

REQUEST FOR PROPOSAL  
RFP NO: 2019 - 0002

The City of Harahan is soliciting Request for Proposals (RFP's) from qualified firms to provide **Disaster Debris Management and Monitoring Services.**

PROPOSALS WILL BE RECEIVED BY THE  
CITY OF HARAHAH CITY CLERK'S OFFICE  
6437 JEFFERSON HIGHWAY  
HARAHAH, LA. 70123

UNTIL 12:00 P.M. NOON ON JUNE 6, 2019

The City of Harahan reserves the right to accept or reject any and all proposals, in whole or in part, pursuant to the law.

Proposals are available gratis from: [www.cityofharahan.com](http://www.cityofharahan.com), or

Harahan City Hall City Clerk's Office  
6437 Jefferson Highway  
Harahan, LA. 70123

Nicole Lee  
Municipal Clerk

ADV: The Advocate: May 29, June 2, 2019

CITY OF HARAHAH  
REQUEST FOR PROPOSALS  
STAND-BY DEBRIS MONITORING & MANAGEMENT

SCOPE OF WORK:

City of Harahan is soliciting pre-disaster proposals for handling the debris monitoring and management of debris removal of multiple City awarded contracts for right-of-way debris collection, private property debris removal (PPDR), demolition, debris removal from rights-of-way, tree removal, and white goods removal. Contracts shall include but not be limited to vegetative debris, non-flammable debris, hanging limbs, leaning trees and stumps and construction demolition debris. Contract shall require the successful firm to work 7 days per week and hours worked per week may exceed 40 hours and work on holidays as directed by the City. The firm must establish an office within 10 miles of Harahan, meet 24 hours before the storm approaches and be able to assemble within 4 hours after the storm passes.

STAFFING REQUIREMENTS:

City of Harahan is seeking qualifications for the monitoring and supervision of all field activities. The number of staff required in each category shall be requested by the successful contractor, require approval by the City and shall be based upon the number of trucks certified and in operation. All staff shall be adequately trained for monitoring operations. Additional tasks may be added as required to meet FEMA requirements.

To accomplish this, the City has determined that the following criteria must be met by the successful contractor:

1. Successful contractor must be able to supply loading monitors for each work site. The debris monitor must meet the criteria listed below and will be required to do the following tasks:
  - Loading site monitor must be able to read and write the English language.
  - Loading site monitor shall provide own vehicle/transportation.
  - Reports to their assigned crew leader or supervisor and coordinates all activity with that crew leader or supervisor.
  - Responsible to determine eligible debris for removal under the City contract.
  - Responsible to monitor the loading of each truck.
  - Responsible to identify hanging limbs, leaning trees and stumps in accordance with FEMA regulations and the City contract.
  - Responsible to initiate the load ticket.
  - Responsible to accurately and completely record all pertinent data: date, truck number, truck capacity, cubic yards, driver name, pick up location, debris classification and loading time.
  - Responsible to issue to the ticket to the driver.

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- Responsible to determine that the loaded debris is safe for travel.

\*\*\*Cost per hour for the above loading site monitor shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

2. Successful contractor must be able to supply dump site monitors for each approved dump site used by the City contractor. The dump site monitor must meet the criteria listed below and will be required to do the following tasks:

- Dump site monitor must be able to read and write the English language.
- Dump site monitor shall provide own vehicle/transportation.
- Reports to their assigned supervisor and coordinates all activity with that supervisor.
- Responsible to accurately and completely record the arrival time and verify the truck number and capacity listed on the ticket matches the certification sticker.
- Responsible to examine the debris loaded in the truck for the truck capacity (% of load) and debris classification.
- Responsible to verify that the debris classification is authorized at the dump site.
- Responsible to sign the ticket and have the City contractor sign the ticket. Each shall then retain one copy and return the driver copy to the driver.
- Responsible to report any problems at the dump site to their supervisor.

\*\*\*Cost per hour for the above dump site monitor shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

3. Successful contractor must be able to certify trucks for hauling in accordance with FEMA guidelines. The person who certifies the trucks shall be paid hourly based on the criteria below and will be required to do the following tasks:

- Must be able to read and write the English language.
- Shall provide own vehicle/transportation.
- Reports to their assigned supervisor and coordinates all activity with that supervisor.
- Responsible to measure and accurately calculate each truck's load capacity and record same for use by monitors.

- Responsible to tag the truck with the tag certification and complete the load certification form.

\*\*\*Cost per hour for the above truck certification monitor shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

4. Successful contractor must be able to supply Crew Leaders for the loading site monitors of the above monitors. The crew leaders must meet the criteria listed below and will be required to do the following tasks:

- Crew Leaders must be a high school graduate or equivalent and must be able to read and write the English language.
- Will be required to interact with the public and answer any questions that may arise.
- Crew Leader shall provide own vehicle/transportation.
- Reports to their assigned supervisor and coordinates all activity with that supervisor.
- Will be responsible for distributing and collecting all load monitoring tickets from the monitors under his/her supervision.
- Responsible to coordinate and supervise load site monitors.
- Document work hours for all staff under his/her supervision.
- Responsible to report any problems to supervisor.

\*\*\*Cost per hour for the above crew leader shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

5. Successful contractor must be able to supply Supervisors. The Supervisor is responsible for supervision and oversight of the loading site monitor, the disposal site monitors and the crew leaders. The supervisor must meet the criteria listed below and will be required to do the following tasks:

- Supervisor must be a high school graduate or equivalent and must be able to read and write the English language.
- Will be required to interact with the public and answer any questions that may arise.
- Supervisor shall provide own vehicle/transportation.
- Reports to Project Coordinator(s).
- Will be responsible for distributing and collecting all load monitoring tickets from the monitors under his/her supervision.
- Responsible to coordinate the work assignments with crew leaders, load monitors and disposal site monitors.
- Coordinate activities with the debris contractor's representative.

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- Document work hours for all staff under his/her supervision.
- Must communicate well with the debris contractor and sub contractors.

\*\*\*Cost per hour for the above crew leader shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

6. Successful contractor must be able to supply Project Coordinator(s). The project coordinator is responsible for all activity under the monitoring contract and successful project coordination with the debris contractor/City in accordance with FEMA regulations and the City debris contracts. The project coordinator must meet the criteria listed below and will be required to do the following tasks:

- Successful contractor must submit the credentials of the Project Coordinator for approval by the City. Experience in management positions will be accepted if the person has adequate experience in the supervision of large projects.
- Will be required to interact with the public and answer any questions that may arise.
- Project Coordinator shall provide own vehicle/transportation.
- Report to the City's designated representative.
- Must be available for any and all meetings required by the City and/or debris contractors.
- Will be responsible for establishing internal controls for handling of data, reporting and management of the project.
- Responsible to coordinate and manage all activities and all personnel under the contract.
- Must communicate well with the debris contractor and sub contractors.

\*\*\*Cost per hour for the above Project Coordinator shall include all fringe benefit costs and supplies needed to perform the above listed functions except mileage.

REPORTING REQUIREMENTS:

1. Successful contractor shall submit daily reports as required by the City. Reports shall include but not be limited to total amount of cubic yards picked up daily and to date; locations of operations; disposal locations and status; problems/issues/obstacles.
2. Successful contractor shall provide the following financial reporting:

- Listing all load tickets in Excel spreadsheet format which has been checked under their own internal controls as required by the City.
- Original load tickets.
- Truck certification tickets and database.
- Supervisor's daily log of load ticket distribution.

INVOICE REQUIREMENTS:

Invoices shall be submitted biweekly.

1. Cover sheet with total hours billed by category.
2. Time sheets to document total hours billed.
3. Lien Waiver for sub-contractors if used.

AWARD CRITERIA:

City of Harahan will award the proposal based on the following items:

- 50% of the score will be based on the following:
  - Prior experience of firm in debris monitoring and supervision on FEMA reimbursed projects.
- 40% of the score will be based on the following:
  1. Statement of Qualifications and qualifications of staff.
  2. The firm must be establish an office within 5 miles of Harahan, meet 24 hours before the storm approaches and be able to assemble within 4 hours after the storm passes.
  3. Location of office where work will be performed.
- 10% of the score will be based on the following:
  - Cost per category.

Upon request, Contractor shall submit Certificates of Insurance to the City. Failure to meet the City's insurance requirements will result in the proposal being declared non-responsive.

In the event of a tie, award will be made based upon lowest price.

Proposals must be submitted by JUNE 06, 2019 before 12:00 P.M., in order to be considered responsive. Proposals submitted after this time will not be considered. Proposals must be submitted in a sealed envelope and clearly marked on the outside of the envelope as "PROPOSAL FOR CITY OF HARAHAH STAND-BY DEBRIS

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MONITORING & MANAGEMENT.” Proposals must be delivered by courier or hand delivered to:

Attn: Nicole Lee  
City of Harahan  
6437 Jefferson Highway  
Harahan, Louisiana 70123

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

The original contract not-to-exceed \$850,000.

**CITY OF HARAHAHAN**  
**PROPOSAL SHEET**  
**STAND-BY DEBRIS MONITORING AND MANAGEMENT**

1. Attach this sheet to your Statement of Qualifications which should include the following:
  - a. Your company's past work on large independent or FEMA related projects.
  - b. Your staff qualifications to handle this project.
  - c. Any current disaster relief contracts for which you are presently under contract.
  - d. List of sub-contractor(s) who will be used and their experience (if applicable).
  
2. Please indicate below the cost per hour for each category listed.

<b>CATEGORY</b>	<b>COST PER HOUR STRAIGHT TIME</b>
Project Coordinator	
Supervisor	
Crew Leader	
Debris Monitor Load site	
Debris Monitor Dump site	
Truck Certification Monitor	

The above qualifications are submitted by:

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE NAME (PRINT): \_\_\_\_\_

REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_