

**NOTICE TO BIDDERS**  
**DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT**

Santa Rosa County is seeking proposals from qualified firms to provide professional services to assist with the management of disaster debris collection services for the County. 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 through a disaster recovery effort.

The term of the contract is for two years with annual renewal options at the County's discretion.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to Santa Rosa County Procurement Department, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., June 27, 2006. The proposals will be publicly opened at this time.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be enclosed within a sealed envelope and clearly marked on the face of the envelope, "**RFP- DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT.**" Please provide twelve (12) copies of the proposal. Specifications may be secured from the Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. (Telephone (850) 983-1833) Proposals received after the time set for the opening will be rejected and returned unopened to the submitter.

Questions concerning this proposal may be directed to Mr. Tom Collins at (850) 626-0191.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**Legal Notice**

One Issue – June 3, 2006 – Press Gazette, June 8, 2006 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith,  
6495 Caroline Street, Suite G, Milton, Florida 32570

June 3, 2006

**MEMORANDUM**

TO: Company Addressed  
FROM: Santa Rosa County Procurement Department  
SUBJECT: Disaster Debris Planning and Support Management

Santa Rosa County is seeking proposals from qualified firms to provide professional services to assist with the management of disaster debris collection services for the County. 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 through a disaster recovery effort.

The term of the contract is for two years with annual renewal options at the County's discretion.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to Santa Rosa County Procurement Department, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., June 27, 2006. The proposals will be publicly opened at this time.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be enclosed within a sealed envelope and clearly marked on the face of the envelope, **“RFP- DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT.”** Please provide twelve (12) copies of the proposal. Specifications may be secured from the Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. (Telephone (850) 983-1833) Proposals received after the time set for the opening will be rejected and returned unopened to the submitter.

Questions concerning this proposal may be directed to Mr. Tom Collins at (850) 626-0191.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

## **MINIMUM SPECIFICATIONS DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT**

### **SCOPE OF SERVICES**

The selected firm shall assist the County with disaster debris management services to include, but not limited to:

- Assist in the development of a disaster debris management plan by meeting with County prior to the start of hurricane season each year.
- Develop forms, databases, etc. for tracking field activities, submitting invoicing to FEMA, etc. Such forms and invoices must be compatible with County software and approved by County personnel.
- Provide training to County staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection contractor and County, state and federal agencies.
- Provide field inspectors to monitor disaster debris collection contractors (cleanup crews) to ensure collection is provided in accordance with County and FEMA standards, including contractual provisions specified in County 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 County in the development of a detailed scope of work for debris collection contract activities. Assist the County 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 County 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 County.
- Coordinate with County 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 County 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 county 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.
- Compile records and forms and assist the County 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 County

- 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 be submitted on 8 1/2" x 11" recycled-content paper, numbered, typewritten, be no more than twenty (20) pages total, and with sections identified appropriately. Proposals shall consist of the following five (5) sections in order and named:

1) 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.

2) 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 obligation 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.

3) Similar Projects

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

4) References

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

5) 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.