

CITY OF TUSCALOOSA, ALABAMA



REQUEST FOR QUALIFICATIONS FOR DISASTER DEBRIS MONITORING SERVICES

OCA File Number: OCA-23-0996

Issued by:

Accounting & Finance
City of Tuscaloosa
2201 University Boulevard
Tuscaloosa, Alabama 35401

Date Issued: February 28, 2024

Deadline for Proposals: April 12, 2024 at 2:00 PM

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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I. Scope of Services

A. Purpose and Overview

The City of Tuscaloosa (“City”) requests proposals from qualified consultants for Disaster Debris Monitoring Services in the event of a natural or man-made disaster as directed by the City. This solicitation by the City will result in the selection of a qualified and experienced consultant (hereinafter “Consultant”) to monitor disaster generated debris removal and lawful disposal from public rights of way and other public property/areas designated as eligible by the City.

The objective of the RFQ is to secure the services of a qualified, experienced consultant capable of efficiently monitoring large volumes of disaster-generated debris removal and disposal activities from a relatively large geographical area in an accurate, timely and cost-effective manner. The successful consultant must be capable of assembling, directing and managing a work force that can perform the monitoring services during the preplanning, preparedness, and training times as well as through the duration of the debris removal and disposal operations.

It is the intent and purpose that this RFQ promotes competitive selection. It shall be the proposer’s responsibility to advise the City if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source.

City of Tuscaloosa is located in West Alabama, USA and has a population of 100,602 citizens based upon current 2022 census records. The City encompasses approximately 70.3 square miles of land and three lakes, the biggest being 5,885 acres in size. Roads improved or maintained by the City account for roughly 520 miles.

B. Project Description

The City is seeking proposals for Disaster Debris Monitoring Services including the monitoring of Debris Management Sites (DMS) to assist the City with disaster debris monitoring services.

This solicitation will result in the selection of at least one experienced consultant to perform monitoring functions on the removal and lawful disposal of disaster-generated debris (other than household putrescible garbage) from public property and public rights-of-way, on site and at DMS within the City’s unincorporated areas after a natural or man-made disaster.

The objective of the RFQ and subsequent contracting activity is to secure the services of an

experienced monitoring Consultant who is capable of efficiently overseeing and monitoring the removal of large volumes of disaster-generated debris from a large area in a timely and cost-effective manner and ensuring the lawful disposal of all debris. The successful Consultant must be capable of assembling, directing, and managing a work force that can complete the debris monitoring operations in an efficient manner. The selected Consultant will be expected to meet any necessary deadlines related to data reporting to ensure accuracy of tracking debris volumes in a timely manner as directed by the City. The Consultant's personnel must be very familiar with debris removal eligibility criteria outlined in the FEMA Public Assistance Debris Monitoring Guide as well as the Program and Policy Guide (PAPPG).

The successful Consultant must be knowledgeable in Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other applicable regulations, guidelines, and operating policies. The successful Consultant will support the City during disaster recovery efforts and will be responsible for all aspects of the debris monitoring process. The selected Consultant shall coordinate with the disaster debris removal Contractor(s) and the City to ensure a compliant, soundly managed, organized and well- documented approach to debris collection and disposal within FEMA guidelines.

The selected Consultant will oversee the debris removal and monitoring processes utilizing the following rules and regulations as guidance:

- The Stafford Act, Section 407
- The Stafford Act, Section 406
- 44 CFR § 206.224
- FEMA Public Assistance Debris Monitoring Guide (March 2021)
- FEMA Public Assistance Program and Policy Guide (PAPPG)

C. Activation/Mobilization

When a major disaster occurs or is imminent, the City will contact the Consultant and provide a Notice to Proceed in order to activate the contract. Monitoring Services will generally be limited to monitoring of debris in, upon, or brought to public streets and roads, rights-of-way, public parks and facilities, and other public sites as approved by the City.

The Monitoring Services Consultant will begin coordination with the City and its Debris Removal Contractor as directed by the City.

The Consultant shall have a maximum of 48 hours from delivery of Notice to Proceed by the City

to respond and accept. Failure to respond in the allowed time may result in the selection of another Consultant.

The Consultant will be responsible for determining the method and manner of Monitoring Services and lawful disposal operations. Disposal of debris will be at the City's preapproved debris management sites or landfill sites. The Consultant will be responsible for overseeing the lawful disposal of all debris and debris reduction by-products generated at all debris management sites.

D. Pre-Event Requirements

The Consultant will provide pre-event assistance in preparation for disasters through participation in meetings and workshops and the establishment of data management and other integrated systems. The Consultant will, at no cost to the City:

- Provide City's full-time personnel and employee for any company engaged by the City to remove debris with a half-day for debris management training session. Training program must, at a minimum, meet the training requirement for debris monitors as outlined by current FEMA debris management guidance.
- Provide a list of key personnel and subcontractors that may be involved in the disaster debris monitoring activities to include facsimile, cell phone numbers, and e-mail addresses.
- Participate in annual planning meetings with City's representative and debris removal Contractor(s) to establish/review applicable policies and procedures.
- The scope of services to be provided includes Debris Monitoring and Administration, Debris Assessment, Collection Monitoring/Logs, Load Ticket Processing and Reconciliation, DMS monitoring, Debris Vehicle and Equipment Certification, Damage Complaint Tracking, Issue Log Tracking, Data Compilation and Reporting, debris removal Contractor Payment Monitoring and Reconciliation Processing, Category A and B Public Assistance Support, Reporting and Coordinating with the City's Representative, and other related services as outlined in this Scope of Services, and as directed by the City.
- Stay abreast of changes to FEMA Grants Portal and current PAPPG debris removal and monitoring guidelines.

E. Post-Event Requirements

Consultant will assist with load inspections for storm debris cleanup being performed by one or more debris removal contractors or City/County agencies.

Consultant shall supply sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and debris management sites or final disposal sites.

Consultant shall supply one field supervisor to oversee no more than 10 loading and tower/site debris monitors.

Consultant shall remove and replace employees immediately upon notice from the City/County Debris Manager for conduct or actions not in keeping with this contract.

F. Debris Monitoring and Administration

1. The Consultant will provide debris monitors and debris monitoring services to assist the City with monitoring the operations of the City's debris removal Contractor(s). The debris monitoring services to be provided are debris removal Contractor compliance monitoring and oversight, not professional engineering services. The City will provide a representative (hereinafter City's Representative) to work directly with the Debris removal Contractor and the Consultant. The City will make the Consultant aware of debris management sites (DMSs) and landfill sites for disposal of the storm debris. If additional DMS's are needed, the Consultant will coordinate with Debris Removal Contractor to secure additional sites. The Consultant shall be responsible for verifying that all DMSs are properly permitted and compliant with all regulation.
2. The Consultant shall appoint a qualified and experienced Project Manager for overall coordination and communication with the City. The Project Manager shall remain on the job and available to the City at all times during the operational phases of the debris collection and disposal project. The Consultant shall supply sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and DMS or final disposal sites. The Consultant shall remove and replace employees immediately upon notice from the City's Representative for conduct or actions not in keeping with the Agreement.
3. Examples of project management and administrative responsibilities include but are not limited to:
 - Coordinate daily briefings with key operational staff, City staff, and debris removal Contractor(s) to review, formulate and update debris assessment and removal operations and strategies. Schedule, manage and conduct periodic meetings with field staff and Contractors. Meetings shall be scheduled so that they will not impede, hinder nor delay the debris removal Contractor(s) and the debris management operation.
 - Provide a daily report of debris removal Contractor crew assignments, working locations, number of trucks assigned, total loads, cubic yards collected by debris type, an updated map of streets where debris is collected, and other key operational statistics to the City's Representative or designee.

- Coordinate daily scheduling, dispatching and logistical operations of the field collection monitors.
- Hire, train, deploy and supervise all field collection monitors and staff.
- Conduct debris surveys and perform debris estimation by debris types as requested by the City.
- Maintain accurate records of all debris collection vehicles, including the measurements of the inside of the useable bed space, photographs, license information, vehicle identification decal issuance and regular monitoring for vehicle modifications.
- Track and coordinate responses to problems identified in the field, citizen complaints related to debris removal, including commercial and/or residential property damage claims as a result of debris removal. The Consultant shall maintain a detailed GIS database of customer complaints and resolutions.
- Make all reasonable efforts to ensure that DMSs have access control and security. Conduct end of the day duties and verify that all vehicles have left the DMS at the specified time established by the City.
- Make all reasonable efforts to ensure the field collection monitors are accurately recording the streets and locations where debris was collected.
- Schedule work for all team members and sub-Contractors on a daily basis.
- Conduct inspections on a regular, predetermined, and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles, and locations.
- Monitor the debris removal Contractor(s), DMSs and final disposal locations for compliance with their contract with the City.
- Provide training to City's staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris removal Contractor(s), City, state, federal and other applicable agencies.
- Develop forms, databases, etc. for tracking field activities, and submitting invoices for reimbursement, etc.
- Daily personnel tracking sheets (field reports) shall be maintained for all Consultant and Contractor personnel assigned to the project.
- Set up schedules for monitors each day and coordinate cleanup crew assignments. Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps, trees, hangers/leaners, debris types, and other potential problems.
- Prepare daily and periodic tracking reports to support debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris collection invoices.

- Compile records and assist the City, as requested, with the preparation of required forms for reimbursement.
4. All debris loads shall be monitored in the field by collection monitors and documented in accordance with FEMA PAPPG, latest edition to assure debris eligibility. The Consultant shall provide fully trained collection monitors to assure proper and compliant documentation protocols are instituted and followed. The Consultant shall provide a field quality control team consisting of one field collection monitor per debris removal crew and at least one field supervisor for every five monitors unless otherwise approved by the City. This team will monitor the debris removal Contractors for contract compliance, efficiency, and regulatory compliance. The team shall provide daily feedback to the City through their Project Manager. All field team members shall be equipped with the state-of-the-art technology, which shall include cameras, computers, communication devices with GPS, and other equipment as deemed necessary and/or appropriate.
 5. The Consultant will establish a Quality Control Program. Examples of collection monitoring quality control tasks include, but are not limited to, the following:
 - Having a Certified Arborist available to make determinations with regards to safety as well as tree health.
 - Verifying that all debris picked up is a direct result of the disaster.
 - Accurately recording the addresses, streets, and locations where debris was collected.
 - Verifying that the debris removal Contractor(s) are working in their assigned collection areas and roads.
 - Consultant shall stop work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. The Consultant shall immediately notify the City's Representative to review matter and provide final resolution.
 - Inspecting work in progress to assure that removal efforts include debris of the proper type in the proper areas.
 - Assuring compliance with City's contracts by all debris removal Contractors and subcontractors.
 - Assuring the immediate threat of all hazards regarding stumps, hangers, and leaners are properly identified and documented in accordance with FEMA PAPPG, latest edition.
 - Identifying eligible stumps, hangers, and leaners. Coordinating with the City's and federal/state representatives for eligibility determination and assure

documentation (forms, photos, etc.) are completed for reimbursement purposes as may be required by FEMA.

- Making all reasonable efforts to ensure that its employees and its subcontractor(s) are working in compliance with all federal, state, local safety regulations appropriate for the task being performed.
- Coordinating with the City to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc. The Consultant shall maintain a detailed database of customer complaints and resolutions. Property damage complaints must be tracked using GIS.
- Neither the services performed by the Consultant under this Agreement nor the presence of Consultant, its employees or subcontractors at any site in performance of its services relieve debris removal Contractor or their subcontractors, the City or any other entity of their obligations, duties, and responsibilities with respect to job site safety. The Consultant has no authority to exercise any control over the debris removal Contractor or their subcontractors, the City, or any other entity in connection with any health or safety precautions. The Consultant shall have no responsibility for, advice on, or to issue directions regarding or assume control over safety precautions and programs in connection with the services performed by debris removal Contractor or their subcontractors or any other entity except to the extent relating to Consultant's employees.

6. AUTOMATED DEBRIS MANAGEMENT SYSTEM (AES). The electronic debris management system shall at a minimum create load tickets electronically eliminating the need for handwritten and scanned tickets. The system features shall include, at a minimum, the following:

- Paperless electronic (handheld device) data collection
- Database will be internet accessible to subcontractors, City, and other public entities on a need-to-know basis as directed by the City.
- Minimal manual entry of load ticket data fields.
- Automation of debris pickup location through use of current GPS technologies.
- Evaluation of daily event status using web-based reporting and current GIS tools.
- Coordination of Consultant invoice reconciliation, FEMA documentation and payment process enabled through an integrated database management system.

7. GEOSPATIAL TECHNOLOGY SPECIFICATIONS AND GUIDELINES – Geospatial (GIS) technology for these services may include, but not limited to, the following:

- ESRI-based, password protected, access to webmaps/webapps and services for applicable spatial and tabular data for City Councilors and staff (*such as daily reports, property damage, debris monitoring locations and data, including stumps, hangers, leaners, etc.*)
 - Webmaps/webapps shall contain simple, easy to use widgets, tools, or dashboards where simple data analysis can be performed on datasets. For example, determining the extent, quantity, or other items for a daily debris removal summary snapshot.
 - All ESRI-based services shall be real-time in nature. Static data file sharing, exports, reports, etc. shall be kept to a minimum for geospatial datasets.
 - Geospatial data which possess spatial and attribute components may be recorded using the mobile device's internal GPS. Where applicable, photographs shall be attached to each record within the online geodatabase and accessible to all end users.
 - Photographs shall also be collected and delivered in the native format in addition to being part of the spatial database.
 - Consultant shall provide real-time access to any type of debris collection activity data (debris pickup locations, load tickets, monitors, haulers, incident locations, DMS operations, etc.
 - Consultant shall provide EAS program criteria with bid submittal
8. DEBRIS VEHICLE & EQUIPMENT CERTIFICATION - All debris hauling vehicles and equipment shall be measured and certified prior to performing debris removal. The Consultant shall complete a certification on each vehicle deemed appropriate for collection. In addition to completing vehicle certification forms, photographs must be taken of each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications, including photographs, shall be retained by the Consultant on behalf of the City and provided to the City upon their request or project completion. Additional copies shall be provided to the debris removal Contractor and the vehicle driver. Once these vehicles are certified, random verifications shall be performed at each DMS to assure that no vehicle modifications have been made and to confirm data accuracy. The Consultant shall measure the volume to the nearest cubic yard of usable space for each debris collection vehicle. The Consultant shall complete a Vehicle Certification Form for each vehicle. The original Vehicle Certification Form shall be delivered to the City's Representative or designee. The Vehicle Certification Form shall contain the following information:
- Vehicle make, model
 - Length

- Width
- Height
- Volume in cubic yards
- Tag number of vehicle
- VIN number of vehicle
- Vehicle type
- Driver of vehicle name
- Sub-Contractor representative name
- Certification monitor name certifying vehicle
- Date(s) of Service
- Vehicle certification number (internally assigned)

When a certification monitors signs a vehicle certification, he/she is certifying that to the best of his/her knowledge and belief, the information is complete and correct. The certification monitor shall not sign or accept any partially completed information. The Consultant's Project Manager or designee shall review all truck certification forms with the debris removal Contractor to assure completeness and accuracy of each form before forwarding to the City's Representative or designee.

9. The Consultant shall provide the City's Representative and the debris removal Contractor(s) with daily Disaster Debris Status Reports. Each daily report shall contain the following:

- Overview of daily activities including status of damage complaint
- Cumulative debris totals by debris site
- Cumulative debris totals by type
- Cumulative debris totals by day
- Summary of monthly debris removal efforts (cumulative and by debris site)
- Summary of mulch removal efforts (cumulative and by debris site)
- Summary of mixed/construction & demolition removal efforts (cumulative and by debris site)
- Stump volume by site
- Leaner/Hanger/Stump data (daily activities and cumulative reporting as noted above)
- DMS and final disposal site(s) statuses
- Labor force report
- Debris site processing equipment summary

This reporting is due no later than 12:00 noon the following business day or as requested by the City.

10. **PERSONNEL REQUIREMENTS AND RESPONSIBILITIES:** The consultant will be responsible for providing personnel to monitor all aspects of the debris removal operation, including activities at all loading, staging, and disposal sites. Debris monitors may have different roles and responsibilities at different stages or components of a debris removal operation; an individual may assume the role of each monitor type at different stages of the disaster. Debris monitors report directly to the field supervisor regarding their daily oversight. All logs and load tickets are submitted daily to the field supervisor. Below is a list of the minimum roles for which the consultant will be responsible to provide qualified personnel:

Debris Monitoring Field Supervisors:

Consultant will provide one debris monitoring field supervisor for no more than 10 debris loading site monitors.

Services include, but are not limited to:

- Overseeing and supervising loading site and disposal site debris monitoring activities
- Scheduling debris monitoring resources and deployment timing
- Communicating and coordinating with City/County personnel
- Providing suggestions to improve the efficiency of collection and removal of debris
- Coordinating daily activities and future planning
- Remaining in contact with debris management/dispatch center or supervisor
- Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility
- Supervising the accurate measurement of load hauling compartments and accurately computing volume capacity in cubic yards (CY)
- Documenting and recording measurements and computations
- Documenting truck hauling compartment condition using digital photographs
- Ensure all truck certifications are complete and available to all parties

Debris Monitors:

Consultant will provide trained debris monitoring personnel to oversee the loading of eligible debris at collection sites and verification of load capacity and documentation at designated temporary debris management or final disposal sites. Services include, but are not limited to:

Debris Loading Site Monitors:

Consultant will perform on-site, street-level debris monitoring at all contractor loading sites to verify debris eligibility based on the monitoring contract's requirements and initiate debris removal documentation using load tickets. Services include, but are not limited to:

- Providing trained debris monitoring personnel at designated loading sites to check and verify information on debris removal operations
- Monitoring collection activity of trucks
- Issuing load tickets at loading site for each load
- Checking the area for safety considerations such as downed power lines and children playing in area, and ensuring that traffic control needs are met, and trucks and equipment are operating safely. Notify supervisors of concerns regarding the safe operations of trucks and equipment.
- Ensuring that Freon-containing appliances are sorted and ready for Freon removal on-site or separating transport for Freon removal before final disposal
- Performing a pre-work inspection of areas to identify potential problems such as covered utility meters, transformers, fire hydrants, mailboxes, etc. to mitigate damage from loading equipment
- Documenting damage to utility components, driveways, road surfaces, private property, vehicles, etc., should it occur, with photographs (if possible, collect information about owner, circumstances of the damage [who, what, when, where] and report to field supervisor)
- Ensuring the work area is clear of debris to the specified level before equipment is moved to a new loading area. Notify supervisor/manager of any concerns regarding inadequate debris clearance
- Properly monitoring and recording performance and productivity of debris removal crew
- Remaining in regular contact with debris management/dispatch center or supervisor
- Ensuring that loads are contained properly before leaving the loading area
- Ensuring that only eligible debris is collected for loading and hauling
- Ensuring that only debris from approved public areas is loaded for removal
- Performing other duties from time to time as directed by the debris management project manager or designated debris management personnel

Debris Tower/Site Monitors:

Consultant will provide debris tower and site monitors to verify estimated quantities of eligible debris hauled by contractor trucks and documented on load tickets. Services include, but are not limited to:

- Providing trained debris monitoring personnel to accurately measure load hauling

compartments and accurately compute volume capacity in CY for all contractor trucks and trailers prior to commencement of debris hauling operations

- Documenting measurements and computations
- Completing record of contract haulers' cubic yardage and other recordkeeping as needed on the load ticket
- Initialing each load ticket before permitting trucks to proceed from the check-in area to the tipping area
- Remaining in regular contact with debris management/dispatch center or field supervisor
- Performing other duties as directed by the dispatch/staging operation, debris management project manager, or other designated personnel

Clerical/Data Entry Supervisor

Consultant will provide a clerical/data entry supervisor to coordinate data entry and information management systems. Services include, but are not limited to:

- Supervising the preparation of detailed estimates and submitting them to the City's Representative
- Implementing and maintaining a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes
- Providing daily, weekly, or other periodic reports for the City's Representative noting work progress and efficiency, current/revised estimates, project completion, and other schedule forecasts/updates

Clerical Staff/Data Entry Clerk:

Consultant will provide clerical staff/data entry clerk(s) as required to enter load ticket information into the consultant's information management systems and to respond to specific directions from the data entry supervisor.

11. **PAYMENT MONITORING AND RECONCILIATION PROCESS** - The Consultant shall review, validate, and reconcile debris removal Contractor invoices prior to submission to the City for processing. The Consultant shall conduct a meeting at the beginning of the debris management operation to fully explain the process to the City and debris removal Contractor's representatives. All invoices from the debris removal Contractor shall be directed to the Consultant. Within seven (7) calendar days of receipt, the invoices shall be reviewed by the Consultant to be accepted or rejected. The Consultant shall issue in writing

to the City and the City's Representative, the acceptance or rejection of the invoices and a payment recommendation. If the invoice is rejected, the consultant shall clearly state the reasons for rejection and work with the debris removal Contractor to resolve immediately. Billing invoices will be submitted bi-weekly by end of following week so that verification and reconciliation can be performed.

12. The Consultant shall provide appropriate staff to assist with damage complaints resulting from the debris removal. Complaints shall be tracked and forwarded to the project management team to be resolved with the debris removal Contractor. A weekly log of such complaints and their resolution shall be provided to the City's Representative.

13. OTHER RELATED SERVICES

1. Event Closure - The Consultant shall assist the City in preparing final reports necessary for reimbursement by AEMA, FEMA, FHWA and other applicable agencies for disaster recovery efforts by City staff and designated debris removal Contractors. The Consultant shall assist in reviewing and processing requests for payment by the debris removal Contractor.
2. Federal Funding - To ensure that processing of federal funding is acquired as quickly as possible, the following information and its accuracy is the responsibility of the awarded Consultant:
 - Review/reconciliation of debris removal Contractor invoices and payment recommendation letter
 - Monitoring and Collection information (volume reports, logs, etc.)
 - Project Status Reports
 - Completed Load tickets
 - Photographs of Debris Collections in accordance with FEMA PAPPG, latest edition
 - Tipping Fee Receipts
 - Contractor invoices
 - Review of debris removal Contractor equipment hours of operation
 - Vehicle certifications
 - Start and end dates of the first debris removal pass and all subsequent passes
 - Timesheets of all subcontractors to support debris monitoring invoices
3. Compliance - The Consultant shall provide professional oversight to monitor compliance with local, state, and federal regulations. The Consultant shall stay current with AEMA, FEMA and FHWA policies and procedures and notify the City's Representative immediately as changes occur.

F. Deliverables – At a minimum, the following deliverables must be provided to the City at the completion of the event response effort. However, deliverables shall in no way be limited to the following list. At its sole discretion, the City may add and/or delete deliverables to meet the needs of the City, State, FEMA or other agency. All deliverables will be submitted electronically, in a format specified by the City and by hard copy as applicable and directed by the City. The minimum deliverables to be provided include:

- (a) A log of damages reported, damage corrections/repairs and releases (if applicable)
- (b) Original load tickets, boxed, bound by date, and sorted by ticket number
- (c) Electronic ticket logs including information from ticket
- (d) Daily tower logs
- (e) Daily logs with list of all personnel with signatures and initials
- (f) Binders with issues and final resolution
- (g) Map books with daily logs
- (h) List of tickets issued by monitors, and list of lost/voided tickets
- (i) Each Ineligible debris pile will be tagged, in a format approved by the City, and a list compiled and submitted to the City
- (j) Operational Reports shall be prepared by the Consultant and submitted to the City throughout the duration of the recovery operations. The reports shall document the Debris Removal Contractor's activities and progress from the previous day and shall be submitted no later than 4 hours after the end of an operational period to the City's Representative or their designee. Each report shall contain the following minimum information:
 - i. Correct and accurately completed load tickets consistent with all reporting documents
 - ii. The times of operation of all debris loading trucks
 - iii. Reports, maps, and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion and daily cumulative cubic yards of debris removed, processed, and hauled.
- (k) A Final Report prepared by the Consultant and submitted to the City's Representative within thirty (30) days of completion of the recovery operations. (Recovery Operations include closure and remediation of DMSs and conclusions of all related operations.) At a minimum, this report will include a discussion of disaster response requirements and results and recommendations for future disaster responses.

Consultant will work with the City from preplanning throughout the entire project(s) until final FEMA project closeouts.

II. City Representative and Contract Administrator

The Executive Director of Accounting and Finance (A&F) will be the Contract Manager and they or their designee will be the Contract Administrator for this project.

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III. The City's Selection Committee

Proposals will be reviewed and ranked by a City appointed evaluation committee. Those consultants short-listed may be selected for interviews and may be asked to make a scheduled presentation to a pre-appointed evaluation committee or City Council committee, if requested.

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IV. Proposal Guidelines and Submission Requirements

A. Instructions for Submissions

1. Before submitting a response to this RFQ, the responding Consultant should carefully review the entire RFQ and be familiar with its contents. The Consultant's submission shall be considered evidence that the Consultant has fully studied the RFQ and is familiar with the general conditions to be encountered in performing the services requested.

B. Technical details for Submissions

1. General brochure type information is to be kept to a minimum, and the proposal shall be a maximum of 30 one-sided pages or 15 two-sided pages. Proposals may be written in either Times New Roman or Calibri font, and the font size must be 12-point or larger.

2. **Consultant's submissions must be received by the City by 2:00 PM local time (Tuscaloosa, Alabama) on Wednesday April 12, 2024.** Late proposals will not be accepted or reviewed. It is the Consultant's responsibility to ensure that their submission is received within the time required by this RFQ.

3. **Consultants MUST submit proposals electronically.** Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent to via email to:

City Project Manager: Carly Standridge, Executive Director, Accounting & Finance (A&F).

Contact Information: cstandridge@tuscaloosa.com

4. Proposals should be clearly labeled with the following information:

Proposal to RFQ for Disaster Debris Monitoring Services

OCA File Number: OCA-23-0996

5. The Consultant is responsible for obtaining confirmation that the City received the Consultant's proposal.

6. The proposal must be signed by an Officer or Director of the ConsultantEntity

C. Substantive Details for Submissions

1. Qualifications:

- a. Submissions shall be considered only from Consultants normally engaged in performing the type of work specified with this Request for Qualifications. In the determination of the evidence of responsibility and ability to perform the required services by the contractor, the Evaluation Selection Committee shall determine whether the evidence of responsibility and ability to perform is satisfactory. The Evaluation Committee reserves the right to reject any or all submissions.
- b. Please include a brief statement confirming that the Consultant is legally authorized to do business in Alabama and that all staff assigned to perform services for the project are licensed or certified to perform such services in Alabama.
- c. By responding to the RFQ with a submission, the Consultant warrants that he/she is fully qualified, with adequate personnel and experience to undertake the services requested.

2. References:

- a. Submissions shall include a minimum of five (5) letters of reference, including a person to contact and their contact information, demonstrating previous experience in the performance of projects of a similar nature sufficient to ensure timely and efficient completion of any disaster project.
- b. For the five year period preceding submission of the response for this RFQ the Consultant shall identify:
 - (1) All contracts terminated (in whole or in part) to which the Consultant was a party- for convenience or default, by either the Consultant or by another party to the contract with the Consultant, including:
 - contract value
 - description of work
 - project owner and contract number and/or name and telephone number for a representative of the project owner
 - (2) All claims made against the Consultant arising out of the Consultant's professional services; and
 - (3) All litigation (including any arbitration or mediation proceedings) to which the Consultant has been a party.¹ If no contracts have been terminated, or if the Consultant has not been a party to any claims or litigation, please include a statement to that effect.

¹ The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Consultant from consideration. The Selection Committee will review any matter disclosed, and make an independent determination as to whether the matter should disqualify the Consultant from consideration.

c. Surety. Submissions shall include a letter from a Surety Company indicating Bonding capacity.

3. Capacity

Describe the capacity of your workforce, trucks, equipment and any other resources necessary to perform under a contract for the services described in the RFQ.

4. Return in Proposal: Anti-Collusion Affidavit per Attachment A & Pricing per Attachment B

5. Conflicts of Interest

Identify all actual or potential conflicts of interest that would prevent the Consultant from entering into a contract with the City generally, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

6. Suspension and Disbarment.

Include a statement confirming that the Consultant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency. This includes verification that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935) from federal contracting.

7. Consultant Responsibilities.

If the company submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Consultant will assume responsibility for delivery of services and application performance, regardless of whether or not the Consultant subcontracts any of these items and services. The Consultant will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Consultant will be totally responsible for all obligations outlined under this RFQ.

8. Hold Harmless Provision

The Consultant shall at all times indemnify and save harmless the City of Tuscaloosa and its agents, officers, employees, and attorneys, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will at Consultant's expense defend on behalf of the City and its agents, officers, employees, and attorneys, any suit brought against them or any of the arising from any such cause.

9. Service Provider Qualifications

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, City and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the City non-confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the City of Tuscaloosa, that this Agreement may be funded with **federal grant monies**, and therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations, visit the website www.ecfr.gov.

All Consultants must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the City of Tuscaloosa. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms related to E-verify can be found at everify.gov. All bidders should submit with their bid response the completed E-Verify package and Certification Regarding Lobbying Form.

All Bidders that qualify as a Disadvantaged Business Enterprise (DBE) much provide supporting documentation in their proposal.

10. Consultant and Subcontractors Insurance

The Consultant shall not commence work under this contract until all the required insurance has been obtained by the Consultant and approved by the City. Nor shall the Consultant allow any Subcontractor to commence work on his subcontract until the insurance required of the Subcontractor has been so obtained and approved.

Consultant shall procure and maintain the types and amounts of insurance as are set forth below. Consultant shall cause the City to be an additional insured on Consultant's policy of commercial general liability and automobile liability insurance. Upon execution of this Agreement, Consultant shall provide the City with an appropriate certificate (or certificates) of insurance, confirming that Consultant has in place the insurances and coverages required by this Article. Thereafter, Consultant shall update such certificate(s) at least as often as its insurance policies are renewed.

REQUIREMENTS AND LIMITS. The underwriter of such insurance shall be qualified to do business in Alabama. The certificates of insurance shall contain a provision that not less than 30 days' written notice shall be given to the City before any policy or coverage is canceled. Without limiting the requirements hereinbefore set forth, the insurance coverages of the Consultant shall include a minimum as follows:

- (1) Workmen's Compensation shall be provided as required by the State of Alabama.
- (2) Commercial Business Automobile Liability Insurance shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned or hired automobile. The Commercial Business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 Combined Single Limits for each occurrence and shall name the Owner, and their agents, Consultants and employees as additional insureds.
- (3) Commercial General Liability shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The Commercial General Liability Insurance shall provide, at minimum, the following limits:

Coverage	Limit
General Aggregate	\$5,000,000.00
Products, Completed Operations Aggregate	\$5,000,000.00
Personal and Advertising Injury	\$1,000,000.00 per Occurrence
Each Occurrence	\$1,000,000.00

The Commercial General Liability Insurance policy shall name the Owner, and their agents, Consultants and employees as additional insureds.

- (4) The Consultant shall have Professional Liability (Errors & Omissions Insurance) coverage in an amount not less than \$1,000,000 for each claim and \$5,000,000 aggregate and
- (5) SUBCONSULTANT INSURANCE COVERAGE: Consultant shall require each subcontractor to obtain and maintain the types of insurance coverages listed 1-4 above at the same limits (at a minimum) as Consultant.

Consultant shall have responsibility to enforce its subcontractor's compliance with these insurance requirements; however, Consultant shall, upon request, provide the City acceptable evidence of insurance for any subcontractor.

- (6) Termination of Obligation to Insure: Unless otherwise expressly provided in the Special Provisions of the Agreement, the obligation of the Consultant and its subcontractors to insure as provided herein shall continue as follows:
 - (a) Professional Liability (Errors & Omissions) Insurance shall be carried for two years after the last Date of Substantial Completion of the Construction Contract(s).
 - (b) Other Insurance: The obligation to carry the other insurance coverages of Section C above or coverages equal to them, shall remain in effect after the last Date of Substantial Completion of the Construction Contract at any time the Consultant , its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, returns to the Project to perform services required of the Agreement, but in no case shall be less than 24 months beyond the Date of Substantial Completion.

The Consultant shall procure and shall maintain during the life of this contract Worker's Compensation Insurance for all of its employees to be engaged in work on the project under his Contract, and, in case of any such work sublet, the Consultant shall require the Subcontractor

similarly to provide Worker's compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Consultant's Workmen's Compensation Insurance. In case a class of employees engaged in hazardous work on the project under this contract is not protected under the Worker's Compensation Statute, the Consultant shall provide and shall cause each Subcontractor to provide adequate employer's general liability insurance for the protection of such of his employees as are not otherwise protected. The City of Tuscaloosa and its officers and employees shall be named as additional insured.

11. Payment and Performance Bonds

Consultant shall provide payment and performance bonds upon activation of the contracts. Attorneys-in-fact who sign bid bonds must file with each bond a certified and effectively dated copy of their power of attorney.

The Consultant will furnish a Performance Bond and a Labor and Materials Bond in the form and terms approved by the City in an amount not less than the estimated event cost for any and/or all events within 10 days of receiving the Notice to Proceed.

The cost of said bond premiums will not be an additional cost to the City.

The Consultant shall immediately furnish a Certificate of Insurance listing the City of Tuscaloosa as additional insured through the end of the contract term (annually upon renewal) for limits stated in bid specifications.

12. Default of Contract

If the Consultant fails to begin the work under the Contract within the time specified once the Notice to Proceed is issued, or fails to perform the Work with sufficient workers, equipment, or materials to ensure its prompt completion, or performs the Work unsuitably, or neglects or refuses to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or discontinues the prosecution of the Work, or from any other cause whatsoever does not carry on the Work in an acceptable manner, or becomes insolvent or is adjudicated as bankrupt, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against him unsatisfied for a period of ten (10) days, the City may give notice in writing by registered mail to the Consultant and the Surety of such delay, neglect, or default. If within ten (10) day after receipt of such notice the Consultant does not remedy the fault specified in said notice, or the Surety does not proceed to take over the work for completion, the City shall have

full power and authority, without impairing the obligation of the Contract or the Contract Bond, to take over the completion of the Work; to appropriate or use any or all material and equipment on the ground that may be suitable and acceptable; to enter into agreements with others for the completion of the Contract according to the terms and provisions thereof, or to use such other methods as in its opinion may be required for the completion of the contract. The Consultant and his Surety shall be liable for all costs and expenses incurred by the City in completing the Work and also for all liquidated damages in conformity with the terms of the Contract. In case the sum of such expense and such liquidated damages exceeds the sum, which would have been payable under the Contract, the Consultant and his Surety shall be liable and shall pay to the City the amount of such excess. Notice to the Consultant shall be deemed to be served when delivered to the person in charge or any office used by the Consultant or his representative at or near the work or by registered mail addressed to the Consultant at his last known place of business.

13. Contract Period

It is the intent of the City of Tuscaloosa to award this contract for a thirty-six (36) calendar month period.

14. Unit Price Cost and Value

The Consultant shall complete ATTACHMENT B: HOURLY RATE SCHEDULE and return this completed form with their submission to this RFP.

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V. Evaluation Criteria

The proposals received will be evaluated based on the following criteria:

CRITERIA	WEIGHT
Technical Approach (Methodology) – AES Demonstration	(25 points)
Geospatial Technology & Approach	(25 points)
Experience on Similar Projects/Past Performance	(15 points)
Consultant Qualifications and Abilities	(15 points)
Client References for Similar Projects	(10 points)
Cost and Value	(10 points)
TOTAL	100

RFQ SCHEDULE – The following schedule is the PROPOSED schedule for evaluations.

Deadline for Proposal Questions	[04/03/2024 no later than 2:00 pm CDT]
Proposal Due Date	[04/12/2024 no later than 2:00 pm CDT]

The evaluation of Bidder qualifications and capabilities shall include but not be limited to such factors as: technical methodology; experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each Consultant submitting qualifications; and such other factors as may be determined by the Evaluation Committee to be applicable to the particular requirements of the project for which the professional services have been requested.

VI. Inquiries/ Questions

The City will accept inquiries/questions on the contents and requirements of the RFQ in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to Carly Standridge, City of Tuscaloosa Director of Accounting and Finance at cstandridge@tuscaloosa.com.

Questions must be received no later than **Monday, April 3, 2024, at 2:00 p.m. CST** after which time no further inquiries will be addressed by the City.

The City may decline to respond to any inquiries/questions.

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VII. Limitations

A. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation for a response to this request.

B. The City may or may not require the prospective contractor to participate in negotiations and to submit additional technical information or other revisions to their proposal as may result from the negotiations.

C. The City reserves the right to reject any or all proposals, to waive informalities, to request additional information, and to award a contract deemed most advantageous for the City.

D. Submission rejection/costs

a. By issuing this RFQ, the City does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, proposal, or to procuring or contracting for services. The City reserves the right to cancel this RFQ in whole or in part, to reject any and/or all submissions and proposals, to accept the submission and proposal it considers the most favorable to the City's interests in its sole discretion, and to waive irregularities or informalities in any submissions/proposals or in the submission procedures. The City reserves the right to reject all submissions or proposals and issue a new RFQ, at its sole discretion. All submissions and proposals and other materials submitted in response to this RFQ will become property of the City.

E. Contract and Insurance Requirements

The City has standard contract and insurance requirements for contracts and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the State of Alabama shall govern the contract executed between the successful Consultant and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City of Tuscaloosa, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in Tuscaloosa County, Alabama.

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VIII. Public Records

Each Consultant applying for this RFQ is hereby informed that, upon submission of its proposal to the City in response to this RFQ, the proposal becomes the property of the City.

Unless otherwise compelled by a court order, the City will not disclose any submissions while the City conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the City either awards an agreement to a consultant, or after the City rejects all submissions, the City shall consider each submission from consultants subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) and Tuscaloosa City Code § 2-4, unless there is a legal exception to public disclosure.

If a consultant believes that any portion of its proposal is subject to a legal exception to public disclosure, the consultant shall: (1) clearly mark the relevant portions of its proposal “Confidential”; (2) upon request from the City, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the qualifications submittal.

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ATTACHMENT A: ANTI-COLLUSION AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

CITY OF _____

_____, being first duly sworn deposes and says that:

1. He/she has reviewed and is familiar with the contents of the attached proposal all pertinent circumstances respecting such proposal;
2. Such proposal is genuine and is not collusive or a sham proposal;
3. Neither the said contractor, nor any of its officers, partners, owners agents, representatives, employees or parties in interest, including this affidavit, has in any way collude, conspired, connived or agreed, directly or indirectly, with any other contractor, firm or person to submit collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other contractor, firm or person to fix any overhead, profit, or cost element of the proposal price of any other contractor to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Tuscaloosa, or any person interested in the proposed contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not contained by any collusion, conspiracy, connivance or unlawful agreement on the part of the contractor or any of its agents, representatives, owners, employees, or parties, in interest, including this affiant.

Name: _____ Title: _____

Signature: _____ Date: _____

Subscribed and sworn to before me, this the _____ day of _____ 2024.

Notary: _____

County, State: _____

Commissions Expires: _____

This document must be completed and returned with your Submittal

ATTACHMENT B: HOURLY RATE SCHEDULE

NAME OF BUSINESS: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

The hourly rates shall include all cost including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices and other incidentals.

	<u>POSITIONS</u>	<u>HOURLY RATES*</u>	<u>HOURS**</u>	<u>TOTAL</u>
1.	Project Manager	\$ -		\$ -
2.	Data Manager	\$ -		\$ -
3.	Cost Recovery Specialist	\$ -		\$ -
4.	Field Supervisors	\$ -		\$ -
5.	Tower Site Monitors	\$ -		\$ -
6.	Environmental Specialist	\$ -		\$ -
7.	GIS Specialist	\$ -		\$ -
8.	Supervising Monitors	\$ -		\$ -
9.	Billing/Invoice Analysts	\$ -		\$ -
10	Administrative Assistants	\$ -		\$ -
11.	Loading Site Monitors	\$ -		\$ -
TOTAL (Items 1-11)				\$ -

This document must be completed and returned with your Submittal