



# Parish of Ascension

## Office of Homeland Security & Emergency Preparedness

CLINT COINTMENT  
Parish President

RACHAEL WILKINSON  
Director, OHSEP

### SCOPE OF WORK OF FOR DISASTER DEBRIS REMOVAL AND RELATED SERVICES

#### EMERGENCY DEBRIS REMOVAL – NATURAL DISASTER - DEBRIS REMOVAL

#### 1.0 GENERAL

This statement of work describes and defines the services, which are required for the execution of Natural Disaster-related emergency debris removal from local and private roadways within the Parish of Ascension. The disaster debris removal contract will be a joint procurement and contract with Ascension Parish Government, Town of Sorrento, and the City of Donaldsonville. Each party will issue their own task orders and direction along with being billed individually based off the task orders issued. The contractor shall provide all services described herein and any other services required to complete the project. Activities include, but are not limited to, field operations, debris pickup, debris hauling and removing, debris staging and reduction, temporary debris storage site management and debris management. All debris removal and disposal management services shall be in accordance with all applicable federal and state laws, and environmental regulations. Roads will be identified by the Parish and direction given to the Contractor for roads and limits for which the Contractor will be responsible for. The Parish reserves the right to add or delete roadway segments at the direction of the Director of the Department of Public Works at no additional cost to the Parish. The Parish, at its sole discretion, may elect to perform work with in-house forces or additional contract forces.

Proper documentation as required by the Federal Emergency Management Agency (**FEMA**) or other federal natural disaster response agency shall be provided by the Contractor to the Parish for all debris removal operations to ensure reimbursement to the Parish from the appropriate federal agency.

The Parish will not provide price adjustments for cost increases or decreases in the price of fuel.

**In accordance with 44 CFR Part 13.36(f)(4), *cost plus percentage of cost contracts shall not be used.***

Within five days after commencement of any services pursuant to this Agreement and at all times during the term hereof, including renewals and extensions, the Contractor will supply to the Parish

and keep in force a payment and performance bond provided by a surety authorized to do business in the State of Louisiana, payable to the Parish and conditioned for the prompt payment of all persons furnishing labor, materials, equipment, and supplies therefore.

The work will begin upon written authorization by the Parish. No guarantee of minimum or maximum amounts per bid item is made by the Parish under this Contract. No adjustment to bid prices will be considered due to increases or decreases in estimated quantities.

The Parish, at its sole discretion, may award one or more contracts based on the bids received and the impact of natural disasters encountered. If more than one award is made, such award will be to the lowest bidder, then to the next lowest bidder(s) based on the rates established by the low bid and the availability of the bidders and the bidder's ability to satisfy the needs of the Parish at the time contacted.

## **2.0 SERVICES TO BE PROVIDED BY THE CONTRACTOR**

### Field Operations

The following listed services shall be performed by the Contractor in the presence of the Parish or its designated representative:

- Shall ensure that all debris or material removed or recycled is generated by the disaster in which the contract was activated.
- Shall ensure that all debris or material removed or recycled is has been generated only within the Ascension Parish boundaries and within the designated disaster area.
- Shall ensure that all debris or material removed or recycled is the legal responsibility of the Ascension Parish Government, The Town of Sorrento, or the City of Donaldsonville.
- The Contractor is authorized to pick up disaster generated debris that private property owners move to the public right-of-way.
- The Contractor shall honor all intergovernmental agreements pertaining to debris removal between the Ascension Parish Government and the municipalities in Ascension Parish.
- The Contractor shall honor any and all intergovernmental agreements pertaining to debris removal between Ascension Parish Government and the Louisiana Department of Transportation for debris removal on state highways.
- The Contractor shall assign a representative to the Parish Emergency Operations Center by 24 hours pre-event to assist the Parish with debris forecasting and management.
- The Contractor shall stage pre-event (when an event is known and imminent) advance teams of debris removal personnel and equipment to assist the Parish Public Works Department in clearing critical roadways immediately post storm.

- The Contractor shall ensure that debris or material **shall not be** removed or recycled from unimproved property or undeveloped land within the jurisdictional limits of this contract.
- The Contractor **is not authorized** to make debris eligibility determinations in the field. A FEMA and parish representative must be consulted on debris eligibility determination.
- The Contractor **is not authorized** to demolish private structures without consultation with Parish officials and a FEMA representative.
- Provide equipment, labor, and materials necessary to perform the “first pass” and all subsequent passes directed by the Director of DPW. “First Pass” is defined as removing all debris on the affected roadways from within the rights-of-way as directed and authorized by the Parish, FEMA or their authorized representatives. The work associated with “first pass” and subsequent passes, includes but is not limited to:
  - Cutting fallen vegetative debris.
  - Picking up and loading vegetative debris.
  - Pickup and removal of white goods. White goods shall be segregated, handled separately from other debris, and transported to a designated white goods recycling site.
  - Collection and Disposal of construction and demolition (C & D) debris.
  - Collection and disposal of Household Hazardous Waste (HHW) by authorized technicians that are properly trained. Provide sorting and staging of HHW along with disposal at a properly permitted facility that can accept HHW.
  - Legal disposal of vehicles and vessels.
  - Collection and disposal of abandoned tires. Tires shall be separated from other debris and then loaded and transported to a disposal or recycling facility in accordance with applicable Louisiana Department of Environmental Quality regulations.
  - Collection and disposal of electronic waste (e-waste). E-waste may be hauled to a staging site or dispose of, if necessary at a facility approved and permitted by Louisiana Department of Environmental Quality.
  - Disposal of putrescent debris.
  - Remove, transport and dispose of Freon from any white goods such as refrigerators, freezers or air conditioners, in accordance with any and all federal, state and local rules, regulations and laws.
  - Collection and removal of animal carcass such as dead livestock, poultry, large animals, and domestic pets. All carcass shall be disposed in accordance with all regulatory requirements, to a proper disposal facility.
- The types of debris mentioned above shall be hauled to either a temporary debris staging and reduction site, a final legal disposal site; a volume reduction at the temporary debris staging and reduction site; or final hauling and disposal at an appropriate landfill or “waste to energy” facility.
- Once road priorities are established by the Parish or its representative, crews shall be required to complete entire sectors and/or corridors prior to moving on to other areas. No streets should be bypassed based on quantity of debris alone.

- Provide labor, equipment and materials necessary to remove all stumps authorized by the Parish. Stump removal operations shall be in accordance with FEMA guidelines.
- Provide traffic control, when necessary (day and/or night), using current LA DOTD Design Standards.
- Ensure all contractor and subcontractor personnel have and utilize personal protective safety gear in accordance with OSHA requirements and company safety policies.
- Coordinate with utility companies, as required, to permit safe removal of debris.
- Provide a means for the Parish or their designated representative to measure and certify all trucks. All Temporary Debris Staging and Reduction Sites (TDSR's) shall be equipped with at least one tower from which monitors can safely view contents on each load and determine capacities of each load entering and exiting the TDSR.
- Provide a means for securing all TDSR's, throughout the life of the contract, to ensure no unauthorized or illegal dumping can occur at the site.
- The Contractor shall ensure that at least one TDSR has a public drop off point.
- The Contractor shall designate a representative to work closely with the Parish Public Information Officer and the EOC in informing the public of debris pickup schedules and types of debris being collected.
- Vacuum inlets and sweep curb and gutter sections.
- Removed damage trees and exposed roots to the ground level on public property posing an immediate threat to life, health and safety.
- The Contractor shall remove dangerous trees when it poses an immediate threat to life, health and safety, is located on public property, is the legal responsibility of the Parish, and meets one or more of the following conditions:
  - Has a diameter breast height of six inches or greater.
  - Trees leaning at an angle of 30 degrees or greater and limbs hanging It has more than 50 percent of the crown damaged or destroyed.
  - It has a split trunk or broken branches that expose the heartwood.
  - It has fallen or been uprooted within a public-use area.
  - It is leaning at an angle greater than 30 degrees.
- The Contractor shall remove dangerous hanging limbs when it poses an immediate threat to life, health and safety, is located on public property, is the legal responsibility of the Parish, and meets one or more of the following conditions:
  - Located on improved public property.

- Greater than two inches in diameter at the point of breakage.
- Still hanging in a tree and threatening public-use areas, e.g. trails, sidewalks.
- Remove leaning trees or hanging branches which are not an immediate hazard only when directed by the Parish or their designated representative. Compensation will be by stump removal (if applicable) and debris removal.
- Fill any holes left by removed trees. The cost of borrow required for fill shall be included in the cost of bid items.

#### Staging/Reduction

- Secure the necessary permits for the TDSR's for any non LDOTD approved sites from the appropriate regulatory agencies, prepare and manage the TDSR's and when operations are complete, return all TDSR's to their original condition to the satisfaction of the Parish and the regulatory agencies. Perform any testing required or requested by the regulatory agencies to ensure TDSR's have not been contaminated.
- Provide, operate and maintain equipment for debris reduction.
- Maintain segregation of debris (vegetative vs non-vegetative).
- Reduce and dispose of any vegetative debris hauled by the Parish crews to the TDSR's.
- Construction & Demolition debris shall be hauled directly to a licensed Environmental Protection Agency (EPA) disposal facility. Tipping fees shall be reimbursed at cost, no mark-up allowed.
- Provide one Quality Control Tower Monitor per tower to observe and record truck quantity estimates.
- The Contractor shall take possession of all recyclable material for disposal and credit the Parish for any financial gain due to the sale of such material.
- Ensure that all field crews are outfitted with required safety gear.

#### Administration and Paperwork

- With each invoice submitted for payment include a certification Disbursement of previous periodic payment to subcontractors and the amount paid to all subcontractors performing work under this contract to date.
- The contractor shall be responsible for the preparation of all invoices in a format acceptable to the Parish and in accordance with federal, state and local rules, regulations

and laws. Invoices shall include original receipts and all backup necessary to support the quantities and amounts invoiced.

- Seven (7) part debris tickets will be provided to properly document the contract work in accordance with FEMA requirements.
- Spreadsheet format for invoices will be provided to properly document the contract work in accordance with FEMA requirements.

### **3.0 SERVICE TO BE PROVIDED BY PARISH OR ITS DESIGNATED REPRESENTATIVE**

#### Field Operations

- Identify and evaluate the scope of the post-disaster debris problem.
- Provide inspection for all contractor operations.
- Provide field inspectors in sufficient numbers to adequately monitor all field operations. Such work will not exceed limits defined by FHWA eligibility criteria. The number of inspectors per crew shall vary based on need.
- Identify and prioritize removal from local and private roadways authorized by the Parish. Prioritization of debris removal will be based on a “sector approach” (as opposed to site to site). Once priorities are established, crews are required to complete entire sectors or corridors prior to moving on to other areas. No streets should be bypassed based on quantity of debris alone, unless directed by the Parish’s Director of Public Works.
- Ensure no pickup of unauthorized debris by the contractor and his subcontractors unless directed by the Parish.

#### Staging/Reduction

- Identify potential staging areas for debris stockpiling and reduction. There is no guarantee as to availability or suitability.

### **4.0 PAYMENT**

- Payment, less applicable retainage as described below, will be made in accordance with the Fee Rates shown on Exhibit C. Such payment will be full and complete payment for all work performed as required in Sections 1.0 and 2.0.
- A lump sum retainage of \$10,000 per TDSR (staging area) will be held from the total invoice of work performed at the staging areas until the staging area is restored to its original condition or as otherwise mutually agreed. The lump sum amount will be withheld from the first invoice submitted.

- The bid items listed in Exhibit C include compensation for all work required in Sections 1.0 and 2.0.

**EXHIBIT "C"**

**FEE RATES FOR**

**EMERGENCY DEBRIS REMOVAL – NATURAL DISASTER – DEBRIS REMOVAL**

**Phase I – collection, hauling to staging site, reduction**

<u>Description</u>	<u>Unit</u>	<u>*Estimated Quantity</u>	<u>**Unit Price</u>	<u>Total</u>
Loading and Hauling Debris to a TDRS	cubic yard	10,000	_____	_____
Reduction by Grinding at the TDRS	cubic yard	10,000	_____	_____
Reduction by Incineration at the TDRS	cubic yard	10,000	_____	_____
Loading and Hauling C&D debris	cubic yard	10,000	_____	_____
Reduction by Incineration of C&D debris	cubic yard	10,000	_____	_____

***TOTAL LOADING AND HAULING TO REDUCTION SITE***

**Stump Removal**

24" - 48" Diameter stump removal	Each	10	_____	_____
< 48" Diameter stump removal	Each	5	_____	_____
Removal of leaner's and hangers	Hour	20	_____	_____
Sweeping Curb and Gutter	Hour	20	_____	_____
Vacuum Inlets	Hour	20	_____	_____

***TOTAL STUMP REMOVAL AND CLEAN UP***

**Phase II – loading of reduced material, final disposal**

Loading and Hauling Reductions to a Final Disposition Site	ton	10,000	_____	_____
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***TOTAL HAUL TO FINAL DISPOSAL***

**Other Debris Items**

Household hazardous Waste (HHW)	lb.	100	_____	_____
White Goods	Each	50	_____	_____
Freon Removal	Unit	20	_____	_____



Electronics Waste (e-waste)	Unit	40	_____	_____
Animal Carcass	lb.	2000	_____	_____
Tire Removal	Unit	200	_____	_____
<b>TOTAL BID</b>			_____	_____

\* Estimated Quantities used for determining low bidder only. Quantities are not intended to be an estimate of the actual quantities expected for this contract. Payment will be made based on actual units of work performed as approved by the Director of Public Works.

\*\* If a pay item is left blank or N/A is used, the bid may be declared irregular and the Parish may reject the proposal.