



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk
P.O. Box 620, Perry, FL 32348
(850) 838-3506 Phone
(850) 838-3549 Fax

TED LAKEY, County Administrator
201 E. Green Street, Perry, FL 32347
(850) 838-3500, extension 6 Phone
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney
P.O. Box 167, Perry, FL 32348
(850) 584-6113 Phone
(850) 584-2433 Fax

NOTICE OF REQUEST FOR PROPOSALS FOR DISASTER DEBRIS MONITORING SERVICES

The Taylor County Board of County Commissioners is soliciting sealed proposals for **DISASTER DEBRIS MONITORING SERVICES**.

Qualified firms or individuals desiring to provide the required services must submit an **original and three (3) copies** of the proposal package, in a sealed envelope or similar package marked "**Sealed Proposal for DISASTER DEBRIS MONITORING SERVICES**" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, or P.O. Box 620, Perry, Florida 32348, to arrive no later than **4:00 P.M.**, local time, on **FRIDAY, AUGUST 18, 2017**. **All proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Proposals will be opened and respondents announced at **6:00 P.M.** local time, or as soon thereafter as practical, on **TUESDAY, AUGUST 22, 2017**, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.

Proposal information **MUST** be obtained from the Emergency Management Department located at the Taylor County Emergency Operations Center, 591 US HWY 27, Perry, Florida 32347.

Required Proposal information:

1. QUALIFICATIONS OF THE FIRM
2. QUALIFICATIONS OF STAFF
3. TECHNICAL APPROACH
4. COST PROPOSAL

The County reserves the right, in its sole and absolute discretion, to reject any or all proposals, to cancel or withdraw this request for proposals at any time and waive any irregularities in the proposal process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service to perform successfully under the terms and conditions of the proposed contract, giving consideration to such matters as respondent integrity, compliance with public policy, record of past performance, and financial and technical resources; therefore, the County is not bound to award any contract based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. **No faxed proposals will be accepted.**

For additional information contact:

Steve Spradley
Taylor County Department of Emergency Management
591 US Hwy 27 East
Perry, FL. 32347
(850) 838-3575

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida.

LEGAL SECTION
WEDNESDAY, AUGUST 9, 2017
WEDNESDAY, AUGUST 16, 2017
BILL T.C.B.C.C.



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GENERAL PROPOSAL INFORMATION

1. Proposal information **MUST** be obtained from the Emergency Management Department, 591 US HWY 27, Perry, Florida 32347, (850) 838-3575.
2. One (1) original and three (3) copies of the proposal package must be submitted in person to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, or by mail to P.O. Box 620, Perry, Florida 32348 to arrive no later than **4:00 PM on Friday, AUGUST 18, 2017.**
3. Proposals must be in a sealed envelope plainly marked on the outside: **"Sealed Proposal for DISASTER DEBRIS MONITORING SERVICES"**.
4. **All proposals MUST have the respondents name and mailing address clearly shown on the outside of the envelope or package when submitted.**
5. Proposals not received by the Clerk of Court prior to the specified time will not be considered and **will be returned to the respondent unopened.**
6. Once opened no proposal may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
7. Respondents must complete and furnish with their proposal, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
8. Proposals shall be received and respondents announced on **TUESDAY, AUGUST 22, 2017,** at **6:00 PM** or as soon thereafter as practical, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.
9. The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion, to reject any or all proposals, to cancel or withdraw this proposal at any time and waive any irregularities in the proposal process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service to perform successfully under the terms and conditions of the proposed contract, giving consideration to such matters as respondent integrity, compliance with public policy, record of past performance, and financial and technical resources; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute

General Proposal Considerations
(Continued)

discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest.

10. It is the responsibility of the respondents to fully understand and follow all project expectations.
11. All bids submitted, requiring General Liability and Worker's Compensation Insurance, per the bid specifications, must include a Certificate of Insurance showing \$1,000,000.00 liability insurance, listing Taylor County as additional insured, or a statement from a insurance agent, verifying that if the prospective bidder/respondent is awarded the bid, a Certificate of Insurance will be issued to the successful bidder/respondent within thirty (30) days of the acceptance of the bid, in the amount stated. Also include the Declaration Page from the insurance policy, showing Worker's Compensation Insurance on all employees working on the project. Worker's Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Worker's Compensation Hold Harmless Agreement. Any bidder/respondent, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the next qualified bidder/respondent who meets all bid specifications. The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent (Business Automobile Liability). The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim (Professional Liability). The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
12. The Taylor County Board of County Commissioners **DOES NOT ACCEPT FAXED PROPOSALS.**
13. Respondents who elect to send sealed proposals Overnight Express or Federal Express must send them to the physical address of: Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.
14. For additional information, contact:

Steve Spradley,
Taylor County Department of Emergency Management
591 US Highway 27 East
Perry, Florida 32347
(850) 838-3575



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PROPOSAL CHECKLIST

Check Items Included:

- _____ 1. Required proposal information referenced above.
- _____ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Considerations (**MUST BE INCLUDED**).
- _____ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State, Articles of Incorporation, and Taylor County Workers Compensation Hold Harmless Agreement (**MUST BE INCLUDED WITH BID**).
- _____ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) (**AFFIDAVIT ENCLOSED**).

Checklist **Please include with proposal.**

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES NOW, _____, and after having obtained a State of Florida Worker's Compensation Certificate, a copy of which is attached hereto and marked Exhibit "A" and in consideration of Taylor County having accepted the said Worker's Compensation exemption and Taylor County having agreed for me to proceed with the following project, to-wit:

TAYLOR COUNTY DISASTER DEBRIS MONITORING SERVICES

1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability claim, demand, action, cause of action, suit, loss, damage, expense, cost attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.
2. I also hereby indemnify and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any rehabilitation or any expense as a result of any injury on said project.
3. I hereby release Taylor County from any liability of whatever kind or nature as a result of any injury on the above project.
4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.
5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this _____ day of _____, 2017,

WITNESS:

STATE OF FLORIDA
COUNTY OF TAYLOR

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____, personally known to me () produced identification () to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness may hand and official seal this _____ day of _____, 2017.

NOTARY PUBLIC
My Commission Expires:

Accepted by Taylor County, Florida this _____ day of _____, 2017, by

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____
for _____

2. This sworn statement is submitted by _____
(Name of entity submitting sworn statement)

Whose business address is _____
_____ and

(if applicable) its Federal Employer Identification Number (FEIN) is _____,

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)

3. My name is _____ and my relationship to the entity
name above is _____.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime: or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into

a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day
of _____, _____.

NOTARY PUBLIC

My commission expires: _____ FORM PUR 7068 (Rev. 11/89)

ATTACHMENT “A”

SCOPE OF SERVICES

I. BACKGROUND

The County requires management, recovery, and consulting services related to disaster recovery. As such, the Consultant should be capable of providing a range of related services including debris removal monitoring, grant application, administration and program management, damage assessment, training, emergency planning, infrastructure restoration, and other services as needed and directed by the County. Other services may include, but not be limited to, facilitating communication with FEMA, FHWA, the State of Florida and other agencies, coordination with insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services.

II. FORMAT

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. QUALIFICATIONS OF THE FIRM

- a) Provide a description and history of the firm focusing on previous governmental experience. Only experience as the prime contractor will be considered. Firm qualifications must include, at minimum, the following:
 1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
 2. Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
 3. Experience representing Local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA, USACE, and NRCS.
 4. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

b) Provide three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

2. QUALIFICATIONS OF STAFF

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

a.) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer's personnel must demonstrate experience managing hurricane debris monitoring for at least two governments a minimum of 500,000 cubic yards of debris for each client.

b.) Documented knowledge and experience of Federal, State and Local emergency agencies, programs, funding sources and reimbursement processes.

c.) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

3. TECHNICAL APPROACH

Provide a description of the Proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the County.

4. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor projected costs will be billed to the County at cost without markup.

III. SCOPE

A. DISASTER DEBRIS MONITORING SERVICES

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other areas designated as eligible by the County. Specific services may include:

- a. Coordinating daily briefings, work progress, staffing, and other key items with the County.
- b. Support with the selection and permitting of TDSRS locations and other permitting/regulatory issues as requested.
- c. Scheduling work for team members and contractors daily.
- d. Include as necessary county representatives or employees as team members to accompany contractor monitors in the field.
- e. Hiring, scheduling, and managing field staff.
- f. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- g. Assisting the County with responding to public concerns and comments.
- h. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- i. As part of contractor vehicle certification, the monitor will verify truck capacities and recertify on a regular basis.
- j. Verifying contractor completed work, including type of debris collected, amount of debris collected and the original collection location.
- k. Completing and physically controlling load tickets in both monitoring towers and in the field.
- l. Ensuring that trucks are accurately credited for their load and ensure that they are not artificially loaded to maximize reimbursement.
- m. Ensuring that hazardous waste is not mixed in with loads.
- n. Inspecting all trucks to ensure that all debris is removed from trucks at the DMS.
- o. Ensuring that daily loads meet permit requirements.

- p. The monitor will validate hazardous trees, including hangers, leaners, and stumps and provide appropriate documentation forms.
- q. Entering load tickets into a database application.
- r. Digitizing of source documentation (such as load tickets).
- s. Developing daily operational reports to keep the County informed of work progress.
- t. Reporting if the debris removal contractor personnel safety standards are not followed.
- u. Reporting if public safety standards are not followed.
- v. Reporting if improper equipment is mobilized and used.
- w. Developing maps, GIS applications, etc. as necessary.
- x. Monitoring site development and restoration of DMS.
- y. Reporting if debris removal work does not comply with all local ordinances as well as State and Federal regulations.
- z. Ensuring that work stops immediately in an area where human remains or potential archeological deposits are discovered.
- aa. Performing a comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the County for processing.
- bb. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by County staff and designated debris removal contractors.
- cc. Preparing reports to include debris collected from curbside and/or collection centers, debris accepted at the DMS and/or final disposition, debris recycled/reduced at the DMS and taken to final disposition, and operation or safety issues.
- dd. Final report and appeal preparation and assistance.

B. GRANT APPLICATION, ADMINISTRATION & MANAGEMENT SERVICES

As directed by the County, the consultant shall provide:

- a. Preliminary Damage Assessment (PDA)
- b. Direct Administrative Cost Assistance
- c. Small PW Development
- d. Large PW Preparation
- e. Alternate and Improved Project Funding Consultation
- f. Hazard Mitigation Funding Support
- g. Special Consideration Assistance
- h. Construction Inspection
- i. Grant Administration/Financial Reconciliation Services
- j. Interim Project Inspections
- k. Final Project Inspections
- l. Data Collection and Dissemination
- m. Financial Compliance Review
- n. Insurance evaluation, documentation adjusting and settlement services;
- o. Project Scope Development
- p. Project Cost Estimation and Documentation
- q. Project Payment Requests
- r. Management – Project Cost Reconciliations
- s. Evaluating/Estimating Cost Overruns
- t. Preparing PW Versions for Cost Adjustments
- u. Grant Closeout Services
- v. Audit Assistance/Defense
- w. Appeals Development

C. EMERGENCY MANAGEMENT PLANNING AND TRAINING

As directed by the County, the Consultant shall provide:

- a. Comprehensive emergency management plans (e.g. COOP, EOP) to include plan development; review, and revisions.
- b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.

- c. Development of a debris management plan – including identification of an adequate number of TDSRS locations. Staff training as necessary.
- d. Procurement assistance for debris removal contractors and other services as requested.
- e. Project management to include the formulation and management of permanent work projects, task force management, and County Commissions, Boards and Panels.
- f. Technical support and assistance in developing public information.
- g. Other training and assistance as requested by the County.
- h. Other reports and data as required by the County.
- i. Other emergency management and consulting services identified and required by the County.

END OF SCOPE

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the County at cost without mark-up.

DISASTER DEBRIS MONITORING SERVICES

POSITIONS	HOURLY RATES
Project Manager	\$ _____
Operations Managers	\$ _____
GIS Analyst	\$ _____
Environmental Specialist	\$ _____
Field Supervisors	\$ _____
Data Manager	\$ _____
Debris Site/Tower Monitors	\$ _____
Crew Monitors	\$ _____
Load Ticket Data Entry Clerks (QA/QC)	\$ _____
Project Coordinators	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the County at cost without mark-up.

GRANT APPLICATION, ADMINISTRATION & MANAGEMENT SERVICES

POSITIONS	HOURLY RATES
Legislative Affairs Consultant	\$ _____
Project Manager	\$ _____
Senior Grant Management Consultant	\$ _____
Project Engineer	\$ _____
Grant Management Consultant	\$ _____
Environmental Scientist (Regulatory Support)	\$ _____
Grant Management Specialist	\$ _____
Grant Management Analyst	\$ _____
Field Site Inspector	\$ _____
Office/Clerical	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the County at cost without mark-up.

EMERGENCY MANAGEMENT PLANNING AND TRAINING

POSITIONS	HOURLY RATES
Project Manager	\$ _____
Senior Consultant	\$ _____
Emergency Management Consultant	\$ _____
Emergency Management Trainer	\$ _____
Emergency Management Specialist	\$ _____
Emergency Management Analyst	\$ _____
Office/Clerical	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach job description for each position.

COMPANY NAME: _____

SUBMITTED BY: _____
Print Name

Signature

Date