Firm must provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below by #.

Your firm’s non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the RFP and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm’s response.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

1. Minimum Completed Projects:

The proposing firm must have completed two (2) projects of similar scope as referenced in this RFP. Provide a response to this MQR, item 1., by completing the table below to respond to the MQR.

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Your comments for this project	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Your comments for this project	

2. Years' in Business:

Proof of experience must be provided by providing a copy of the firm's Sunbiz. The Sunbiz for firm must show an incorporation date of seven (7) years. The period of time to meet the seven (7) years requirement must show a "date field" of 2008 or earlier.

3. Licenses:

Proposing firm must provide copies of all applicable licenses with their response.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/bidnotifications.

PROJECT SCOPE

Services may include, but are not limited to, large-scale debris removal, separation, storage, processing and disposal; demolition and demolition debris removal; hazardous waste handling; tree trimming, stump grinding and removal; marine salvage operations; waterway debris clearing; streets and rights-of-way; emergency construction; provision of ice, water and generators; project management assistance; and assistance with federal and state reporting and reimbursement efforts.

The Contractor will work under the direction of the City's Contract Administrator. The City's Contract Administrator will issue the Notice to Proceed to start work. All payments under the contract resulting from this RFP shall be made only for services approved by the City's Contract Administrator.

The Contractor's representative shall be physically present at the City's Emergency Operations Center within eight (8) hours after notification of need. Commencement of work shall begin within twenty-four (24) hours of issuance of a Notice to Proceed. The Contractor shall mobilize a minimum of fifty percent (50%) of the required resources within forty-eight (48) hours of issuance of Notice to Proceed and one hundred percent (100%) of the required resources within ninety-six (96) hours. The City may issue a Notice to Proceed twenty-four (24) to forty-eight (48) hours prior to a storm event, depending upon the magnitude of the event, in order to allow sufficient time to prepare for commencement of operations.

- The Contractor shall provide a "clean as you go" policy and supervise and enforce such policy during debris management operations.
- The Contractor shall provide the following annual services to the City. Cost for these services must be provided in the Cost sheet provided below.
- The Contractor shall prepare and present a written plan of operations at an annual meeting with the City in May or as required by the City.
- The Contractor shall annually review and visit with City staff, the Tentative Debris Storage and Reduction (TDSR) Sites to be used during the coming year.
- The Contractor shall provide phone consultations and reference information to City staff upon request.

If required by FEMA, the City must approve all the Contractor's subcontractors prior to provision of services.

The Contractor shall notify the City within twenty-four (24) hours of any Notice to Violations or other notice to any legal or regulatory actions taken against the Contractor or its subcontractors

while conducting work within the scope of this contract. The Contractor shall be responsible for responding to and completing any corrective action necessary in response to such notice, and for any fines resulting from any violations of federal, state or local laws or regulations.

The Contractor agrees to hire or contract with willing local individuals and firms to provide labor and equipment for emergency services and to give local firms the first opportunity when awarding subcontracted work. The Contractor shall supply the City, on a yearly basis, a list of local individuals and firms under contract.

The Contractor shall be paid for any special tasks requested by the City and as agreed to by the Contractor and the City based on the hourly rate schedule contained in the Contract.

Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to execute, complete and deliver the timely removal and lawful disposal of all eligible storm-generated debris. The term "eligible," as used herein, means qualifying for emergency funding under the standards promulgated by the Federal Emergency Management Agency (hereinafter referred to as "FEMA"). The term, "debris", as used herein, includes all forms of disaster-generated debris, such as vegetative, demolition, construction, household goods (hereinafter "white goods"), hazardous and industrial waste materials.

Contracted services will be limited to the clearing of roadways and access routes to include "the emergency push", debris removal and demolition of structures when determined as necessary to:

- a) Eliminate immediate threats to life, public health, and safety;
- b) Eliminate immediate threats of significant damage to improved public or private property; and
- c) Ensure the economic recovery of the affected community for the benefit of the community at large.

These contracted services shall provide for the cost effective and efficient removal and lawful disposal of debris on all public streets, roads, and other rights-of-way, including any other locally-owned facility or site as may be directed by the City's Contract Administrator, and in accordance with Federal requirements. Contract services will only be performed when requested and as designated by the City's Contract Administrator, by approved Work Authorization issued by the City's Contract Administrator. Contractor shall load and haul the debris from within the legal boundaries of the City to a site(s) specified by the City's Contract Administrator.

The City reserves the right to assign work to various Contractors, at its sole discretion. The City also reserves the right to approve all subcontractors hired by the Contractor and/or to require the Contractor to dismiss a subcontractor, upon request.

The Contractor shall provide debris collection and removal activities including, but not limited to, the following types of tasks. These tasks are to be priced in the Cost Sheet that follows:

1. Emergency Road Clearance

At the request of the City, work shall consist of all labor, equipment, fuel and associated costs necessary to clear and remove debris from City roadways, to make them passable immediately following a declared disaster event. All roadways designated by the City Contract Administrator shall be clear and passable within seventy (70) working hours of the issuance of a Notice to Proceed from the City to conduct emergency roadway clearance work. The City may choose to extend the Contractor's seventy (70) hour limit through a written request. This may include roadways under the jurisdiction of other governmental agencies or under the legal responsibility of the City. Clearance of these roadways will be performed as identified by the City Contract Administrator. The Contractor shall assist the City and its representatives in ensuring proper documentation of emergency road clearance activities by documenting the type of equipment and/or labor utilized (i.e., certification), starting and ending times, and zones/areas worked.

2. ROW Vegetative Debris Removal

The work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport eligible disaster-related vegetative debris existing on the City ROW to a City approved DMS or a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

- a. For the purposes of the contract, eligible vegetative debris that is piled in immediate close proximity to the street, and is accessible from the street with loading equipment (i.e., not behind a fence or other physical obstacle) will be removed.
- b. Removal of eligible vegetative debris existing in the City will be performed as identified by the City Contract Administrator.
- c. Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City approved DMS or a City approved Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.
- d. All eligible debris will be removed from each location before proceeding to the next location unless directed otherwise by the City or its authorized representative.
- e. Entry onto private property for the removal of eligible vegetative hazards will only be permitted when directed by the City or its authorized representative. The City will provide specific Right-of-Entry (ROE) legal and operational procedures.
- f. The Contractor must provide traffic control as conditions require or as directed by the City Contract Administrator.

3. ROW C&D Debris Removal

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport eligible Construction and Demolition (C&D) debris existing on the City ROW to a City approved DMS or a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

- a. For the purposes of the contract, eligible C&D debris that is piled in immediate close proximity to the street, and is accessible from the street with loading equipment (i.e., not behind a fence or other physical obstacle) will be removed.
- b. Removal of eligible C&D debris existing in the City ROW will be performed as identified by the City Contract Administrator.
- c. Once the debris removal vehicle has been issued a load ticket from the City's authorized representative, the debris removal vehicle will proceed immediately to a City approved Final Disposal Site. The debris removal vehicle will not collect additional debris once a load ticket has been issued.
- d. All eligible debris will be removed from each location before proceeding to the next location unless directed otherwise by the City or its authorized representative.
- e. Entry onto private property for the removal of eligible C&D hazards will only be permitted when directed by the City or its authorized representative. The City will provide specific ROE legal and operational procedures.
- f. The Contractor must provide traffic control as conditions require or directed by the City Contract Administrator.
- g. C&D debris must be monitored for the collection, complete haul, and delivery at the approved final disposal site. The City's authorized representative will obtain the original copy of the disposal or scale ticket showing the inbound and outbound collection vehicle weights.

4. Removal of Debris from City Parks and Facilities

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport eligible disaster-related trees, vegetative, and non-vegetative debris existing in City Parks and Facilities to a City approved DMS or a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

All debris removal from City Parks and Facilities will be at the approval and authorization of the City prior to removal.

5. Removal of Debris from Canals/Waterways

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to pick up and transport eligible disaster-related vegetative debris existing in City maintained canals and waterways to a City approved DMS or a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

Removal of trees, vegetative, and non-vegetative debris deposited into drainage easements and natural and man-made canals and waterways that inhibit the natural flow of water and threatens flooding of improved property is a unique process requiring unique equipment. As such, this process requires unique documentation and costing.

All debris removal from canals and waterways will be at the approval and authorization of the City prior to removal.

All debris removal shall be done from the waterway, unless otherwise approved by the City Contract Administrator.

If Right of Entry is required to access and remove debris from public canal or waterway it is the responsibility of the Contractor to obtain, and it shall only be obtained with prior approval of the City.

6. DMS(s) Management, Operations and Reduction Through Grinding

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to manage and operate DMS(s) for the acceptance, management, segregation, staging and reduction through grinding of eligible disaster related debris. Grinding must be approved by the City Contract Administrator Manager prior to commencement of reduction activities. The DMS(s) layout and ingress and egress plan must be approved by the City Contract Administrator.

- a. The management of DMS(s) includes assistance in obtaining necessary local, state and federal permits or approval and operating in accordance with all rules and regulations of local, state and federal regulatory agencies which may include, but are not limited, to the U.S. Environmental Protection Agency (EPA) and FDEP. The Contractor shall also be responsible for any and all costs associated with third-party groundwater and soil testing.
- b. Contractor is responsible for operating the DMS(s) in accordance with Occupational Safety and Health Administration (OSHA), EPA and FDEP guidelines.
- c. Debris at DMS(s) will be clearly segregated and managed independently by debris type (C&D, vegetative debris, white goods, and other scope of service items), program (ROW collection, private property debris removal, etc.).

- d. All un-reduced disaster debris must be staged separately from reduced debris at the DMS(s).
- e. The Contractor shall obtain, install, and operate scales for weighing incoming debris. Scales shall be installed and certified within five (5) business days of Notice to Proceed. Contractor shall provide a sufficient number of scales meeting the City specifications to provide for the efficient delivery of waste streams without excessive wait times. The City shall make the sole determination of time determined to be excessive. To the extent that the City determines that additional scales are required, certified scales must be operational within five (5) business days of the City's written request.
- f. Maintaining the DMS approach and interior road(s) for all weather conditions for the entire period of debris hauling, including provision of crushed concrete for any roads that require stabilization for ingress and egress.
- g. Contractor is responsible for all associated costs necessary to provide DMS(s) utilities such as, but not limited to, water, lighting and portable toilets.
- h. Contractor is responsible for all associated costs necessary to provide DMS(s) traffic control such as, but not limited to, traffic cones and staff with traffic flags.
- i. Contractor is responsible for all associated costs necessary to provide DMS(s) dust control and erosion control such as, but not limited to, an operational water truck, silt fencing and other best management practices (BMPs).
- j. Contractor is responsible for all associated costs necessary to provide DMS(s) fire protection such as, but not limited to, an operational water truck (sufficient and equipped for fire protection), fire breaks and a site foreman.
- k. Contractor is responsible for all associated costs necessary to provide qualified personnel, as well as lined containers or containment areas, for the segregation of visible HHW/contaminants that may be mixed with disaster debris. The cost associated with qualified personnel and lined containers/containment areas for HHW/contaminant segregation, is a cost reflected in this scope of services. HHW/contaminant material segregated and stored in lined containers at the DMS will be collected by the City's Hazardous Materials Removal and Disposal Vendor(s).
- l. Contractor is responsible for providing twenty-four (24) hour DMS(s) security.
- m. Contractor will only permit Contractor vehicles and others specifically authorized by the City or its authorized representative on site(s).
- n. Contractor shall provide a tower(s) from which the City or its authorized representative can make volumetric load calls. The tower(s) provided by the Contractor will at a minimum meet the specifications provided in Item 27. Debris Site Tower Specifications.

Upon completion of haul-out activities, the Contractor will be responsible for remediating the physical features of the site to its original or better condition prior to site use. Site remediation will include, but is not limited to, returning the original site grade, sod, and other physical features. Site remediation does not include restoring fencing, lighting, and other permanent structures that may have been demolished at the City's direction for DMS operations. All debris, mulch, and other residual material is to be removed adequately; fill dirt and/or other base material (if required) must meet standards for intended use; new sod or seeding must meet standards for intended use. Site remediation will also include returning all utilized sites to their original condition as verified through soil and groundwater samples.

Site remediation will abide by all state and federal environmental regulatory requirements and is subject to final approval by the City and FDEP.

Per Item 30. Environmental Protection, Contractor is responsible for the containment, collection, and safe disposal of all hazardous materials, including but not limited to fuel, oil, and chemicals. Contractor is responsible for all costs associated with the clean-up of hazardous materials; and clean-up shall be in accordance with all applicable federal, state, and local laws and regulations.

7. Haul-out of Reduced Debris to City Approved Final Disposal Site

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and associated costs necessary to load and transport reduced DMS eligible material such as ash, compacted C&D or mulch existing at a City approved DMS(s) to a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations.

- a. The Contractor(s) shall provide the name and address of each disposal facility to be used along with the name and the telephone number of a responsible party for each facility, prior to commencing the work.
- b. The Contractor (s) shall not use any disposal facility without the written consent of the Solid Waste Manager and/or designee. All costs and fees associated with the disposal of debris shall be reviewed for reasonableness by the City Contract Administrator prior to issuing any such authorization.
- c. The Contractor(s) shall initiate and manage the execution of a written three-party agreement between the disposal site owner/operator, the Contractor (s) and the City for permission to post a City inspector or authorized representative at the site for verification of each load disposed.
- d. The Contractor shall provide a sufficient number of debris site towers and/or certified scales meeting City specifications to provide for the efficient delivery of waste streams without excessive waiting times. The City shall make the sole

determination of excessive wait times. To the extent that the City determines that additional towers and/or scales are required, additional towers must be operational within forty-eight (48) hours of the City's request and certified scales must be operational within five (5) business days of the City's request.

- e. At the completion of disposal operations, each disposal facility will issue a written summary of the quantity, type and origin of waste delivered.
- f. The Contractor shall not receive any payment from the City for haul-out or load tickets related to reduced or unreduced debris transported and disposed of at a non-City approved Final Disposal Site.

8. Removal of Hazardous Leaning Trees and Hanging Limbs

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to remove all eligible hazardous trees six (6) inches or greater in diameter, measured four and one half (4 1/2) feet from the base of the tree and eligible hazardous hanging limbs two (2) inches or greater in diameter existing on the City ROW, parks and facilities. Debris generated from the removal of eligible hazardous trees and eligible hanging limbs two (2) inches or greater existing in the City ROW, parks and facilities will be placed in the safest possible location on the City ROW and subsequently removed in accordance with scope of services, item 2, under the terms, conditions and procedure described in "ROW Vegetative Debris Removal" (Scope of Services, Item 2). Eligible hazardous leaning trees less than six (6) inches in diameter, measured four and one-half (4 ½) feet from the base of the tree, will be flush cut, loaded and removed in accordance with the terms, conditions, and compensation schedule for Scope of Services, Item 2. The City will not compensate the Contractor for cutting leaning trees less than six inches in diameter on a unit rate basis. The collection of all eligible hazardous leaning trees and eligible hazardous hanging limbs must be performed on the same day as the cut work. If there is insufficient room for safe placement along the City ROW, then Contractor must load the resulting debris as eligible hazardous leaning trees or eligible hazardous hanging limbs as they are removed.

- a. Eligible hazardous trees will be identified by the City or its authorized representative for removal. Removal and placement of eligible hazardous trees six (6) inches or greater in diameter existing on the City ROW, parks and facilities, or private property will be performed as identified by the City Contract Administrator. All disaster specific eligibility guidelines regarding size and diameter of leaning trees will be communicated to the Vendor, in writing, by the City Contract Administrator. In order for leaning or hazardous trees to be removed and eligible for reimbursement, the tree must satisfy a minimum of one of the following requirements:
 - i. The tree is leaning in excess of thirty (30) degrees in a direction that poses an immediate threat to public health, welfare and safety.

- ii. Over fifty percent (50%) of the tree crown is damaged or broken and heartwood is exposed.
 - iii. The tree has a split trunk that exposes heartwood.

- b. Eligible hazardous hanging limbs will be identified by the City or its authorized representative for removal. Removal and placement of eligible hazardous hanging limbs two (2) inches or greater in diameter existing on the City ROW, parks and facilities, or private property will be performed as identified by the City Contract Administrator. All disaster specific eligibility guidelines regarding size and diameter of limbs will be communicated to the Contractor, in writing, by the City Contract Administrator. In order for hanging limbs to be removed and eligible for payment, the limb must satisfy all of the following requirements:
 - i. The limb is greater than two (2) inches in diameter.
 - ii. The limb is still hanging in a tree and threatening a public-use area.
 - iii. The limb is located on improved public property.

9. Removal of Hazardous Stumps

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary to remove all eligible hazardous uprooted stumps greater than twenty- four (24) inches in diameter, measured twenty-four (24) inches from the base of the tree, existing on the City ROW, parks, and facilities. The Vendor shall be responsible for backfilling any voids left in the ground by removed stumps within twenty-four (24) hours of stump removal. Any voids not backfilled immediately following hazardous stump removal must have measures taken in order to protect public health and safety. Further, debris generated from the removal of uprooted stumps existing on the City ROW, parks and facilities will be transported to a City approved DMS or a City approved Final Disposal Site in accordance with all federal, state and local rules and regulations. Eligible stumps measured twenty- four (24) inches from the base of the tree and twenty-four (24) inches or less in diameter will be considered normal eligible vegetative debris and removed in accordance with Item 2.

- a. Eligible hazardous stumps will be identified by the City or its authorized representative for removal. Removal and transportation of eligible hazardous uprooted stumps existing on the City ROW, parks, facilities, or private property will be performed as identified by the City Contract Administrator. All disaster specific eligibility guidelines regarding size and diameter of hazardous stumps will be communicated to the Contractor, in writing, by the City Contract Administrator. In order for hazardous stumps to be removed and eligible for reimbursement, the stump must satisfy the following criteria:

- i. Fifty percent (50%) or more of the root ball is exposed.
 - ii. The stump is on City ROW and poses an immediate threat to public health, safety or welfare.
 - b. Tree stumps that are not attached to the ground will be considered normal vegetative debris and are subject to removal under the terms and conditions of Scope of Services, Item 2. Stumps with less than fifty percent (50%) of the root ball exposed shall be flush cut to the ground. The stump portion of the tree will not be removed but the residual debris (i.e. tree trunk) will be removed under the terms and conditions of Item 2.
 - c. Stumps shall only be collected after the monitoring firm(s) and the Contractor(s) document and perform the following:
 - i. Location. Determine the uprooted stump is located on improved public property or a public right-of-way. Record and document the location through means of photography, map depiction, and specific descriptive notations.
 - ii. Size. Measure and record the diameter of the stump to be removed at the appropriate location.
 - iii. Marking. Stumps will be marked and uniquely numbered with green paint. Ineligible stumps will be marked with red paint.
 - iv. Stump Worksheet. Hazardous Stump Worksheet provided by the monitoring firm(s) will be completed in full for each stump, capturing the following information: 1) Names and signatures of parties present , 2) Physical location (street address, road cross streets, etc.); 3) stump number, 4) size of stump; 5) date.

The unit stump price shall be all inclusive to include but not limited to: stump extraction, stump cavity filling with compacted soils and installation of seed and/or sod, stump hauling, and stump reduction

10. ROW White Goods Debris Removal

Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the collection of white goods from the ROW, removal of refrigerants, transportation to a City approved DMS, decontamination, and transportation to a City approved final disposal site. White goods containing refrigerants must first have such refrigerants removed by the Contractor's qualified technicians prior to mechanical loading.

White goods can be collected without first having refrigerants removed if the white goods are manually placed into a hauling vehicle with lifting equipment so that the elements containing refrigerants are not damaged.

White goods are banned from landfill disposal in the state of Florida, but are accepted for recycling.

- a. The removal, transportation and recycling of eligible white goods includes obtaining all necessary local, state and federal handling permits and operating in accordance with all rules and regulations of local, state and federal regulatory agencies.
 - i. All white goods containing food items shall be decontaminated in accordance with local, state and federal law prior to recycling.
- b. The Contractor shall recycle all eligible white goods in accordance with all rules and regulations of local, State and federal regulatory agencies.
- c. Refrigerant containing items will have such refrigerants removed prior to mechanical loading or will be manually loaded and hauled to a City approved final disposal site.

11. Household Hazardous Waste (HHW) Removal, Transport, and Disposal

- a. Unless requested by the City to remove HHW from the ROW, the Vendor shall not collect HHW from the ROW. Such request by the City shall be made in writing.
- b. If requested by the City Item 11 Household Hazardous Waste (HHW) removal and disposal, the Contractor shall adhere to all relevant Federal, State, and Local Rules, Laws, and Guidelines, in addition to the following:
 - i. Contractor shall be responsible for proper handling and disposal of all HHW that is transported to the City approved DMS or a City approved Final Disposal Site.
 - ii. Under the contract, work shall consist of all labor, equipment, fuel, traffic control costs, and other associated costs necessary for the removal, transportation, and disposal of eligible HHW from the ROW to a permitted hazardous waste facility or MSW type I landfill, as requested by the City.
 - iii. The removal, transportation, and disposal of eligible HHW includes obtaining all necessary local, state, and federal handling permits, and operating in accordance with all rules and regulations of local, state, and federal regulatory agencies.

- iv. All HHW shall be managed as hazardous waste and disposed of at a permitted hazardous waste facility or MSW type I landfill.

12. E-Waste Removal

- a. Under the Contract Contractor may be requested to remove E-Waste from the ROW. Such request by the City shall be made in writing.
- b. If requested by the City Item 12 E-Waste removal, the Contractor shall adhere to all relevant Federal, State, and Local Rules, Laws, and Guidelines, in addition to the following:
 - i. Under this section, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal, transportation, and proper disposal of eligible E-Waste from the ROW to a City approved processing facility. Eligible E-Waste includes, but is not limited to, televisions, computers, computer monitors, and microwaves in areas identified and approved by the City. The Contractor shall recycle or dispose of all eligible E-Waste Items in accordance with all rules and regulations of local, state and federal regulatory agencies.

13. Abandoned Vehicle Removal

Under this section, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal and transport of eligible Abandoned Vehicles in areas identified and approved by the City. The removed eligible vehicles will be hauled to a City approved staging area and subsequently removed by the appropriate insurance company or regulatory agency.

The removal, transportation and disposal of eligible abandoned vehicles includes obtaining all necessary local, state and federal handling permits and operating in accordance with rules and regulations of local, state and federal regulatory agencies.

No vehicles shall be removed without prior City Approval. Such approval may be made for a single vehicle or multiple vehicles depending upon the scope and severity of the debris-generating event.

14. Dead Animal Carcasses

Under this section, work shall consist of all labor, equipment, fuel, traffic control costs and other associated costs necessary for the removal, transportation, and lawful disposal of dead animal carcasses from the ROW to a City approved Final Disposal Site. Contractor shall coordinate activities with the Broward County Animal Services Division and the Broward County Health Department.

15. Other Debris Removal Work

Neither the Contractor nor any subcontractors shall solicit work from private citizens or others to be performed in the designated work areas during the term of the agreement. The City reserves the right to require the Contractor to dismiss or remove from the project any workers as the City sees necessary. Any debris removal vehicles dismissed from the project must have their issued placard removed and destroyed.

16. Pre-Event Coordination Meeting

The successful Contractor(s) shall be required to attend an annual pre-hurricane season kick-off meeting with the City and its debris monitoring firm(s).

- The Contractor shall provide the following annual services to the City. Cost for these services are to be provided in the cost sheet provided below.
- The Contractor shall prepare and present a written plan of operations at an annual meeting with the City in May or as required by the City.
- The Contractor shall annually review and visit with City staff, the Tentative Debris Storage and Reduction (TDSR) Sites to be used during the coming year.
- The Contractor shall provide phone consultations and reference information to City staff upon request.

17. Description of Designated Areas

The Designated area for debris removal (the City right-of-way) is bounded by the City's boundary and includes public property and rights-of-way, City parks, and City debris staging areas within the City limits.

- a. If tasked with debris removal on Federal Highway Administration (FHWA) Emergency Relief (ER) Program Eligible roadways, the Contractor will be required to provide crews separate from those providing City ROW debris removal services. The crews designated to provide debris removal from FHWA-ER eligible roadways will make one pass to collect debris from FHWA-ER eligible roadways. Further, the Vendor shall abide by all eligibility requirements and guidance set forth by the most current guidance from FHWA for debris removal on FHWA-ER Program eligible roadways.
- b. The City Contract Administrator will authorize and approve which services the Vendor shall provide from the scope of services and which zones/areas must be prioritized.
- c. All debris identified by the City Contract Administrator shall be removed. The number of complete passes the Contractor shall conduct through the City is at the

discretion of the City Contract Administrator. Partial removal of debris piles is strictly prohibited. The Contractor shall not move from one designated work area to another designated work area without prior approval from the City or its authorized representative. Any eligible debris, such as fallen trees, which extends onto the ROW from private property, shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract unless specifically authorized by the City Contract Administrator in writing.

- d. For first pass loose leaves and small debris in excess of two bushel baskets shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than twelve (12) inches in any dimension shall be left at the point of collection.
- e. For subsequent and/or final pass loose leaves and small debris in excess of one bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than six (6) inches in any dimension shall be left at the point of collection.
- f. Contractor shall deliver all disaster related debris to a City approved Debris Management Site (DMS) or City approved Final Disposal Site that has been approved to receive disaster-generated debris and adhere to all local, state and federal regulations.
- g. All Final Disposal Sites must be approved, in writing, by the City Contract Administrator. The Contractor will be responsible for the handling, reduction and final haul-out and disposal of all reduced and unreduced debris. DMS operations and remediation must comply with all local, state and federal safety and environmental standards. Contractor reduction, handling, disposal and remediation methods must be approved, in writing, by the City Contract Administrator.
- h. Payment for disposal costs such as tipping fees incurred by the Contractor at a City approved Final Disposal Site that meet local, state and federal regulations for disposal will be reimbursed by the City as a pass through cost. Prior to reimbursement by the City, the Contractor must furnish an invoice in hard copy and electronic format matching scale/weigh tickets numbers with load ticket or haul-out ticket numbers and other applicable information. The Contractor will also be required to provide proof of Contractor payment to the City approved Final Disposal Site.
- i. The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of local, state and federal governments or agencies, or of any public utilities.

- j. The City reserves the right to inspect DMS and FDS, verify quantities and review operations at any time.

18. Debris Management Sites and Final Disposal Sites

The Contractor is responsible for providing final disposal of all debris generated and collected within the City in accordance to requirements of FEMA, FHWA, FDEP, and all other applicable federal, state, and local laws and regulations. Prior to the award of the agreement, and annually thereafter, the Vendor shall provide a list of Final Disposal Site(s) to be used for debris disposal.

The Contractor is responsible for providing a sufficient number of DMS to support the event in which the contract is activated. The Contractor shall provide the City with a list of potential DMS locations annually.

The City has potential DMS sites that the City may authorize for debris management. Prior to the Start of each hurricane season, the Contractor shall evaluate any City provided DMS Site. The City maintains the right to limit the use and/or eliminate any or all DMS Sites at the City’s sole discretion. The City shall authorize, in writing, the use of any City provided DMS prior to the start of operations.

Site Name	
Site address	
GPS Location	
Estimated Size	
Type of debris managed	

Site Name	
Site address	
GPS Location	
Estimated Size	
Type of debris managed	

Site Name	
Site address	
GPS Location	
Estimated Size	
Type of debris managed	

Site Name	
Site address	
GPS Location	
Estimated Size	
Type of debris managed	

The City will assign specific DMS to specific Contractor(s) for their sole use. Designated DMS may be a portion of the overall DMS but shall remain the sole responsibility of the assigned Contractor. If additional DMS locations are needed for the operation, the Contractor shall provide a list of DMS locations. The list will include all necessary site information to allow the City to submit to FDEP for approval. If the Contractor(s) establish any additional DMS, a copy of any agreement allowing the intended use must be submitted to the City.

19. Safety

The Contractor(s) shall be solely responsible for maintaining safety at all work sites including DMS(s) and debris collection sites. The Contractor(s) shall take all reasonable steps to insure safety for both workers and visitors to DMS(s) and debris collection sites. Safety at DMS(s) and debris collection sites includes traffic control such as traffic cones and flag personnel. The Contractor(s) 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.

20. On-Site Project Manager

The Contractor(s) shall provide an on-site project manager to the City. The project manager shall provide a telephone number to the City with which he or she can be reached for the duration of the project. The Contractor Project Manager will be expected to have daily meetings with the City Contract Administrator and/or City authorized representatives. Daily meeting topics will include, but are not limited to, volume of debris collected, completion progress, City coordination, and damage repairs. Frequency of meetings may be adjusted by the City Contract Administrator. The Contractor(s)' Project Manager must be available twenty-four (24) hours a day, or as required by the City Contract Administrator.

21. Superintendent Shall be Supplied by the Contractor

The Contractor shall employ a competent superintendent who shall be in attendance at all times at the project site during the progress of the work. The term "competent" includes an ability to be able to clearly communicate, orally and in writing, in English. The superintendent shall be the primary representative under this contract for the vendor. All authorized communications given to the superintendent by the City, and all contract-related decisions made by the superintendent, shall be binding to the Contractor. The superintendent shall be considered to be, at all times, an employee of the Contractor under its sole direction and not an employee or agent of the City.

22. Equipment

- a. All trucks and other equipment must be in compliance with all applicable local, state and federal rules and regulations. Any truck used to haul debris must be capable of rapidly unloading its contents without the assistance of other equipment, be equipped

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- with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity.
- b. Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of two (2) inch by six (6) inch boards or greater and not to extend more than two (2) feet above the metal bedsides. Trucks or equipment certified with sideboards must maintain such sideboards and keep them in good repair. In order to ensure compliance, equipment will be inspected by the City's authorized representatives prior to its use by the Vendor(s). The City or its authorized representative may also perform periodic re-inspection of vehicles to verify the certified capacity.
 - c. Debris shall be reasonably compacted into the hauling vehicle. Any debris extending above the top of the bed shall be secured in place so as to prevent them from falling off. Measures must be taken to avoid the debris blowing out of the hauling vehicle during transport to a City approved DMS or a City approved Final Disposal Site. If falling debris from hauling vehicles presents an issue the City reserves the right to require the contractor to "tarp" or cover debris when hauling.
 - d. Trucks or equipment designated for use under the contract shall not be used for any other work. The Contractor(s) shall not solicit work from private citizens or others to be performed in the designated work area during the period of the contract. Under no circumstances will the Contractor(s) mix debris hauled for others with debris hauled under the contract. Failure to abide may result in a suspension of the violating truck, crew, or sub- contractor.
 - e. Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size equipment (100 cubic yards and up) and non-rubber tired equipment must be approved for use on the road by the City Contract Administrator.
 - f. Hand loaded vehicles are prohibited unless pre-authorized, in writing, by the City Contract Administrator, following the event. All hand-loaded vehicles will receive an automatic fifty percent (50%) deduction for lack of compaction.

23. Traffic Control

The Contractor(s) shall mitigate the impact of their operations on local traffic to the fullest extent practical. The Contractor(s) is responsible for establishing and maintaining appropriate traffic controls in all work areas, including DMS(s) and debris collection sites. The Contractor(s) shall provide sufficient signing, flagging and barricading to ensure the safety of vehicular and pedestrian traffic in all work areas. All work shall be done in conformity with all applicable local, state and federal laws, regulations, and ordinances

governing personnel, equipment and work place safety. Any notification of a deficiency in traffic control or other safety items shall be immediately corrected by the Contractor(s). No further work shall take place until the deficiency is corrected. Neither the City Contract Administrator nor the authorized representative shall sign any additional load or unit rate tickets until the safety item is corrected. The expense incurred by the Contractor for traffic control is an overhead expense contemplated as part of the Contractor's compensation under the terms and conditions of scope of services.

Traffic control will conform to FDOT's most current editions of "Roadway and Traffic Design Standards" for Design, Construction, and Maintained Systems and the Federal Highway Administration (FHWA) "Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways." The foregoing requirements are to be considered as minimum and the Contractor's compliance shall in no way relieve the Contractor of final responsibility for providing adequate traffic control devices for the protection of the public and Contractor's employees throughout the work area.

24. Rapid Response Crew

Contractor(s) shall be required to provide the City with access to one or more Rapid Response Crews (RRC) as directed by the City. The purpose of the RRC is to respond immediately to disaster related debris piles as directed by the City Contract Administrator or the City's authorized representative. The RRC assists in the overall cleanup effort by responding to and collecting disaster related debris which the City deems a priority for overall City recovery.

25. Work Hours

The Contractor(s) shall conduct those debris removal operations generating noise levels above that normally associated with routine traffic flow, during daylight hours only. Work may be performed seven (7) days per week. Adjustments to work hours, as local conditions may dictate, shall be coordinated between the City and the Contractor(s). Unless otherwise directed, the Contractor must be capable of conducting volumetric reduction operations at DMS locations on a twenty-four (24) hour, seven (7) days a week basis. No work will be performed on the following holidays without prior approval of the City Contract Administrator:

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veteran's Day
- h. Thanksgiving Day

- i. Day after Thanksgiving
- j. Christmas Eve
- k. Christmas Day

26. Existing Utilities

- a. Some trees and debris that are to be removed under the contract may be blocked or entangled with overhead power, telephone and television cables. In this case, it shall be Contractor's responsibility to coordinate directly with the utility owners to arrange for the removal of the debris without damage to the overhead and underground utility lines (i.e. water and sewer). The Contractor(s) shall pay all such costs to the utility company for any adjustments.
- b. The Contractor(s) shall be responsible for all costs incurred to repair damaged utilities that are caused by the Contractor, as determined by the affected utility company. Payment for repairs to all municipal and privately owned utilities shall be the responsibility of the Contractor(s).

27. Debris Site Tower Specifications

The Contractor(s) shall provide as many towers as designated by the City at each dumpsite for the use of City authorized representatives during their inspection of dumping operations. If ingress and egress of a DMS is of significant distance that the City or its authorized representative are unable to verify the entering and exiting trucks, then the Contractor(s) may be required to provide a second tower. The inspection platform of the tower shall be constructed at a minimum height of ten (10) feet from surrounding grade to finish floor level, have a minimum eight (8) feet by eight (8) feet of usable floor area, be covered by a roof with two (2) feet overhangs on all sides and be provided with appropriate railings and a stairway. Platform shall be enclosed, starting from platform floor level and extending up four (4) feet on all four (4) sides. The expense incurred by the Vendor for the construction of towers is an overhead expense contemplated as part of the Contractor's compensation under the terms and conditions of Item 6.g.

28. Facilities at DMS Locations

- a. The Contractor(s) shall provide as many ADA compliant portable toilets as designated by the City at each dumpsite for the use of City authorized representatives during their inspection of dumping operations. The toilet shall be provided prior to start of any dumping operations and kept in a sanitary condition by the Contractor(s) throughout the duration of dumping operations. The expense incurred by the Contractor(s) for the operation of portable toilets is an overhead expense contemplated as part of the Contractor's compensation under the terms and conditions of Item 6.g.

- b. Care shall be taken to place tower(s) at a sufficient distance away from any reduction/dumping operations. If necessary, dumping operations may be temporarily suspended by the City Contract Administrator due to unsuitable conditions at the tower.

29. Ownership of Debris

All debris residing in the City ROW and City provided DMS(s) shall be the property of the City until final disposal at a properly permitted disposal site. The Contractor(s) shall be responsible for removal of debris up to the point where debris can only be described as light litter and additional collection can be facilitated only by sweeping and raking. In addition to debris stored on the right-of-way as the result of road clearing, the City will direct residents to place debris in segregated piles along the right-of-way, separated as to the waste category. There may be the need to perform some curbside separation of the different materials. Different waste materials will be collected in separate vehicles and may require disposal at different locations, which will be approved by the City. Any items requiring disposal at special facilities shall be required to be monitored for the collection, complete haul, and delivery at the approved special location with the monitor obtaining an original copy of the disposal ticket showing inbound and outbound collection vehicle weights.

All bagged and bundled waste and debris smaller than two (2) inches in diameter and shorter than two (2) feet in length are outside the scope of this contract unless specifically directed by the City. Collection of Municipal Solid Waste (MSW) is outside the scope of this contract.

It is recognized that construction and demolition debris might contain small amounts of asbestos, lead-based paints, treated wood or similar materials. The Florida Department of Environmental Protection (FDEP) will issue an Emergency Final Order for the classification and disposition of all disaster related wastes. Based on the mandates of this State agency and other applicable state and federal reimbursement agencies, the determination of the character and disposal of waste streams will be decided. The Contractor(s) shall receive a copy of this letter and together with the Monitoring Firm and City; a final disposal plan will be established.

30. Environmental Protection

- a. Any and all fluids or chemicals (work-related materials such as oil-dri, absorbents, etc.) used by the Contractor(s) must be used and disposed of in accordance with all rules and regulations of local, state and federal regulatory agencies.
- b. Contractor(s) and subcontractors shall not perform maintenance on over-the-road equipment at DMS(s). Maintenance of equipment that typically remain at the DMS (e.g., track hoes, front end loaders, grinders, etc.) may be conducted at

the DMS provided best management practices are followed and all wastes are managed and disposed of in accordance with all rules and regulations of local, state and federal regulatory agencies.

- c. The Contractor(s) shall, at its own expense, ensure that noise and dust pollution is minimized to comply with all local and state ordinances and the approval of the City Contract Administrator. The Contractor(s) shall comply in a timely manner with all directions of the City Debris Manager regarding the use of a water truck or other approved dust abatement measures.
- d. The Contractor(s) shall comply with all laws, rules, regulations and ordinances regarding environmental protection.
- e. The Contractor(s) shall immediately report and document all incidents to the City Contract Administrator or the authorized representative that affect the environmental quality of DMS(s) such as, but not limited to, hydraulic fluid leaks, oil spills or fuel leaks.
- f. The Contractor must notify the City regarding any fluid or chemical spillage so that the City or its authorized representative can review and approve of the cleanup.

The Contractor shall take immediate containment action as necessary to minimize the effect of any spill or leak. Cleanup shall be done in accordance with applicable federal and local laws and regulations.

Petroleum, Oil, and Lubricant Spills shall be reported to the National Response Center, Broward County Environmental Protection Department and the City Contract Administrator immediately following discovery. A written follow-up shall be submitted to the City Debris Manager not later than 7 days after the initial report. The written report shall be in narrative form and, as a minimum, shall include the following.

- Description of the material spilled (including any identity, quantity, etc.)
- Determination as to whether or not the amount spilled is EPD/DEP reportable and when and to whom it was reported.
- Exact time and location of spill, including description of the area involved.
- Receiving waters (including, but not limited to canals and drainage areas)
- Cause of incident and equipment and personnel involved.
- Injuries or property damage.
- Duration of discharge.
- Containment procedure implemented.
- Summary of all communications the Vendor has had with press or other officials.

- Description of cleanup procedures employed or to be employed at the site, including disposal location of spill residue.

31. Documentation and Measurement

- a. Contractor is responsible for ensuring that all labor and equipment used for Emergency Debris Clearance activities is certified and that logs are kept for starting days/times, ending days/times, and zones, areas, and streets worked.
- b. All trucks used for collection and hauling of eligible debris from the City ROW to City approved DMS(s) or City approved Final Disposal Sites shall be measured (inside bed measurements) and certified for cubic yard volume by the City or City-authorized representative. The Contractor shall provide a representative to attest to the certification/measuring process. It is the Contractor's responsibility to verify the accuracy of truck certifications within forty-eight (48) hours of truck certification (and notify the City of any discrepancies). Placards will be attached to both sides of each certified truck and shall clearly state the truck measurement in cubic yards, Contractor name, assigned truck number, and other pertinent information, as determined by the City Contract Administrator. If a vehicle is working under multiple contracts or for multiple communities, it must be re-certified and issued a new placard by a City authorized representative each time it returns to work from other contracts or communities.
- c. The Contractor(s) is responsible for ensuring that all subcontractors maintain a valid driver's licenses and equipment legally fit for travel on the road.
- d. Load tickets will be provided by the City or its authorized representative for recording volumes of debris removal. Unit rate tickets will be provided by the City or its authorized representative for documenting unit rate services, such as hanger or leaning tree removal. Only tickets designated and approved by the City will be authorized for use. Tickets must be completed in a clear and legible manner. Tickets that require Contractor signature will have the signature as well as name printed in a legible manner. Illegible Load & Unit Rate tickets will not be paid.
 - i. Each ticket shall be of a type that consists of one original and four carbon-copy duplicates.
 - ii. Each ticket shall be used to document the location the disaster related debris was collected (i.e., street address) and the amount picked up, hauled, reduced and disposed of. Vendor(s) are responsible for ensuring all load and unit rate tickets capture location debris or work was completed, collection/disposal date, disposal location, percentage load call or measurement (either tons or percentage load call), and City authorized representative name and signature. No payment will be made by the City for incomplete and/or illegible load or unit rate tickets submitted for payment.

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- iii. Load tickets will be issued by an authorized representative of the City at the collection site. The City authorized representative will complete the applicable portion of the load ticket, and provide all five copies to the vehicle operator. Upon arrival at the DMS or City approved Final Disposal Site, the vehicle operator will present the five copies of the load ticket to the City authorized representative on site. Trucks with less than full capacities will be adjusted down by visual inspection. This determination will be made by the City authorized representative present at the DMS or City approved Final Disposal Site. The City authorized representative will validate, enter the estimated debris quantity and sign the load ticket. The City will keep the original copy, two (2) copies will be given back to the vehicle operator and the remaining two (2) copies will be provided to the Contractor.
 - iv. Loads of processed (e.g., chipped) debris being hauled from a DMS to a City approved Final Disposal Site will follow the same load ticket procedures. A City authorized representative will initiate the load ticket at the DMS. Another City authorized representative will validate and sign the ticket at the City approved Final Disposal Site.
 - v. The Contractor(s) shall give written notice of the location for work scheduled twenty-four (24) hours in advance.
- e. Scope of service items that have rates based on one-way haul mileage shall have such mileage based on “as the crow flies” distance. The radius distance from each DMS or final disposal site to the last loading location written on the load or haul-out ticket will be used to determine the mileage rate category. The City shall determine the mileage calculation method that is ultimately used. One-way mileage rates apply to the following sections within the statement of work:

Item 2 – ROW Vegetative Debris Removal

Item 3 – ROW C&D Debris Removal

Item 4 - Removal of Debris from City Parks and Facilities

Item 7 – Haul-out of Reduced Debris to a City Approved Final Disposal Site

32. Payment

- a. The City, or its authorized representative, will monitor, verify and document with load tickets or unit rate tickets the completion of all work, as defined in the scope of work. The Contractor(s) will be provided with copies of this documentation. These documents will be used by the Contractor as backup data for invoice submittals. Work not ticketed or not authorized by the City will not be approved for payment. Additionally, any ticket submitted for payment must be legible and properly

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- completed. Tickets missing loading address, truck number, certified capacity, collection monitor signature, disposal site, load call or disposal monitor signature will not be paid, nor will the City be responsible for unpaid incomplete tickets.
- b. If tasked with Private property and FHWA-ER funded roadway debris removal operations, these will be invoiced separately from ROW collection removal operations. The City reserves the right to request additional invoice separation by debris type (C&D, vegetative debris, white goods, or other scope of service items), program (ROW collection, private property debris removal, etc.).
 - c. Invoices shall be submitted to the City's authorized representative on a bi-weekly basis unless otherwise direct by the City. All invoices must be submitted with a hard copy of the invoice and an electronic copy (Microsoft Excel format) of the invoice detail. The invoice detail must consist of a tabular report listing all ticket information required by the City. Invoice detail submittals will be checked against City records. City records are the basis of all payment approvals. Only one hundred percent (100%) accurate and complete invoices shall be forwarded by the City authorized representative to the City for payment.
 - d. A ten percent (10%) retainage will be withheld from each reconciled invoice until the end of the project. In order to recover the retainage, the Contractor(s) must successfully complete, and receive a letter of completion from the City, for all work zones. Retainage will be held until final reconciliation is complete. Portions of the retainage may be held by the City to repair damages caused by the Contractor(s) to public or private property.
 - e. No separate payment will be made for mobilization and demobilization operations. These costs are to be included in the respective unit prices bid for debris removal and will not be adjusted based on the total amount of debris actually removed in the contract.
 - f. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. Price submittals should be inclusive of all such expenses.
 - g. The Contractor is responsible for payment to all subcontractors utilized for the services rendered within this scope of work. The Contractor shall execute release waivers with all subcontractors to release the City from payment to subcontractors directly. The release waivers for all subcontractors shall be provided to the City prior to final retainage release.
 - h. Payment for disposal cost incurred by the Contractor(s) at City approved Final disposal Sites will be made at the cost incurred by the Contractor. The City will either coordinate payment of disposal costs directly with the Final Disposal Site or require the Contractor to pay the disposal fees and then invoice the City. The

Contractor(s) shall submit a copy of all invoice(s) received by the City approved Final Disposal Site, an electronic copy tabulating all scale or load tickets issued by the City approved Final Disposal Site, and proof of Contractor payment to the City approved Final Disposal Site. The City will not render payment for disposal costs until the Contractor submits applicable disposal site permits or site information for each authorized Final Disposal Site.

- i. Contractor(s) must submit a final invoice within thirty (30) days of completion of scope of work. Completion of scope of work will be acknowledged, in writing, by the City Contract Administrator. The final invoice must be marked "FINAL INVOICE" and no additional payments will be made after the Contractor's final invoice.
- j. In the event any portion of this scope of work is to be funded by State or Federal funds, the Contractor will comply with all requirements of the state or federal government applicable to the use of the funds. The City will only pay for those items deemed eligible by FEMA or FHWA, unless the City otherwise agrees in writing.
- k. The Contractor will retain all records pertaining to the services and the contract for these services and make them available to the City for a period of seven (7) years following receipt of final payment for the services referenced herein. In the event litigation ensues, then Vendor shall retain all records hereunder for a period of seven (7) years after conclusion of the litigation, including any and all appeals.

33. FHWA-ER Program Contract Requirements

The City intends to seek reimbursement from FHWA for the eligible debris removal performed on federal aid roads. FHWA-ER Program contract requirements are subject to any changes provided by FHWA during the term of the contract. Based on the current guidance, FHWA will only reimburse the City for the initial collection, hauling and tipping fee, if applicable, of eligible debris. Debris reduction operations are not eligible for reimbursement unless the debris is being reduced as part of a rolling pickup operation. As a result, the FHWA-ER eligible debris that is collected during the first pass shall be hauled to the nearest Final Disposal Site unless otherwise directed by the City.

34. Final Project Close Out

Upon final inspection of the project by the City, the Contractor(s) shall submit a detailed description of all debris management activities, to include the total volume, by type of debris hauled and or disposed.

Services not specifically identified in any contract derived from this request may be added to the contract upon mutual consent of the contracting parties.

35. Distribution of Work

The City reserves the right to activate more than one contractor to provide the debris services outlined in this proposal.

END OF SECTION

PROPOSAL PRICE SHEET

All proposing firms must complete all sections of the following price sheet. The hourly rate must include all costs associated with the performance of the contract as a result of this RFP. The pricing below must include overhead and profits, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices and all other materials and items. All proposing firms must provide an hourly rate for every item listed below. The hourly rate total will be used to award the cost of the contract. The actual contract total value will be negotiated with the awarded contractor prior to the issuance of the Notice to Proceed for each event. **Proposing vendor must completely fill out below, total hourly/labor rate and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.**

HOURLY LABOR, EQUIPMENT AND MATERIAL		
	Equipment Type with operator category	Total Hourly Labor Rate
a.	50' bucket truck	\$
b.	Crash truck with impact alternator	\$
c.	Dozer, tracked D3 or equivalent	\$
d.	Dozer, tracked D4 or equivalent	\$
e.	Dozer, tracked D5 or equivalent	\$
f.	Dozer, tracked D8 or equivalent	\$
g.	Dump truck 16 +/- CY	\$
h.	Dump truck 20 +/- CY	\$
i.	Dump truck 38 +/- CY	\$
k.	Generator, 5.5 KW list KW capacity	\$
l.	Generator, 200 KW list KW capacity	\$
m.	Generator, 2,500 KW list KW capacity	\$
n.	Light plant with fuel and support	\$
o.	Grader w/12' blade (minimum 30,000 lb)	\$
p.	Hydraulic excavator 1.5 CY	\$
q.	Hydraulic excavator 2.5 CY	\$
r.	Kunckleboom loader	\$
s.	Lowboy trailer with tractor	\$
t.	Mobil crane up to 15 ton	\$
u.	Pump, 95 HP (minimum 25' intake and 200' discharge to include fuel and support personnel)	\$
v.	Pump, 200 HP (minimum 25' intake and 200' discharge to include fuel and support personnel)	\$
w.	Pump, 650 HP (minimum 25' intake and 200' discharge to include fuel and support personnel)	\$
x.	Vac truck (mist capacity), list capacity	\$
aa.	Pickup truck, 1 ton	\$

bb.	Skid-steer loader, 1,500 lb operating capacity (w/utility grapple)	\$
cc.	Skid-steer loader, 2,500 lb operating capacity (w/utility grapple)	\$
dd.	Compact truck loader, 1,500 lb operating capacity (w/utility grapple)	\$
ee.	Compact truck loader, 2,500 lb operating capacity (w/utility grapple)	\$
ff.	Tub grinder, 800 to 1,000 HP	\$
gg.	Hydraulic excavator, 1.5 CY (w/thumb)	\$
hh.	Hydraulic excavator, 2.5 CY (w/thumb)	\$
ii.	Truck flatbed	\$
jj.	Articulated, telescoping scissor lift for tower, 15 hp/37 ft. tilt	\$
kk.	Water truck, 2,500 gal (non-potable, dust control and pavement maintenance)	\$
ll.	Wheel loader, 3 CY, 152 hp	\$
mm.	Wheel loader, 4.0 CY, 200 hp	\$
nn.	Wheel loader, 1.5 CY, 95 hp	\$
a-nn.	EQUIPMENT WITH OPERATOR GRANT TOTAL PRICE	\$

	LABOR CATEGORY	HOURLY LABOR RATE
a.	Operations Manager w/cell phone and .5 ton pickup truck	\$
b.	Crew foreman w/cell phone and 1 ton equipment, truck w/small tools and miscellaneous supplies in support of crew	\$
c.	Tree climber w/chainsaw and gear	\$
d.	Laborer w/chainsaw and gear	\$
e.	Laborer w/small tools, traffic control or flag person	\$
f.	Bonded and certified security personnel	\$
a-f	LABOR CATEGORY GRANT TOTAL	\$

	CREW CATEGORY	HOURLY LABOR RATE
a.	Wheel loader, 2.5 CY, 950 or similar w/ operator, foreman w/support vehicle and small equipment, laborer w/chain saw, and 2 laborers with small tools	\$

PROJECT SCOPE ITEMS 1-30	TOTAL PRICE
1. Emergency Road Clearance	\$
2. ROW Vegetative Debris Removal	\$
3. ROW C & D Debris Removal	\$
4. Removal of debris from City Parks and Facilities	\$
5. Removal of Debris from canal/waterways	\$
6. DMS(s) Management, Operations and Reduction through grinding	\$
7. Haul-out of reduced debris to City approved final disposal site	\$
8. Removal of hazardous leaning trees and handing limbs	\$
9. Removal of hazardous stumps	\$
10. ROW white goods debris removal	\$
11. Household hazardous waste (HHW) removal, transport and disposal	\$
12. E-waste removal	\$
13. Abandoned vehicle removal	\$
14. Dead animal carcasses	\$
15. Other debris removal work	\$
16. Pre-event coordination meeting (This item is priced separately as an annual service see separate line below).	No Cost
17. Description of designated areas	\$
18. Debris management sites and final disposal sites	\$
19. Safety	\$
20. On site project manager	\$
21. Superintendent	\$
22. Equipment	\$
23. Traffic control	\$
24. Rapid response crew	\$
25. Work hours	No Cost
26. Existing utilities	\$
27. Debris site tower	\$
28. Facilities at DMS locations	\$
29. Ownership of debris	\$
30. Environmental Protection	\$
	\$
TOTAL ITEMS 1-30	\$

1. HOURLY LABOR, EQUIPMENT AND MATERIAL TOTAL a-nn	\$
2. LABOR CATEGORY TOTAL a-f	\$
3. CREW CATEGORY TOTAL a	\$
4. PROJECT SCOPE ITEMS 1-30 TOTAL	\$
5. YEARLY ANNUAL SERVICE SEE ITEM # 16. PRE-EVENT COORDINATION	\$
TOTAL FOR ITEMS 1-5 (THIS WILL BE USED FOR RECOMMENDATION OF AWARD OF CONTRACT)	\$

COST PROPOSAL:

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name

END OF SECTION

ADDITIONAL BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City’s fiscal year begins October 1st and ends September 30th.

CONTRACT TERMS AND CONTRACT COSTS

The term of the Agreement is for three (3) years. The City has the option of extending the contract for three (3) additional one (1) year terms not to exceed a total contract term of six (6) years.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

Costs for all services shall remain firm for three (3) years beginning on the date of acceptance via written execution on the Contract.

Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, increases on the Contract shall not exceed five percent (5%) per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase or decrease in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one (1) year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the Contractor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjustment costs if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted prices and the matter cannot be resolved to the satisfaction of the City, the Contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

The City will evaluate proposals and may conduct discussions with, and may require presentations by firms.

Oral presentations may be required from the responsive proposers by the Evaluation Committee to provide an oral presentation in support of what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. **No new information or material not already provided in the firm's proposal is to be presented during oral presentations.**

CONFLICT OF INTEREST:

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

END OF SECTION

DEFINITIONS:

“Authorized Representative” the City’s Contract Administrator or their designee.

“City” the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

“City’s Contract Administrator” means the City’s representative duly authorized by the City Commission, City Manager, and/or Public Works Director to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

“Contractor” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Debris” means all forms of disaster-related debris, including Vegetative Debris and Mixed Debris.

“Debris Management Site (DMS)” means a location to temporarily store, reduce, segregate, and/or process debris before it is hauled to a final disposal site. May also be referred to as a Temporary Debris Storage and Reduction Site (TDSR Site) or Temporary Debris Staging and Processing Facility (TDSPF).

“Drop-off Site” means a site established for residents of Hallandale Beach to drop off debris.

“Eligible Debris” means debris resulting from a Presidentially declared disaster whose removal, as determined by FEMA, is in the public interest because it is necessary to (1) eliminate immediate threats to life, public health and safety; (2) eliminate immediate threats of significant damage to improved public or private property; or (3) ensure economic recovery of the affected community to the benefit of the community at large.

“FDEP” means the Florida Department of Environmental Protection.

“FDOT” means the Florida Department of Transportation.

“FEMA” means the Federal Emergency Management Administration.

“FHWA” means the Federal Highway Administration.

“Hazardous Stump” means an uprooted tree or stump (i.e., 50% or more of the root ball is exposed) on a public rights-of-way, improved public property or improved

property owned by certain private nonprofit organizations, and the exposed root ball poses an immediate threat to life, public health and safety.

“Mixed Debris” means a mixture of various types of debris including, but not limited to, construction and demolition debris, white goods, metals, household hazardous waste, abandoned vehicles, tires, etc.

“NRCS” means the U.S. Department of Agriculture’s Natural Resources Conservation Service.

“Notice to Proceed” means the written notice given by the City to the Contractor of the date and time for work to start.

“Project Manager” means the Contractor’s representative authorized to make and execute decisions on behalf of the Contractor.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Proposal” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Specifications and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

“ROE” means right of entry.

“ROW” means Right-Of-Way.

“Successful Proposer” the qualified, responsible and responsive Proposer to whom City (on the basis of City’s evaluation as hereinafter provided) makes an award.

“TDSR Site” means Temporary Debris Storage and Reduction Site.

“TDMS” means Temporary Debris Management Site.

“Vegetative Debris” means clean, woody debris and other organic materials that can be chipped and mulched.

END OF SECTION

II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

The following criteria stated below is what the Evaluation Committee will utilize to rate your firm's response. Your firm's response must provide all information requested below items # 1 through # 10. Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost your firm points for information that is not easily found. The information must be included in the thumb drives that are searchable in adobe format. No hardcopy paper submittals nor CDs will be accepted.

In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firm(s) must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee will select and short list no less than the three (3) top ranked firms.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 10, must be included. Items 1-10 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Minimum Qualification Requirements (MQRs)

You firm must demonstrate and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the (MQRs) stated below in order to be eligible to respond to this RFP.

Firm must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Your firm's non-compliance to the outline below will hinder the ability to find the responses of the MQRs to the RFP and could cost your firm to be determined non-responsive and disqualified from being eligible for evaluation and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All firm(s) responding to do the work for this project/RFP must provide and meet all the (MQRs).

1. Minimum Completed Projects:

The proposing firm must have completed two (2) projects of similar scope as referenced in this RFP. Provide a response to this MQR, item 1.a., by completing the table below to respond to the MQR.

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of entity for which services were provided	
Your comments for this project	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of entity for which services were provided	
Your comments for this project	

2. Years' in Business:

Proof of experience must be provided by providing a copy of the firm's Sunbiz. The Sunbiz for firm must show an incorporation date of seven (7) years. The period of time to meet the seven (7) years requirement must show a "date field" of 2008 or earlier.

3. Licenses:

Proposing firm must provide copies of all applicable licenses with their response.

4. **Transmittal Letter**

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses and telephone numbers.

5. Professional Licenses and Certifications

An affirmative statement and submission of evidence must be included with the firm's response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project.

6. Firm's Qualifications and Experience

- i. Relevant experience and past performance in Disaster Debris Removal Services with experience in regards to the scope of work, service area, and amount of debris collected.
- ii. Previous experience with State and Federal reimbursement programs; including, but not limited to: of FEMA, FHWA, NRCS and any other applicable Federal or State agencies associated with funding of debris removal and recovery efforts.
- iii. Firm possesses all appropriate Contractors and professional licenses required to do business in the State of Florida.
- iv. Firm Profile and Team Composition: Include organizational chart with names of all persons or entities serving or intending to serve as principals in the Vendors firm. Identify each principal of the firm and any other "key personnel", such as project managers, supervisors, and contact personnel who will be professionally associated with the services to be provided. Brief resumes of these individuals are requested and highly encouraged stating their credentials, education, experience, certifications, and all pertinent information to demonstrate capabilities.
- v. Financial Capacity. Each firm must certify and provide a statement that it is financially stable and has the necessary resources, human and financial, to provide the services at the level required by the City. Each Vendor shall be prepared to supply a financial statement upon request. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the Proposal. Provide clear and sufficient information that will provide insight to the City about the financial qualifications, fitness, and stability of the Vendor. This section must also include a letter from the Firm's surety company providing proof of bonding capability large enough to handle the potential debris management operations up to \$1,000,000 annually. This letter shall be valid for one year from the anniversary date of the start of the agreement, and shall be resubmitted for validity to the City every year thereafter throughout the initial contract term, and for each year of any subsequent contract renewal option.

7. Approach of services to be provided

- i. The Proposer's approach to mobilization, operational plans, work procedures, and their processing system to support the needs and objective of the City.
- ii. Proposer's existing maintenance, repair, parts and resource program, including availability of personnel that would enable and ensure remedial work.
- iii. The Proposer's ability, capacity, skill and organization to perform and support the needs and objectives within the scope of work in this RFP.
- iv. The schedule and availability of the proposer to include response time.
- v. The current and projected workload of the proposer to include current contract with other government entities. Describe in detail the ability to manage activation of multiple contracts.
- vi. List and provide the current condition and amount of resources available to perform the services required such as the proposer's heavy equipment, vehicles and other related equipment.
- vii. Discuss in detail the documenting and resolving of damages.
- viii. Discuss in detail the invoicing and data management.
- ix. Disclose and list all sub-contractors by the type and description of work to be subcontracted.
- x. Typical Debris Management Site (DMS) Safety Plan and Operational Plan. Provide a description of the firm's typical DMS safety plan and operational plan. Any changes to the site safety plan or operational plan must be provided to the City and are subject to City approval. The City also reserves the right to request changes to the Vendor(s) site safety plan or operational plan.
- xi. Describe firm's ability to avoid and/or mitigate unforeseen problems such as equipment failure and staffing shortages. This includes, but is not limited to ongoing maintenance programs, availability of parts and personnel for field repairs, resources for backup personnel and equipment, and other programs and approaches that would allow the Vendor to meet the City's needs and objectives in adverse conditions.

8. Personnel and Equipment Identifier

- a. A list of personnel assigned to the City in the event of contract activation. The list shall include, but is not limited to:
 - vi. Contact persons, including telephone numbers and e-mail Address
 - vii. Project Manager
 - viii. Operations Manager
 - ix. Other key personnel assigned to the project/the Agreement
- b. Identify Proposer's current inventory of heavy equipment, vehicles and other related equipment and their current conditions that would be dedicated and utilized for the City's objective. A full list shall include descriptions, sizes and age of the equipment.

9. Past Performance (References)

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date. Undeliverable emails no longer in service and/or not working, as well as, no responses provided to the request will cost your firm points allotted for this criteria.

Each firm responding to this RFP must provide five (5) verifiable references with knowledge of your firm's contract performance with local government entities or private sector entities.

Each firm must provide the following information for the references provided and ensure that the contact information provided is up to date and accessible.

- a) Name of firm-company for which work was provided.
- b) Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management positions in the field of public food service establishments.
- c) Type of project. Year project started and was completed.
- d) Dollar amount of contract.
- e) Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

10. Cost Proposal

Firm to provide all fees for the award of contract as outlined on pages 32-35 of Exhibit I.

END OF SECTION

III. PROPOSAL EVALUATIONS:

Criteria. Your firm’s response to this RFP will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	Minimum Qualification Requirements (MQRs) – this criteria has not points. If you firm does not provide all the required stated MQRs your firm’s proposal will not be reviewed/evaluated and your submission disqualified.	Ensure you provide all the MQRs with your firm’s submittal.
2.	Firm’s Qualifications and Experience	20
3.	Approach of Services to be provided	10
4.	Personnel and Equipment Identifier	15
5.	Past Performance (References)	15
6.	Cost Proposal	40
	TOTAL POINTS	100

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: MARCH 8, 2016 BY NO LATER THAN 11:00 AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2015-2016-006
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-II, which makes up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **FEBRUARY 9, 2016, 2:00 PM**; City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **FEBRUARY 16, 2016 BY NO LATER THAN 11:00 A.M.**

BONDING CAPACITY AND IRREVOCABLE LETTER OF CREDIT:

Proposing firm must submit with their proposal a Bonding Capacity letter for the proposing firm issued by a surety company licensed to do business in the State of Florida.

The awarded contractor(s) must submit within fifteen (15) days after receipt of Notification of Award letter, an irrevocable letter of credit. The letter of credit must be unconditional and irrevocable, addressed to the City of Hallandale Beach.

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP ADVERTISING DATE	JANUARY 29, 2016
RFP DOCUMENT RELEASED	JANUARY 29, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	FEBRUARY 9, 2016 2:00 PM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN <u>FEBRUARY 16, 2016</u> BY NO LATER THAN <u>11 AM</u>
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>MARCH 8, 2016</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	MARCH 14, 2016 THROUGH APRIL 22, 2016
ORAL INTERVIEWS – (IF REQUIRED)	MARCH 14, 2016 THROUGH APRIL 22, 2016
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

INSURANCE REQUIREMENTS:

Your firm must review Exhibit II, which includes the City's Form Agreement that the awarded firm will be required to execute for this project. Exhibit II Article 5. Insurance Requirements provides all the of the City's Insurance Requirements for this project.

END OF SECTION