

**COUNTY OF BRUNSWICK
MULTI-JURISDICTIONAL
DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT
REQUEST FOR PROPOSALS**

Brunswick County is seeking proposals from qualified firms to provide professional services to assist with the planning and support management of disaster debris collection services for the County and all municipalities. The Contractor is expected to be highly knowledgeable in Federal Emergency Management Agency (FEMA) and Federal Highway Administration regulations, guidelines, and operating policies. The Contractor will serve as an advisor, and support the County and/or any municipality through a disaster recovery effort.

A copy of the specifications may be obtained from Micki Bozeman, Brunswick County Solid Waste Department, 179 March 9 1764 Dr. NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2520 or from our website at www.brunswickcountync.gov.

All proposals must be received no later than Friday, May 13, 2016 by 4:00 pm. Three (3) copies and one (1) electronic copy of the complete proposal for a total of four (4) sets should be submitted. Each should be clearly marked “**RFP – Disaster Debris Planning and Support Management.**”

These materials should be delivered to:

Mail: Micki Bozeman, Solid Waste Coordinator
Brunswick County Government
P.O. Box 249
Bolivia, NC 28422

Hand Delivered: Micki Bozeman, Solid Waste Coordinator
Brunswick County Government Center
179 March 9, 1764 Drive, NE
Building L
Bolivia, NC 28422

Emailed: Micki.Bozeman@brunswickcountync.gov
(Electronic Copy Only)

Questions may be directed to Micki Bozeman at (910) 253-2520 or Micki.bozeman@brunswickcountync.gov.

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

INTRODUCTION

Brunswick County, North Carolina is located in the southernmost region of the state along the NC/SC border. The county is bordered on the west by South Carolina, the north by Columbus County, the east by New Hanover County, and the south by the Atlantic Ocean. The county is one of the largest counties in the state with a land area of approximately 856 square miles. The county has 19 municipalities. The fulltime population of Brunswick County is 118,836; however, during the summer this number swells to approximately 250,000. The safety of residents during and after a disaster is a top priority for Brunswick County government. Part of ensuring the safety of citizens in the aftermath of a disaster is dependent upon a timely cleanup process.

For the purpose of this Multi-Jurisdictional Request for Proposals, “the county” will imply Brunswick County Government and “Activating Municipality” will imply Brunswick County Government and each municipality (Bald Head Island, Bolivia, Carolina Shores, Caswell Beach, Holden Beach, Leland, Navassa, Northwest, Oak Island, Ocean Isle Beach, Sandy Creek, Shallotte, Sunset Beach, and Varnamtown) as individual partners. Belville, Boiling Spring Lakes, Calabash, Southport, and St. James are excluded. The Brunswick County Government and all municipalities listed above are herein after referred to as “Activating Municipality”. Any jurisdiction will be able activate the contract individually regardless of whether the Brunswick County Government activates.

In the past, Brunswick County has been hit by a number of tropical storms and hurricanes. Each of these resulted in minor damages, while some resulted in major damages to the county and its infrastructure. The aftermath of the storms, and the cleanup associated with them has overwhelmed the county in the past. Because of this, Brunswick County is seeking to contract with a firm to provide planning and support management for debris removal, reduction and disposal activities in the aftermath of a disaster, as well as provide all Brunswick County municipalities with the emergency resources necessary to mitigate a major disaster.

SCOPE OF SERVICES

The selected firm shall assist the county and municipalities listed above herein after referred to as “Activating Municipalities”, with disaster debris planning and support management services to include, but not limited to:

- Development of a FEMA approved Disaster Debris Management Plan for Activating Municipalities and revising the plan as needed by meeting with the Activating Municipality prior to the beginning of Hurricane Season each year as requested.
- Develop forms, databases, etc. for tracking field activities, submitting invoicing to FEMA, etc. Such forms and invoices must be compatible with the Activating Municipality’s software and approved by the Activating Municipality’s personnel.
- Provide training to the Activating Municipality’s staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection contractor and local, state and federal agencies.
- Provide field inspectors to monitor disaster debris collection contractors (cleanup crews) to ensure collection is provided in accordance with local and FEMA standards, including

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

contractual provisions specified in the Activating Municipality's disaster debris collection contract.

- Provide field inspectors at designated check points to check and verify information on debris removal and at Temporary Debris Staging and Processing Facilities (TDSPF) located throughout the county.
- Assist the Activating Municipality in the development of a detailed scope of work for debris collection contract activities. Assist the Activating Municipality in the planning and implementation of the debris removal contract activities.

The selected firm shall be responsible for the training scheduling, dispatching and logistical operations of the field inspectors assigned to work areas for temporary storage facilities and disaster debris collection, including, but not limited to:

- Meet with Activating Municipality staff and disaster debris collection contractor initially and periodically to review, formulate and update cleanup plans.
- Coordinate with all local, state and federal agencies as needed for Temporary Debris Staging and Processing Facilities (TDSPF) on issues such as notification, obtaining permits, determining reimbursement, etc.
- Provide preliminary assessment and documentation of TDSPF and assist in return of site to original conditions.
- Provide personnel to supervise the operation of TDSPF including monitor incoming loads of debris, processing of debris, and outgoing loads of processed debris.
- Set up schedules for monitors each day and determine cleanup crew assignments.
- Monitor and record the cubic yard capacity of each truck added into service; this shall be the physical measurement of the truck bed or trailer.
- Keep records of cleanup crew trucks: cubic yards, time in and out, number of loads per day, and other data as requested by the county.
- Coordinate with the Activating Municipality to respond to problems in the field, such as property damage complaints, cleanup crew issues, other customer complaints, etc. CONTRACTOR shall maintain a detailed database of customer complaints and resolution.
- Conduct end of day activities, such as verifying completion of cleanup crew assignments, completion of all record keeping, trucks have left disposal site and locking down facilities.
- Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps and trees.
- Daily report to the Activating Municipality of cleanup crew assignments - locations working and number of trucks assigned, total loads and cubic yards collected, updated map of streets where debris is collected.
- Daily personnel tracking sheets (field reports) shall be maintained for all personnel assigned to the project. Problems noted shall be logged into a database, reported to the Activating Municipality's personnel and addressed/resolved.
- Prepare daily and periodic tracking reports to support debris removal, TDSPF operations, and final debris disposal for FEMA and audit purposes. Includes maintaining a database of debris managed and costs incurred, and reconciliation of debris collection contractor invoices.

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

- Compile records and forms and assist the Activating Municipality with the preparation of FEMA and Federal required forms for Reimbursement Submittals.

Selected firm shall be responsible for providing work space and equipment necessary to perform their duties as part of the negotiated rate. This includes, but is not limited to:

- Office space, including electrical power/generator.
- Computers, printers, software and all related equipment.
- Office furnishings
- Office supplies
- Cell phones
- Cameras, batteries, etc.
- Any other equipment needed for their operations.

Additional support shall be provided, if requested by the Activating Municipality:

- Development and implementation of public information efforts.
- Setup of telephone answering banks and provision of customer service personnel.
- Other support activities related to disaster response activities.
- Support with submittal of information to FEMA and the Federal Highway Administration.

SUBMITTAL

Proposals shall include all required forms, attachments, and information requested. Proposals shall consist of the following five (5) sections:

Experience

Provide a brief overview of the firm's history and organization. Include the name of the firm's contact person, telephone and fax number, and email address.

Describe the firm's experience in debris management in detail.

Personnel Resources

Provide an organizational chart of key personnel to be assigned to the project.

Provide resumes of key personnel assigned to the project, which demonstrates experience related to debris management.

Describe the firm's ability 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.

Provide an outline of the training program and the safety program.

Similar Projects

Provide a list of five (5) similar projects. Include the project approach, results, status and cost of services.

References

Provide references for each of the five (5) similar projects with contact person, address, and telephone number.

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

Price Proposal

Provide an hourly pay rate chart for key personnel assigned to the project. The rates charged for this contract should be "all-in" prices. The county intends to pay one hourly rate per employee class. The hourly rate shall include personnel costs, per-diem, travel, safety gear, office space and supplies and any other incidental costs. The only reimbursable cost allowed will be mileage for personal vehicles used during monitoring efforts.

The following personnel categories will be allowed for cleanup event activities (i.e., anticipated FEMA reimbursable activities):

1. On-Site Project Manager
2. Site Supervisor or Area Supervisor
3. Tower Monitor
4. Field Monitor
5. Administrative support staff

Other personnel categories may be proposed for pre-event planning activities.

Termination for Cause

If the successful CONTRACTOR fails to provide any services described in the contract, or fails to meet any obligations contained therein, the Activating Municipality reserves the right to immediately terminate the contract by providing written notice to the CONTRACTOR. The CONTRACTOR will then have 30 days to cure the default. If said default cannot be cured within 30 days of the written notice, the Activating Municipality may then demand its own time table, or terminate the contract.

Termination for Convenience without Cause

The Activating Municipality may terminate this contract at any time for any reason by giving at least thirty (30) days written notice to the CONTRACTOR. If the contract is terminated by the Activating Municipality as provided herein, the CONTRACTOR will be paid a fair payment as negotiated with the Activating Municipality for the work completed as of the date of termination.

Minimum Insurance Requirements

Provide minimum insurance requirements as listed in Attachment A.

All proposals are to be received no later than Friday, May 13, 2016 by 4:00 pm. Three proposals and one electronic copy must be submitted to:

Brunswick County Solid Waste & Recycling
Micki Bozeman
P.O. Box 249
179 March 9, 1764 Drive
Bolivia, N.C. 28422
Micki.Bozeman@brunswickcountync.gov

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**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

Attachment A

BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At CONTRACTOR'S expense, CONTRACTOR shall procure and maintain the following minimum insurances with insurers licensed in North Carolina and rated A-VII or better by A.M. Best:

A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations Aggregate

\$1,000,000 Each Occurrence

\$1,000,000 Personal and Advertising

Injury Limit \$ 5,000 Medical

Expense Limit

B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident

\$500,000 Disease - Each Employee

\$500,000 Disease - Policy Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit – Any Auto

D. PROFESSIONAL LIABILITY

\$1,000,000 Per Occurrence

E. POLLUTION LIABILITY INSURANCE

\$1,000,000 Per Occurrence

CONTRACTOR shall provide evidence of continuation or renewal of Pollution Liability Insurance for a period of three (3) years following termination of the Agreement.

ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. CONTRACTOR agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

of this Agreement and/or the performance hereof that are due in part or in the entirety of CONTRACTOR, its employees or agents. CONTRACTOR further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The CONTRACTOR'S General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, CONTRACTOR shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. CONTRACTOR shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to CONTRACTOR'S personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of CONTRACTOR.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
 - Department: Solid Waste
 - Contract #:
- G. Insurance procured by CONTRACTOR shall not reduce nor limit CONTRACTOR'S contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event CONTRACTOR receives Notice of Cancellation of Insurance required pursuant to this Agreement, CONTRACTOR shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
 - ATTENTION: Brunswick County Risk Manager

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
FOR MULTI-JURISDICTIONAL DISASTER DEBRIS
PLANNING AND SUPPORT MANAGEMENT**

30 Government Center Dr. NE
P.O. Box 249
Bolivia, NC 28422

- J. If CONTRACTOR is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, CONTRACTOR shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.