



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSAL
(RFP) # FY 2015-2016-007**

DISASTER DEBRIS MONITORING 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 from qualified firms, hereinafter referred to as the Consultant, Contractor or Debris Monitor, to provide Disaster/Debris Monitoring Services and Financial Recovery Assistance, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

The City is seeking proposals to establish a pre-need, pre-event contract with a qualified and experienced emergency and debris monitoring firm, herein after referred to as Contractor, to provide services to the City during disaster or emergency events. Disasters include natural events such as hurricanes, tornadoes, windstorms, floods, and fires, as well as, man-made events or emergencies such as civil unrest and terrorist attacks. In the event of a disaster or emergency, the Contractor must service the City first and be on-call to provide all support services necessary to insure the safety and well-being of all residents and visitors to the City. Contractor may also be called upon throughout the year to render services to assist the City with special needs and events other than full-scale disasters, as determined by the City Manager. The City retains the right to obtain similar services from additional contractors.

The successful Proposer (Contractor) must be responsible for monitoring the recovery efforts of the City's Debris Management Contractor (DMC) in the field in accordance with the Stafford Act and Federal Emergency Management Administration (FEMA) policies and guidelines. Services include monitoring debris collection, and residential debris Drop-Off Sites, as well as data reporting and other related services. Contractor must monitor the DMC's progress and suggest and assist with implementing recommendations to improve efficiency.

The successful firm must adhere to all requirements and regulations established by FEMA, the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over response and recovery actions.

Contractor will work under the direction of the City's Contract Manager. The City Manager or designee will issue the Notice to Proceed to start work and the notice to reduce resources and to end work. All payments under the contract resulting from this RFP shall be made only for services approved by the Contract Manager.

The City will not award a contract in response to this RFP to the same firm that is awarded a contract for the related RFP # FY2015-2016-006 for Disaster Debris Removal and Disposal Services.

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 selected firm must be experienced and knowledgeable in Federal Emergency Management Administration (FEMA) and Insurance reimbursement rules and procedures and must demonstrate such to the City in its proposal and subsequent selection process presentations. The selected firm must also demonstrate experience and knowledge with state, local and federal environmental regulating and permitting agencies. The selected firm will be responsible for staying current with all FEMA and other agencies guidelines and regulations and will be responsible for advising the City from beginning to end to ensure maximum financial recovery for the City.

The City will issue a separate Request for Proposals, RFP # FY2015-2016-006, for “Disaster Debris Removal and Disposal Services.” The proposer (Contractor/Debris Management Contractor) for RFP # FY2015-2016-006 Disaster Debris Removal and Disposal Services cannot be employed or affiliated with the proposer (Contractor/Debris Monitor 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.**

END OF SECTION

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 do the work for this project/RFP must provide and meet all the (MQRs).

1. Minimum Completed Projects:

The proposing firm must have completed a minimum of two (2) projects of similar size, scope, and complexity.

In order to provide a response to this MQR, item 1., firm(s) must utilize 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 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.

END OF SECTION

SCOPE OF WORK:

The City of is seeking a qualified firm to provide emergency debris monitoring services and the associated management and accounting services that are required during an emergency. The successful Proposer (Contractor) shall be responsible for monitoring the recovery efforts of the City's Debris Management Contractor (DMC) in the field in accordance with Federal Emergency Management Administration (FEMA) policies and guidelines. Services include monitoring of debris collection, Temporary Debris Storage and Reduction Sites (TDSR Sites), and residential debris Drop-off Sites, as well as data reporting and other related services. The Contractor shall monitor the DMC's progress and suggest and assist with implementing recommendations to improve efficiency.

I. Project Management and Process Oversight

Project management and process oversight activities shall include, but not be limited to, the following:

1. The Contractor shall appoint a Project Manager, fluent in English, who will be the City's primary point-of-contact and will be responsible for all services and personnel that are provided by the Contractor and to insure that all procedures provide for reimbursement by FEMA and other Federal and State agencies.
2. The Project Manager and other key personnel shall report to the City's Emergency Operations Center (EOC) within eight (8) hours of notification by the City. Commencement of work shall begin within twenty-four (24) hours of issuance of a Notice to Proceed. 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.
3. The Project Manager shall assist the City in developing a Debris Management Action Plan for the specific occurrence. The Contractor may also be requested to assist in other debris recovery planning efforts, such as identifying adequate TDSR Sites, estimating debris quantities, and developing emergency plans for debris clearance following an emergency event.
4. The Project Manager shall attend all meetings and briefings designated by the City. Daily meetings will be conducted by the City with the Contractor, DMC and other essential personnel in order to confirm daily debris recovery activities and schedules, address and resolve problems, and discuss progress of the debris recovery effort.
5. The Contractor shall provide trained personnel to observe, direct and document the activities of the DMC. The Contractor shall be responsible for scheduling work for all its personnel on a daily basis. The Contractor shall assist the City in coordinating work assignments for the DMC.
6. The Contractor shall monitor the DMC's progress and record the progress daily, including mapping all streets and locations where debris was collected.

7. The Contractor shall track and coordinate with City personnel to respond to problems in the field and to citizens' complaints, including commercial or residential property damage claims as a result of debris removal.
8. The Contractor shall attend one meeting annually, at no expense to the City, for pre-event planning.

II. Documentation and Reimbursement

1. The Contractor shall use load tickets, provided by the DMC, to track and document the removal and management of Eligible Debris. The Contractor shall ensure that load tickets meet the requirements of FEMA and other federal or state reimbursement agencies. The Contractor shall retain original completed tickets on behalf of the City, which shall be turned over to the City daily. Copies of completed load tickets shall also be retained by the Contractor, vehicle driver, subcontractor, and DMC.
2. The Contractor shall document all recovery work to ensure that proper records are maintained for load tickets and recovery costs for reimbursement purposes. During the first seventy (70) hours following a declared Presidential disaster, this may require documenting times that DMC manpower and equipment are actively used in order to document time-and material reimbursements. This shall also include any photographs or other means of confirming debris load information for reimbursement purposes. This may also include documenting City forces used immediately before or after the storm event.
3. The Contractor shall assist the City in preparing reports necessary for reimbursement by FEMA, FHW A and any other applicable federal, state or local agencies as needed to ensure the maximize disaster reimbursements.
4. The Contractor shall provide regular reports throughout the emergency event, including updates for the daily briefing meetings; reports on the review and validation of the DMC; cubic yard/tonnage reports that provide the number of trucks and volume/tonnage of debris received at each TDSR Site as well as a total for all TDSR Sites; and a final report following completion of debris recovery operations.
5. The Contractor will assure that all forms that are being utilized are the most current and are in compliance with applicable FEMA and related state and federal reporting guidelines etc.

III. Field Collection Monitoring

In order to obtain FEMA reimbursement for Eligible Debris, all loads must be monitored in the field by collection monitors. Specific activities shall include but not be limited to the following:

1. The Contractor shall provide personnel to serve as Field Monitors and Field Supervisors. The primary function of the Field Monitors is to verify that debris picked up by the DMC recovery crews is Eligible Debris and to issue debris load tickets for such Eligible Debris. Field Supervisors shall oversee and coordinate the work of the Field Monitors.
2. The Contractor shall train all Field Monitors and Supervisors to ensure that proper FEMA documentation protocol requirements are instituted and followed. The Contractor shall equip all Field Monitors with vehicle transportation and with state-of-the-art technology, which shall include GPS, cameras, computers, communication devices, and other equipment as deemed necessary and/or appropriate.
3. Field Monitors shall enforce the DMC's "clean as you go" policy.
4. Field Monitors shall continuously inspect the work of the DMC to ensure that debris removed is of the proper type and from the areas designated by the City, and to verify the proper loading and compaction of debris into debris recovery equipment. Photographs and GPS coordinates of debris shall be taken as directed by the City to verify the source and type of debris for reimbursement purposes.
5. If the Field Monitor finds that the DMC's work is not performed as specified by the City, the Field Monitor must immediately initiate a stop work order and notify their Field Supervisor or the Project Manager. All stop work orders must be documented and reported to the City's Contract Manager.
6. Field Monitors shall survey their assigned areas for special needs and record detailed information, including photo documentation, specific location, specific threat, and any special circumstances, regarding the following: Hazardous Stumps, and leaning trees (leaners), as well as a random sample of hanging limbs (hangers). For Hazardous Stumps, Field Monitors should also record the stump's diameter measured two feet up the trunk from the ground and the quantity of material to fill the hole. Field Monitors shall also document in detail removal of the Hazardous Stumps, leaners or hangers.
7. All procedures shall comply with state, federal, and FEMA requirements.

IV. TDSR Site and Drop-Off Site Monitors

1. The Contractor shall provide Site Monitors for each Temporary Debris Storage and Reduction Site (TDSR Site). The Contractor shall be prepared for the City to begin hauling debris to the TDSR Sites within twelve (12) hours after a storm event. TDSR Site Monitor responsibilities shall include but not be limited to the following:

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- Ensure all loads of debris brought to the site by the DMC and all loads of debris exiting the site are documented with properly completed load tickets. By signing the load ticket, the Site Monitor is certifying that all information on the document is complete and accurate, including load volumes.
 - Photograph loads of debris, as directed by the City, and record load information on the photograph.
 - Collect all load tickets and provide copies of them to the DMC's designated personnel.
 - Certify and update the DMC's fleet documentation. The Contractor will obtain from the DMC such documentation, including vehicle number, type of vehicle and volume capacity calculation. The Contractor shall certify all debris vehicles at the TDSR Sites beginning twenty-four (24) to forty-eight (48) hours after the storm passes. The Contractor shall update the fleet documents as the DMC adds or deletes vehicles from the collection fleet or when measurement calculations are modified through the random verification process. The Contractor shall also periodically and randomly perform volume capacity verifications of recovery vehicles.
 - Verify that all DMC equipment has been completely emptied prior to leaving the TDSR Site.
 - Observe all vehicles entering and exiting the TDSR Site to ensure that all vehicles are in good repair and safe with secure sideboards and tailgate.
 - Provide technical and permitting assistance associated with the need to locate additional TDSRS when requested by the City of Hallandale Beach.
2. The Contractor shall provide or arrange for field operation trailers and generators at all TDSR Sites for use by its staff.
 3. The Contractor shall provide Site Monitors for each public debris Drop-off Site. Drop-off Site Monitor responsibilities shall include but not be limited to the following:
 - Ensure that only City of Hallandale Beach residents are using the site. If an individual is not a resident, it shall be the Site Monitor's responsibility to inform the individual of such and provide them options as to how they can manage their debris as directed by the City.
 - Record the address of the eligible site users and the type and quantity of debris they brought to the site.
 - Record and provide a copy of the completed load tickets to the DMC to remove the

debris from the public Drop-off Site.

- Photograph debris and GPS location, as directed by the City, to verify the source and type of debris.
- Assist with communicating to residents proper handling and disposal practices and with distributing informational flyers, at the City's request.

4. The Contractor shall be responsible for the following items at all TDSR Sites and Drop-off Sites:

- Verify that all sites have access control and security.
- Monitor the type of debris entering the sites, classify debris by FEMA protocols and ensure each type of waste is placed in the proper location.
- Assist with coordinating the logistics of the site to ensure efficient traffic flow.
- Conduct periodic safety inspections to ensure the DMC is complying with safety regulations such as utilizing spotters, properly controlling traffic and wearing proper safety equipment.
- Be responsible for end-of-day activities such as ensuring all operations have ceased for the day and all sites are closed and secured.
- Report safety or other hazards to the City.

5. All procedures of contractor shall comply with FEMA requirements.

V. Contractor's Personnel

1. The Contractor shall secure at its expense all necessary personnel required to perform the services under this RFP. Such personnel shall not be employees of or have any contractual relationship with the City or of the City's DMC.
2. The Contractor's shall have a professional staff with the knowledge, skills and training to monitor the disaster recovery process efficiently and effectively. Extensive knowledge of FEMA, FHWA, NRCS, FDOT, FDEP and other application federal, state or local agency regulations and policies is required. If necessary, Contractor personnel shall possess any certifications or licenses that are required by federal, state or local law in order to perform such services. All contractor personnel shall comply with FEMA requirements.

3. At the annual meeting with the City, the Contractor shall submit an operations report that identifies key personnel and positions/classifications dedicated to this contract. The Contractor shall update the operations report for any changes such as additions or deletions of staff. Any changes in key personnel, such as but not limited to, the Project Manager and Field Supervisors, must be approved by the City. The City retains the right to request personnel replacements.
4. The Contractor's staffing plan shall include at a minimum the positions listed below. The Contractor may use other positions as necessary and as approved by the City. All such positions and applicable hourly rates shall be listed in the Price Proposal Form provided below.
 - **Project Manager** -Primary point-of-contact to the City and overall responsible for all Contractor services and personnel.
 - **Field Supervisor** -Responsible for a crew of Field Monitors.
 - **Field Monitor** -Responsible for overseeing the DMC's debris recovery activities and issuing load tickets.
 - **TDSR Site Monitor** -Responsible for recording the volume of debris brought to a TDSR SITE by the DMC.
 - **Drop-off Site Monitor** -Responsible for determining the eligibility of users at the public debris Drop-off Sites and issuing load tickets to the DMC.
 - **Debris Site Security** -Provides security at TDSR Sites and Drop-off Sites when sites are not open if requested by the City.
 - **Data Entry** -Track, verify and enter load tickets.
5. The Contractor's field personnel shall be identifiable with safety vests and vehicle placards.

VI. Other Related Services

1. Upon request by the City's Contract Manager, the Contractor shall provide Aerial Photographs of areas of damage and debris sites. Photographs shall be extremely sharp and clear containing reference boundaries for location identification. The Contractor may have to take several photographs to produce one acceptable quality photograph. If the photographs delivered are not of sufficient quality as determined by a minimum of two City officials, the City will not be obligated to pay for the flight and photographs. If the Contractor and City agree, photos may be retaken at Contractor's expense. Photographs shall be delivered to the city within five (5) business days of order, weather permitting.

2. The Contractor shall provide other related services as requested by the City. Such services may include but would not be limited to the following:
- Perform damage assessments to determine areas impacted, quantities of debris, and types of debris.
 - Assist the City in obtaining any necessary permits, licenses and certificates as may be required to perform debris management work and in clarifying and resolving any compliance issues.
 - Provide training to City staff in essential debris management, monitoring and collection functions to insure appropriate and response interface with field debris collection contractors and city, State, and Federal Agencies, as directed by the Contract Manager.
 - Be prepared with appropriate supervisors, staff, and watercraft to oversee clearing of debris from canals and waterways.

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, hourly rate and price per unit price total. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.**

I.	POSITIONS	HOURLY RATE
1.	Principal Project Manager	\$
2.	Field Manager/Supervisor	\$
3.	Field Monitor	\$
4.	TDSR Site and drop off site monitors	\$
5.	Debris site security	\$
6.	Data Manager	\$
7.	Data support personnel	\$
8.	GIS operator	\$
9.	Billing/invoice analyst (load ticket data entry clerk)	\$
10.	Schedules/expenditures (logistics)	\$
	TOTAL ITEMS 1-10	\$

II.	AERIAL PHOTOGRAPHS	
	ITEM	PRICE PER ITEMS 1-5
1.	Aerial photo package (one flight and one photograph)	\$
2.	Photograph copies (per duplication of original photo)	\$
3.	Additional photographs (per photo, same flight, same location, different view)	\$
4.	Additional location (one photo, same flight, different location)	\$
5.	GPS, mapping, photographing, services for stumps, leaners, hangers, tree removal	\$
	TOTAL ITEMS 1-5	\$

I.	POSITIONS TOTAL ITEMS 1-10	\$
II.	AERIAL PHOTOGRAPHS TOTAL ITEMS 1-5	\$
TOTAL FOR ITEMS I AND II (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

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.

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.

DEFINITIONS:

Aerial Photographs means 8 1/2" x 11" color enlargements of multiple view (usually 3) aerial photographs of debris sites, located within Broward County, for the purpose of documentation and measuring and calculating cubic yards. Printed on each photograph shall be the company name, date, time and name of location.

Choke Point means an inspection site where all trucks must pass.

Clean As You Go Policy means clearing all debris from each street or work zone on the first pass, whenever possible.

Construction and Demolition Debris (C&D Debris) means damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, plastic pipe, concrete, fully cured asphalt, heating, ventilation and air conditioning (HVAC) systems and their components, light fixtures, small consumer appliances, equipment, furnishings and fixtures that are a result of a disaster event.

Contract Manager means the City's representative duly authorized by the City Manager to provide direction to the CONTRACTOR regarding services provided pursuant to this RFP and resulting contract.

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

Debris Monitor (Contractor or Consultant) means the successful Proposer, whether a corporation, partnership, individual or any combination thereof, and its successors, personal representatives, executors, administrators and assignees.

Debris Management Contractor (DMC) means the firm under contract with the City to provide Disaster Debris Management services and its subcontractors.

Drop-Off Site means a site established for residents of the City of Hallandale Beach to drop off debris.

Electronic Waste (E-Waste) means loosely discarded, damaged, obsolete, or broken electrical or electronic devices including, but not limited to, computers, computer monitors, televisions, and microwaves.

Eligible Debris as determined by FEMA Section #325 Debris Management Guide and other applicable regulations means debris resulting from a Presidentially declared disaster whose removal, as determined by the City Manager or his designee, 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.

Federal Aid Eligible Roads means roads that are paved, gravel or dirt and are eligible for repair or replacement.

FDEP means the Florida Department of Environmental Protection.

FDOT means the Florida Department of Transportation.

FEMA means the Federal Emergency Management Administration.

FFWC means the Florida Fish and Wildlife Conservation Commission.

FHWA means the Federal Highway Administration.

Global Positioning System (GPS) means a global navigation satellite system that provides location and time information in all weather conditions, anywhere on or near the Earth, where there is an unobstructed line of sight to four or more GPS satellites.

Hazardous Stump means an uprooted tree or stump (i.e., 50% or more of the root ball is exposed) on a public right-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.

Hazardous Waste means materials and products from institutional, commercial, recreational, industrial, and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the U.S. Environmental Protection Agency: 1) toxic; 2) flammable; 3) corrosive; and/or 4) reactive, in accordance with Environmental Protection Agency (EPA) Section for toxic, flammable, corrosive reaction Resource Conservation and Recovery Act (RCRA) Subtitle C 40 CFR Part 260.

Household Hazardous Waste means used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the U.S. Environmental Protection Agency: 1) toxic; 2) flammable; 3) corrosive; and/or 4) reactive. Examples of Household Hazardous Waste include small quantities of normal household cleaning and maintenance products, latex and oil-based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders in accordance with Environmental Protection Agency (EPA) Section for toxic, flammable, corrosive reaction Resource Conservation and Recovery Act (RCRA) Subtitle C 40 CFR Part 260.

Mixed Debris means a mixture of various types of debris including, but not limited to, C&D Debris, White Goods, E-Waste, Household Hazardous Waste, metals, abandoned vehicles, tires, etc.

Notice to Proceed means the written notice given by the City Manager (or designee) to the CONTRACTOR of the date and time for work to start.

NRCS means Natural Resources Conservation Service.

OSHA means the U.S. Department of Labor's Occupational Safety and Health Administration.

Project Manager means the CONTRACTOR's representative authorized to make and execute decisions on behalf of the CONTRACTOR.

TDSR Site means Temporary Debris Storage and Reduction Site.

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

White Goods means all appliances; including, but not limited to, refrigerators, freezers, stoves, washers, dryers and HVAC units.

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)

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 do the work for this project/RFP must provide and meet all the (MQRs).

1. Minimum Completed Projects:

The proposing firm must have completed a minimum of two (2) projects of similar size, scope, and complexity.

In order to provide a response to this MQR, item 1.a., firm(s) must utilize 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 of seven (7) years. The period of time to meet the seven (7) years requirement must show a "date filed" 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. Firm's background, including the number of years the firms has been in existence; the # of years involved in emergency debris monitoring; and the firm's history and experience working with the proposed joint venture and/or major subcontractor(s).
- 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

Firm must describe the proposed plan for proving the services identified in this RFP. Firm must highlight proven strategies and demonstrate its willingness to design the best response to the City. The response in this section must demonstrate the firm's ability to manage tasks simultaneously and expeditiously and to resolve problems, as well as, to handle multiple contractual obligations in the event of a regional or statewide disaster involving a number of public entity clients under contract for similar support. At a minimum the response here must include:

- i. The Proposer's ability, capacity, skill and organization to perform and support the needs and objectives within the scope of work in this RFP.
- ii. The schedule and availability of the proposer to include response time.
- iii. 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.
- iv. Discuss in detail the documenting and resolving of damages.
- v. Discuss in detail the invoicing and data management.
- vi. Disclose and list all sub-contractors by the type and description of work to be subcontracted.
- vii. 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.
- viii. Describe procedures for documentation and verification functions.
- ix. Provide an organizational chart noting supervisor and other key personnel, the team and project management structure, and the ration of supervisors to field staff.

8. Personnel

- a. A list of personnel assigned to the City in the event of contract activation. The list shall include, but is not limited to:
- Contact persons, including telephone numbers and e-mail Address
 - Project Manager
 - Operations Manager
 - Other key personnel assigned to the project/the Agreement

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 13-14 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	10
5.	Past Performance (References)	15
6.	Cost Proposal	45
	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 2015-2016-007
DISASTER DEBRIS MONITORING 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 12, 2016 at 11:00 AM;** 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 19, 2016
NON-MANDATORY PRE-PROPOSAL CONFERENCE	FEBRUARY 12, 2016 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN FEBRUARY 16, 2016 BY NO LATER THAN 11 AM
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