



THE TOWN OF WINDERMERE

REQUEST FOR PROPOSALS

for

RFP #2023-02 DEBRIS MONITORING & PUBLIC

ASSISTANCE CONSULTING SERVICES

RFP# 2023-02

DUE: June 30, 2023
3:00 p.m.

Deliver or mail responses to:
Tonya Elliott Moore, Public Works Director
Town of Windermere
614 Main Street
Windermere, FL 34786

REQUEST FOR PROPOSALS (RFP)
for
DEBRIS MONITORING & PUBLIC ASSISTANCE CONSULTING SERVICES

The Town of Windermere, FL (Town) invites qualified firms (Respondent) to respond to this Request for Proposals (RFP) to provide Disaster Debris Monitoring & Public Assistance Services.

Overview

The Town is seeking to enter into a stand-by agreement with a qualified firm to provide post-disaster Debris Monitoring and Public Assistance Consulting Services.

All services shall comply with current FEMA guidance and local, State, and Federal regulations. A comprehensive scope of work is included as Attachment B.

SBE/MBE Participation

Please note that the Town encourages the participation of small business enterprises (SBEs) and/or minority business enterprises (MBEs) in this procurement.

Term

Upon acceptance of the terms by both the Respondent and the Town, The Town intends to enter into a three (3) year contract term with an option to renew for an additional two (2) years thereafter (or 60 months). Renewals will be mutually agreed upon prior to the expiration of the original term, incorporating the same terms and conditions as the original agreement.

Submittal Requirements

Respondents desiring to provide services, as described in the scope of services, shall submit one (1) original bound, one (1) original unbound and one (1) digital copy (USB) of their proposal no later than:

3:00 p.m. on June 30, 2023 at the following location:
**614 Main Street, Windermere, Florida 34786 – Town Administrative
Offices**

Offers by telephone or telegram shall not be accepted. Also, proposers are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her proposal reaches the Town. The time and date for receipt of proposals will be strictly observed. Any proposals received after the submittal deadline will be deemed non-responsive and returned to the Respondent unopened.

Questions/Inquiries

The Town will accept inquiries or questions regarding the contents of this RFP until one (1) week prior to the submittal deadline. Answers to questions will be addressed through addenda and issued no later than four (4) days prior to the submittal deadline. If the Town is unable to provide answers in a timely manner, the submittal deadline may be extended as necessary.

Inquiries and Questions should be directed to the following contact:

Tonya Elliott Moore, Public Works Director – tmoore@town.windermere.fl.us

Minimum Qualifications

The Respondent must demonstrate the following:

1. The proposer must demonstrate experience managing hurricane debris monitoring projects for at least five government entities involving a minimum of 100,000 cubic yards of debris for each client in the past 5 years.
2. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
3. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, FEMA appeals processing, hauler invoice reconciliation and contracting.
4. Ability to provide and Automated Debris Management System (ADMS) to capture debris removal and disposal efforts.
5. Respondent must be prepared to deploy debris monitors within 72 hours from notice to proceed. When additional debris monitoring personnel are needed to meet requirements of the contract, Respondent shall increase the number of debris monitors as needed.

Proposal Format

The Proposal should be limited to no more than 50 pages (exclusive of required forms) and address the following criteria in an organized, easily identifiable manner:

1. Cover Letter – Provide a cover letter that included a brief introduction to the Respondent, why the Respondent believes they are uniquely qualified to provide the requested services, and contact information for the Respondent's primary point of contact.
2. Table of Contents – Provide a table of contents that identifies each section and sub-section of the Respondents proposal.
3. Experience and Key Personnel – Provide detailed description of projects the Respondent has completed for services similar to those request in this RFP. Identify key personnel, including an organizational chart and concise resumes for those individuals anticipated to serve the Town on behalf of the Respondent.
4. Qualifications – Provide evidence that the firm meets the minimum qualifications required by this RFP and include a minimum of 3 references from clients whom the Respondent has

provided similar services in the past 5 years. Please include the name of the client, contact information, contract term and value, and the amount of debris monitored. References from Florida clients are preferable.

5. Project Understanding and Approach – Provide a comprehensive understanding of the solicited services and the Respondent’s approach to providing these services.
6. Debris Management Systems and Training Manual – Provide a description of the ADMS system proposed for use in tracking debris collection and disposal operations. Include a copy of a debris monitoring training manual.
7. Form of Contract – The form of the Contract to be used by the Town is attached hereto as Attachment A along with Exhibits A – E. The Respondent must include a statement that it has reviewed Attachment A and Exhibits A – E and agrees to be bound by the terms and conditions. The contract terms and conditions in Attachment A and Exhibits A – E are not negotiable.
8. Complete and submit with the Proposal the following forms:
 - a. Fee Schedule – Exhibit D to Attachment A
 - b. Drug Free Workplace Certification – Attachment B
 - c. Equal Employment Opportunity Certification – Attachment C
 - d. Non-Collusion Oath – Attachment D
 - e. Good Faith Affidavit – Attachment E

Selection Criteria

The following weighted criteria will be utilized to select the Respondent awarded this contract.

Key Personnel and Past Project Experience	25
Qualifications of the Firm	20
Project Understanding and Approach	25
Management Systems / Training Manual	10
Cost Proposal/Unit Rates	20
TOTAL	100

Presentations

Presentations from the top-ranked respondents may be requested at the Town’s discretion if the Town is unable to determine an awardee based on proposal alone.

Terms and Conditions

The Town reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the Town, or to award a contract to the next most qualified proposer if the successful offer fails to execute a contract within (10) days of approval by the Town.

The Town reserves the right to request clarification of information submitted and to request additional information of one or more Respondents.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of thirty (30) days, to provide to the Town the services set forth in this RFP, or until one or more of the Respondents have been awarded.

Costs of preparation of a response to this request for proposals are solely those of the proposer. The Town assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

The contractor 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 Town shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the Town, for purposes of inspection, reproduction and audit without restriction.

Attachments and Exhibits:

Attachment A – Contract Agreement for Debris Monitoring & Public Assistance Consulting Services

- **Exhibit A to Attachment A** – Respondent’s Response to the RFP
- **Exhibit B to Attachment A** – Scope of Work
- **Exhibit C to Attachment A** -- Additional FEMA Contractual Provisions
- **Exhibit D to Attachment A** – Fee Schedule
- **Exhibit E to Attachment A** – Certification Regarding Lobbying (Byrd Anti-Lobbying)

Attachment B -- Drug Free Workplace Certification

Attachment C – Equal Employment Opportunity Certification

Attachment D – Non-Collusion Oath

Attachment E – Good Faith Affidavit

ATTACHMENT A
CONTRACT AGREEMENT FOR

EXHIBIT A TO ATTACHMENT A

CONTRACTOR'S RESPONSE

to

RFP #2023-02 DEBRIS MONITORING & PUBLIC ASSISTANCE CONSULTING SERVICES

EXHIBIT B TO ATTACHMENT A

SCOPE OF WORK

EXHIBIT C TO ATTACHMENT A
ADDITIONAL FEMA CONTRACT PROVISIONS

EXHIBIT D TO ATTACHMENT A

FEE SCHEDULE

Debris Monitoring Operations		
Description	Unit	Rate per Hour
Project Manager	Hour	
Operations Manager	Hour	
Field Supervisor	Hour	
Tower Monitor	Hour	
Field Monitor	Hour	
Clerical / Administrative Assistant	Hour	
Data/GIS Specialist	Hour	
Environmental Specialist	Hour	
Billing/Invoice Analyst	Hour	
FEMA Specialist	Hour	
Public Assistance/Grants Management		
Description	Unit	Rate per Hour
Program Manager	Hour	
Grants Management Consultant	Hour	
Consultant/Scientist/Planner/Engineer	Hour	
Benefit Cost Analysis Specialist	Hour	
GIS / HAZUS Specialist	Hour	
Field Technician	Hour	
Administrative Specialist	Hour	

***Additional Public Assistance/Grants Management roles/rates may be provided if necessary. Each additional role must include a detailed description of the services to be provided.

EXHIBIT E TO ATTACHMENT A

CERTIFICATION REGARDING LOBBYING (BYRD ANTI-LOBBYING)

ATTACHMENT B

DRUG FREE WORKPLACE CERTIFICATION

ATTACHMENT C

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

ATTACHMENT D

NON-COLLISION OATH

ATTACHMENT E
GOOD FAITH AFFIDAVIT