

## REQUEST FOR PROPOSALS FOR DEBRIS MANAGEMENT AND REMOVAL SERVICES

The City of Harahan, hereinafter called "City", is soliciting proposals for debris management and removal services for the upcoming hurricane season. In order to deal with the consequences of a major storm event, and any other event, the City will accept proposals from qualified contractors with experience in disaster and debris removal services and the preparation, response, recovery, and mitigation phases of any emergency situation or disaster. For the purpose of this RFP, "Debris" is defined as any construction materials, brush, vegetation and tree materials, and includes "white goods," which include, but are not limited to large electrical goods such as refrigerators and washing machines.

This RFP is for the management of all eligible Debris at one (1) or more temporary debris storage and reduction site(s) ("TDSRS"), in compliance with all Occupational Safety and Health Administration ("OSHA") and Emergency Protective Agency ("EPA") regulations and/or directives. This RFP is also for the picking up, hauling and disposal of the Debris from each TDSRS. All vegetative debris will be staged at a TDSRS at 6148 River Road, Harahan, LA. The disposal method and location of non-vegetative Debris should be outlined in the proposal along with the name of the licensed contractor being used for the recycling of the refrigerant. This proposal should outline how the material will be picked up from each site and the disposal location of the material. A tower approximately eight (8) feet high with safety walls and stairs large enough to hold up to three (3) people safely must be constructed, erected, and maintained by Contractor at each TDSRS and final landfill location. Additional towers may be constructed, erected, and maintained by Contractor to improve traffic flow through the TDSRS. A quality assurance monitor will be located at this site to handle the haul tickets. A detailed description of how the tower will be constructed, or if lift equipment is utilized, the type of proposed equipment, shall be included in this proposal. If scales are available at the disposal site then the payment may be made by weight. The City reserves the right to determine which method of payment is used.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the City. The City holds the right to pay within sixty (60) days from receipt of approved invoice. No work will commence without written authorization from the City or its duly-authorized designee. There shall be a 10% retainer held from every invoice until the end of the project. Additional items referenced in the fee schedule are considered as part of the project scope. All work will be in general conformity with the guidelines provide in FEMA Manual 325.

**Please submit Proposals in the following form:**

Submittal	Weight in Evaluation
Training, experience, and equipment assets, especially in relation to the type and magnitude of work required for the particular project	10
Past and/or current accomplishments, especially in relation to the type and magnitude of work required for this type of project	10
Capacity for mobilization within 24 hours of the passage of any storm and timely completion of the work	10
Nature, quantity, and value of work previously performed and presently being performed	10
Size of the firm	10
Past performance on public contracts	10

Status of current or past litigation with the City, if any	10
Local Participation in the Work	15
Reasonableness of Cost	15

**Insurance Requirements:**

The Contractor, at its own expense, shall keep in force and at all times maintain during this Agreement:

**(a.) Commercial General Liability Insurance**

Commercial General Liability Insurance, issued by insurance companies and/or surplus lines insurers registered and approved by the Louisiana Department of Insurance and in a form acceptable to the City, protecting and insuring against all the foregoing with coverage limits of not less than one million dollars (\$1,000,000.00) per occurrence for Bodily Injury and Property Damage.

**(b.) Automobile Liability Insurance**

Automobile Liability and uninsured/underinsured motorist coverages with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limits for Bodily Injury and Property Damage.

**(c.) Workers' Compensation Coverage**

Full and complete Workers' Compensation Coverage, as required by State law.

**(d.) Insurance Certificates**

The Contractor shall provide the City with Certificate(s) of Insurance on all the policies of insurance and renewals thereof in a form(s) acceptable to the City. Said Commercial General Liability policy shall provide that the City be an additional named insured. The City shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.

All insurance policies shall be issued by companies who are acceptable to the City and licensed and authorized to do business under the laws of the State of Louisiana.

The City reserves the right to reject any or all proposals and waive minor irregularities in the evaluation procedures. The City reserves the right to negotiate modifications to proposals that it deems acceptable.

Proposals must be submitted by **August 14, 2015** at **2:00 pm**, in order to be considered responsive. Proposals submitted after this time will not be considered. Proposals may be delivered by courier or hand-delivered to:

Attn: City Clerk  
City of Harahan  
6437 Jefferson Highway  
Harahan, LA 70123

The successful proposer must have a representative present in the City's office or Emergency Operations Headquarters within four (4) hours of Notification of Need and be able to begin mobilization of equipment and personnel to the designated location within twenty-four (24) hours of Notice to Proceed.

**FEE SCHEDULE**

<b><u>FEE SCHEDULE</u></b>		
1.	Vegetative storm debris picked up at the designated work zone, hauled to and dumped at a Temporary Debris Storage and Reduction Site ("TDSRS")	
	Mileage Radius: 0-15 Miles	\$ /cu.yd.
	16-30 Miles	\$ /cu.yd.
	31-60 Miles	\$ /cu.yd.
2.	Construction and Demolition debris picked up at the designated work zone, hauled to and dumped at a TDSRS	
	Mileage Radius: 0-15 Miles	\$ /cu.yd.
	16-30 Miles	\$ /cu.yd.
	31-60 Miles	\$ /cu.yd.
3.	Storm deposits, including but not limited to silt and sand, picked up at the designated work zone, hauled to and dumped at a TDSRS or site approved by City or its designee.	
	Mileage Radius: 0-15 Miles	\$ /cu.yd.
	16-30 Miles	\$ /cu.yd.
	31-60 Miles	\$ /cu.yd.
4.	Construction and Demolition debris hauled to and dumped at a City-approved disposal site or landfill	\$ /cu.yd.
5.	Validated load hauled tickets from the TDSRS for final processed vegetative debris at a City-approved recycling facility	
	Mileage Radius: 0-15 Miles	\$ /cu.yd.
	16-30 Miles	\$ /cu.yd.
	31-60 Miles	\$ /cu.yd.

	61-90 Miles	\$ /cu.yd.
	91-120 Miles	\$ /cu.yd.
6.	Tipping fees/disposal costs for All Waste shall be paid by Contractor	Price included
7.	<p>Managing, Processing and Loading of all eligible debris and/or residue at the TDSRS</p> <p>Including locating, leasing (if required), preparing and layout of site; managing, maintaining, and operating the TDSRS; receiving, sorting, segregation, processing and reducing of vegetative debris, i.e., (chipping or grinding, as directed by the City); furnishing materials, supplies, labor, tools and equipment necessary to perform services; maintaining internal roadways; providing controls for traffic, dust, and erosion; inspecting tower(s), lighting, and hazardous/toxic waste (HTW) containment areas; providing fire protection; securing all required permits; environmental monitoring; providing and maintaining safety measures in compliance with OSHA and EPA regulations and/or directives; loading reduced/stored debris and initiating load tickets for final disposition; and closing and remediating the TDSRS</p>	\$ /cu.yd.
8.	<p><u>Hazardous trees</u> – Trees will be evaluated by the City and be designated to be cut down and hauled to the TDSRS for reduction. Trees will be measured 24 inches above the ground must be at least 12 inches in diameter. Trees with branches remaining – FEE ONLY TO CUT TREE</p>	
	12" Diameter	\$ /tree
	13-24" Diameter	\$ /tree
	25-48" Diameter	\$ /tree
	> 48" Diameter	\$ /tree
9.	<p><u>Hangers</u> – Hangers will be considered any hanging/damaged remaining in the tree(s) above the ROW of 2" or greater diameter. The Contractor, at the direction of the City, will remove hangers for a unit price per hanger</p>	
	2-4" Hanger	\$ /hanger
	5-12" Hanger	\$ /hanger
	> 12" Hanger	\$ /hanger
10.	<u>Fallen Trees</u> – The CONTRACTOR shall cut a fallen tree, which extends onto	Price

	the Right of Way ("ROW") from private property, at the point where it enters the ROW. Vegetative debris will be placed on the ROW for collection as addressed under item #1. (a.)	included
11.	<u>White Goods</u> – The CONTRACTOR shall recycle all eligible white goods in accordance with all federal, state and local rules, regulations and laws	\$ /unit
12.	<u>Freon Recovery</u> – The CONTRACTOR, via a licensed contractor, shall remove and recover Freon from any white goods, such as refrigerators, freezers or air conditioners, at the TDSRS or final disposition site in accordance with all federal, state and local rules, regulations and laws.	\$ /unit
13.	<u>Mobilization and Demobilization</u> – All arrangements necessary to mobilize and demobilize the CONTRACTOR's labor force and machinery needed to perform the Scope of Services contained herein shall be made by the CONTRACTOR including monitoring stands at temporary and permanent landfill sites.	Price included
14.	<u>Temporary Storage of Documents</u> – The CONTRACTOR shall provide storage of daily or disaster-related documents and reports for protection during the disaster event	
15.	<u>Debris Planning Efforts</u> – The CONTRACTOR shall assist in all disaster debris recovery planning efforts as requested by the CITY. These planning efforts shall include, but are not limited to, development of a <i>debris management</i> plan, identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event	Price included
16.	<u>Closure and Remediation of the TDSRS</u> – The CONTRACTOR shall remove all CONTRACTOR equipment and temporary structures and shall dispose of all residual debris from the TDSRS at an approved final disposition site. The CONTRACTOR is responsible for the reclamation and remediation of the TDSRS site to its original state prior to use by the CONTRACTOR	Price included
17.	<u>Reporting and Documentation</u> – The CONTRACTOR shall provide and submit to the CITY all reports and documents as may be necessary to <u>adequately</u> document the <u>Debris Recovery Services</u> in accordance with FEMA/State requirements	Price included
18.	<u>Hazardous Stumps (Removal, Backfill, Haul to TDSRS)</u> – The removal and hauling of hazardous stumps is a unique process requiring specialized equipment. Each stump will be measured by the City and Contractor three (3') feet above normal ground level, to determine the diameter of the trunk. Once the diameter is established, the stump will be physically numbered by the best means available, photo documented by the City and recorded by inspector on a specific record provided by City.	
	Up to but less than 6-inch diameter	\$ /each
	6-inch diameter and up, but less than 12-inches	\$ /each

	12-inch diameter and up, but less than 24-inches	\$ /each
	24-inch diameter and up, but less than 48-inches	\$ /each
	Equal to or greater than 48-inch diameter	\$ /each
19.	<u>Spoiled Food and Non-Hazardous Waste Removal and Disposal</u> – The removal, loading, hauling, handling, staging, and hauling to the ultimate disposal site of spoiled food and non-hazardous waste that requires special handling required by the City.	\$ /lb.
20.	<u>Household Hazardous Waste ("HHW")</u> – Search safely accessible residential structures, including garages and detached outbuildings, and remove and stage on the right-of-way all HHW and document reason any house that is considered inaccessible. HHW will be removed and disposed by others.	\$ /municipal address