



Nice Matters!

Town of Emerald Isle
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Town Manager
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rmartin@emeraldisle-nc.org



April 12, 2019

Request for Proposal

PRE-POSITIONED DISASTER MANAGEMENT DEBRIS MONITORING & CONTRACT SUPERVISION SERVICES

I. PROPOSALS DUE

All proposals are requested by May 1, 2019, no later than 11:00 am (EST). Interested bidders may submit sealed/written proposals to the attention of Laura Rotchford, Finance Director. Written proposals may be submitted in the following methods:

Mailing Address: Town of Emerald Isle, 7500 Emerald Drive, Emerald Isle, NC 28594
Physical Deliveries: Town of Emerald Isle, 7509 Emerald Drive, Emerald Isle, NC 28594

II. RIGHTS

The Town of Emerald Isle Commissioners reserve the right to waive any informalities, to reject any or all bids, and to accept that bid or bids which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposal.

III. BACKGROUND

The Town of Emerald Isle is a municipality, located on the western 12 miles of Bogue Banks, a ~25 mile barrier island located on North Carolina's central coast in Carteret County. The Town has a permanent population of approximately 3,800 and a seasonal population of approximately 40,000.

Each fiscal year, and prior to the hurricane season, the Town conducts a formal bidding process to enter into a pre-positioned debris removal contract. Currently the Town is soliciting bids for a pre-positioned contract for Phase II – Disaster Debris Removal. The contract will provide for a primary and secondary contractor for a period of two fiscal years, ending June 30, 2021.

IV. SCOPE

In the event of a natural disaster, and the enactment of Phase II Debris Removal Contract, the Town will require support and assistance with the debris contract monitoring and supervision services, and is hereby seeking cost proposals.

Services requested will include all aspects of Disaster Debris Monitoring and Contract Supervision Assistance to include, but not limited to the following:

- Measuring debris trucks
- Monitoring contractor loading operations
- Monitoring hazardous tree and limb removal operations
- Preparing daily monitoring records
- Entering data from all loads into a master database and maintaining these records
- Preparing recommendations and evaluations of contractor's work productivity at site locations
- Confirmation of roads completed
- Preparation of reports with total volumes to compare contractor invoicing
- Act as the Town's agent in determining proper volume for contractor invoicing.

All monitoring services will be performed in accordance with FEMA Public Assistance Program and Policy Guidance (latest version).

V. PROPOSAL

All proposals should include the following:

- Experience and Qualifications – Provide a description and history of the firm focusing on previous governmental disaster debris monitoring experience, in particular highlighting experience with FEMA policies.
- Cost Proposal Form (attached) - The cost proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. The hourly labor rates shall include all applicable overhead and profit. Lodging, meals, and incidentals will be reimbursed at the most current GSA per diem rates for the area. All other direct project expenses will be reimbursed at cost.
- Evaluation – While cost is an important factor, the Town may not necessarily select the lowest cost proposal, but rather the proposal that appears to be in the Town's overall best interest. The Town will take into consideration, price, experience, and qualifications. The Town will use a weighted criteria using price at 60% and experience and qualifications at 40%.

VI. TERMS & CONDITIONS

The terms of this Request for Proposal and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The Town is seeking to enter into a three (3) year agreement with the option to extend for two additional one-year periods with the contractor to provide the services contained within this RFP. The term of the agreement will commence on July 1, 2019, and will be initiated by notice to proceed by the Town Manager or his designee, in the event of a natural disaster during the term of the agreement.
- The proposer receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town:
 - Workers' Compensation (as required by the State of North Carolina)
 - Commercial General Liability for bodily injury, property damage, or personal injury
 - Business Automobile Liability
- The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFP.
- The proposer agrees to the following Federal provisions as applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

- E-Verify - The proposer agrees to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the proposer provides the services to the Town utilizing a subcontractor, the proposer shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- The Town of Emerald Isle reserves the right to reject any and all bids.

VII. CONTACTS & ADDITIONAL INFORMATION

For additional information please contact: Laura Rotchford, Finance Director, (252) 354-8550 or via email at lrotchford@emeraldisle-nc.org.

VIII. ATTACHMENTS

A copy of the Fiscal Year 2019-2021 Town of Emerald Isle Phase II – Disaster Debris Removal Contract and Bid Documents

COST PROPOSAL

<u>DESCRIPTION / POSITION</u>	<u>HOURLY RATE</u>
Project Manager	
Operations Manager	
GIS Analyst	
Environmental Specialist	
Field Supervisor	
Load Tick Data Entry Clerks	
Administrative Assistant	
Debris Site / Tower Monitor	
Field Monitor / Crew Monitor	