

PARISH OF ASCENSION



REQUEST FOR PROPOSALS

WATERWAY DEBRIS REMOVAL

Ascension Parish, Louisiana

November 7, 2024

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Section 1 GENERAL INFORMATION

1.1 Purpose of the RFP

This Request for Proposal (RFP) is issued by the Parish of Ascension/ East Ascension Consolidated Gravity Drainage District #1/West Ascension Consolidated Gravity Drainage District #1 (hereinafter referred to as the "*Parish*").

The purpose of this RFP is to establish a contract with a qualified contractor for Emergency Waterway Debris Removal Services. Responders must have experience in waterway debris removal activities or possess the means to perform such activities. The selected Contractor will be required to comply with applicable regulations.

1.2 Background

The Parish is requesting proposals for emergency waterway debris removal services related to the removal of debris from multiple waterways throughout the Parish on both the east and west banks of the Mississippi River. This RFP is for removal, transporting, and disposal of the debris material from waterways. All work will be in general conformity with the guidelines provided by FEMA. The limits of debris removal will be assigned via a task order basis by waterway. Waterways will be tasked based on a variety of factors, including level of debris and permitting. Debris removal included within this contract will be completed by both water/barge -based removal and land -based removal.

Exhibit "A" contains a list of waterways to be considered in this scope. The Parish reserves the right to add or delete waterways to this scope at any time.

1.3 Scope of Services

The contractor shall provide all equipment, labor, and material for work as specified herein and in the work order(s). The contractor shall provide all labor and materials necessary to fully operate and maintain all equipment under this contract. The contractor shall provide sufficient management, administration, supervision and safety and quality controls to assure the safety, quality, completeness, and timely progress of the work. The contractor will conduct the work so as not to interfere with other disaster response and recovery activities of federal, state, and local governments or agencies or any public utilities. The contractor is responsible for providing access to the waterways for mobilization of equipment as well as for the removal and transport of debris from the waterways. The contractor is advised that numerous fixed span bridges exist along these waterways where barges and equipment will be required to be removed from the waterway to pass downstream of the bridges. It is the responsibility of the contractor to confirm these dimensions. The contractor shall not move from one designated work area to another designated work area without prior approval and receipt of a new task order. The contractor shall remove all dirt, mud and debris from roadways impacted by the debris removal activities. Contractor shall notify the Parish or its designated representative by 12:00 pm each

day of the number of crews that will be working the following day for the purpose of scheduling and progress tracking. If the Parish ascertains that additional crews are needed to complete the work as scheduled, the contractor shall comply with the Parish request for additional crews.

Contractor shall work with the Parish or its designated representative for daily progress updates, meetings, and general coordination. The contractor shall be prepared to report real time progress of debris removal activities, including forecasting anticipated level of effort and project schedules.

The Parish has retained a project manager for emergency and disaster recovery services that will act as the designated point of contact for the Parish. Invoices for services shall be submitted monthly by the contractor for review and approval. The Parish reserves the right to assign authority for review on invoicing to the designated Parish point of contact.

The successful contractor shall furnish to the Parish proof of all current and necessary permits held by them and which may be required under this agreement.

1.3.1 Vegetative And C&D Debris Removal Operations

The work shall consist of waterway debris removal in designated areas. The scope of work will include the removal, transporting, and disposal of the debris in accordance with all applicable federal, state, and local regulations. The Louisiana Department of Environmental Quality (LDEQ) has established protocols including definitions to address asbestos containing materials to comply with Louisiana Emission Standard for Hazardous Air Pollutants (LESHAP) Regulations for hurricane demolition debris.

The contractor must supply water transportation via power boat for the monitor, Parish, and its authorized representatives where necessary at the work site. Debris shall not be stockpiled along any navigable right of ways (ROWS). Debris that is cleared and piled for removal must be removed that same day.

The contractor shall immediately repair and/or clean all roadways, sidewalks, levees, canal banks, utilities, pipelines, drainage structures and other features that are damaged by contractor operations. This will include re-sloping damaged surfaces to original grade. The contractor is advised that draft for these waterways will vary. Shallow draft barges may be required to prevent damage to the water bottom. The contractor shall not rub or disturb the water bottom during debris removal activities.

If the contractor completes any activities outside of the permitted scope of work, and the U.S. Army Corps of Engineers (USACE) or the Department of Energy and Natural Resources (DNR) deems such activity to be a violation to the permit, the contractor will be responsible for permitting and mitigating the activities through the USACE and DNR as necessary.

1.3.2 Performance

At the time of receipt of notice to proceed (NTP), the contractor will be expected to immediately participate in a planning meeting with the Parish and its authorized

representatives. Within 24 hours from the receipt of the NTP, crews must begin mobilizing to site. Within 48 hours from receipt of NTP, the contractor shall complete a preliminary inspection of the task ordered waterways to estimate the amount of debris and number of crews required to complete the work within the allotted contract time. Contractor shall plan on supplying a minimum of three (3) crews initially and must begin removing debris within 72 hours beyond receipt of the NTP. Contractor must provide an additional six (6) crews within 144 hours of the NTP. The Parish reserves the right to require additional crews, as deemed necessary, which must be provided within 120 hours of the request. Contractor shall possess the ability to work in multiple waterways concurrently.

The contractor will perform work on a task order basis as issued by the Project Manager. No work shall commence under the respective task order unless a NTP has been issued specifically for that task order. A Task Order may act as its own NTP if directed as such at that time.

1.3.3 Mobilization and Demobilization

Mobilization shall consist of all preparatory work and operations, including those necessary for movement of personnel, equipment, supplies and incidentals to and from the project sites, installing and maintaining temporary roads and drainage structures needed to access the project sites, the costs of bonds, required insurance and all other pre- and post-construction expenses necessary to perform this work. It shall be duly noted such expenses are the sole responsibility of the Contractor and are not reimbursable.

1.3.4 Staging and Disposal Sites

Vegetative Landfill (Reduction Site) - The contractor shall use the Parish provided disposal sites for vegetative debris. The contractor has the option to establish additional disposal sites at no additional cost to the Parish. Management, processing and reduction of all eligible vegetative debris and/or residue at the Parish-owned and/or contractor disposal site, including the preparation and layout of the site; management, maintenance and operation of the disposal site; the receiving, sorting, and segregation of vegetative debris; furnishing materials, supplies, labor, tools and equipment necessary to perform services; maintenance of internal roadways, providing traffic control, dust control, erosion control, maintaining proper drainage, inspection towers, fire protection, and safety measures of the Parish and/or contractor provided disposal site is the contractor's responsibility. Construction of any additional access points or roadways at all sites shall be the responsibility of the contractor. The contractor shall be responsible for the segregation of debris at all sites to facilitate disposal in approved sites.

Type III Landfill – The contractor shall dispose of all construction and demolition debris at a Type III landfill approved by LDEQ.

Staging - The contractor may require temporary staging for debris removed from waterways. Access along these waterways is limited. The contractor has the option to locate and/or procure additional access points at no additional cost to the Parish. Contractor shall assess waterways to determine the most appropriate debris removal method. Contractor shall not stage debris temporarily for greater than one (1) day without loading and hauling to approved disposal site. Staging locations shall be pre-approved by the Parish as part of the work plan prior to utilizing.

Waterways may not have available staging along a significant length of waterway. Contractor will be required to transport debris to nearest access point.

1.3.5 Services

1.3.5.1 The contractor shall provide all management, supervision, labor and equipment necessary to complete this work identified in this RFP and issued task orders. No explosives will be permitted. Activities required prior to starting work are:

- A. Debris removal crew size, composition and certifications shall be submitted to the Parish for review and/or approval.
- B. Personal property items, such as but not limited to automobiles, boats, trailers, and recreational vehicles, shall be relocated offsite as directed by the Parish to the nearby ROW such that they will not interfere or hinder the contractor's operations. The contractor shall take reasonable care not to damage personal property items while moving them and shall be responsible for damages to personal property items being moved, unless such damages are determined to be the result of negligence through his actions. The contractor is not responsible for storm related or other pre-existing damage to personal property.
- C. Debris removal cannot commence without a quality assurance/quality control (QA/QC) monitor representative present. QUESTION: should the QA/QC monitor be defined?

1.3.5.2 The contractor is responsible for ensuring traffic safety in all work areas in accordance with the most stringent Parish, LADOTD, FEMA, and OSHA Rules and Regulations. Flag persons, spotters, temporary signage, or other approved means shall be provided by the contractor as needed to comply with the above requirement.

If the Contractor completes any activities outside of the permitted scope of work, and the U.S. Army Corps of Engineers (USACE) or the Department of Natural Resources (DNR) deems it a violation to the permit, the contractor will then be responsible for permitting and mitigating the activities through the USACE and DNR as necessary.

1.3.6 Submittal Requirements

1.3.6.1 Submittals

The contractor shall provide the following submittals for review and/or approval 24 hours after notice of award as well as all applicable contract documents:

- A. Contractor Safety Plan
- B. Organizational Chart with Contact List

- C. Contractor Quality Assurance/Quality Control Plan
- D. Copies of all required permits and licenses
- E. Contractor Work Plan, to include disposal methodology and access plan per waterway. Waterway specific information may be provided at the time of an issued task order for each waterway.

1.3.6.2 Contractor Safety Plan

The contractor shall submit and implement an approved safety plan. The plan shall address standard general construction and maritime requirements. The contractor shall maintain a person whose sole function will be to monitor and implement safety regulations for all crews, maintain all safety records, hold daily tailgate meetings which may include monitors for daily input, update bulletin board and maintain all the above mentioned for the duration of the contract for said contractor. One copy of the completed Contractor Safety Plan shall be provided within 24 hours of contract award.

1.3.7: Environmental Protection, Historic Preservation, Protection of Property and Restoration

For this contract, environmental protection is defined as the retention of the environment in its natural state to the greatest extent possible during execution of this contract. Environmental protection requires consideration of air, water and land and involves noise and solid waste management, as well as other pollutants. The contractor and its subcontractors shall incorporate appropriate measures to manage environmental pollution arising from the debris removal activities in performance of this contract. All trucks transporting excavated material shall be sealed. Trucks will have their loads covered with tarps during transport. Loads shall not be stockpiled along any ROWs but should be removed the same day the load is placed.

1.3.8: Debris Classification

Eligible debris under this contract consists of woody debris and Construction and Demolition (C&D) debris generated by the storm and located within the subject area.

The contractor shall remove dangerous trees and debris when it poses an immediate threat to life, health, and safety, is located within the waterway or its banks, and is the legal responsibility of the Parish. Trees shall meet one or more of the following conditions and will be subject to the review of the onsite monitor prior to removal:

- Has a diameter breast height of six inches or greater
- Trees leaning at an angle of 30 degrees or greater and limbs hanging
- Trees that have more than 50% of the crown damaged or destroyed
- Trees that have a split trunk or broken branches the expose the heartwood
- Trees that have fallen or been uprooted within the waterway or its adjacent banks
- Trees that have fallen within the waterway and been dislodged by this disaster

1.3.9: Debris Removal and Disposal

1.3.9.1 Eligible debris and other waste shall be taken off-site throughout the debris removal

process. The contractor shall not allow debris to accumulate for more than one day. The debris shall be loaded into trucks and taken to the contractor designated reduction/disposal sites approved by LDEQ. Debris shall be removed and transported in a manner that prevents spillage on streets or adjacent areas. Transportation of all debris shall follow all applicable federal, state, and local regulations and laws governing same.

1.3.9.2 Debris and rubbish including, but not limited to: trash, metal, plastic, and glass, shall be removed from the worksite. Debris shall be removed and transported in a manner that prevents spillage on streets or adjacent areas. Transportation of all debris shall follow all applicable federal, state, and local regulations and laws governing same.

1.3.9.3 Load tickets shall be filled out for tracking purposes of the removal of all debris and shall include the volume in cubic yards for each load being hauled to the landfill/reduction site. Load tickets from demolition sites shall be noted as such. Load tickets shall document cubic yard volume measurements for eligible debris and shall be provided by the QA/QC Monitor. The load tickets will be sequentially numbered. Load tickets will only be issued for debris removed. Load tickets issued for zones containing both clear and unclear areas shall not be permitted. New tickets shall be written when work must be stopped due to a clear area and again restarted at the next unclear area.

- a. Ticket Number
- b. Work Order Number
- c. Date
- d. GPS Reading
- e. Contractors Name
- f. Subcontractor Name and Crew ID
- g. Truck or Roll-off Number
- h. Point of Debris Collection (Address)
- i. Truck Capacity
- j. Loading Departure Time/Inspector
- k. Disposal Site Arrival Time/Inspector
- l. Actual Debris Volume
- m. Truck Driver
- n. Structure Condition & Classification
- o. Debris Classification
- p. Distance to Drop Off Point
- q. Disposal Site

1.3.9.4 Upon arrival at the disposal site, the vehicle operator shall give the entire three-part load ticket to the QA/QC tower monitor. The monitor will verify the hauler and equipment and determine each truck's actual volume of debris that is being hauled, after deducting void spaces, if any. The actual volume of debris will be recorded on

the load tickets by the Monitor to the nearest cubic yard, and the vehicle operator will be provided with one of the copies. The contractor will be given a copy of the load ticket, and the original ticket shall be kept by the QA/QC Monitor Representative or the designated representative. The load tickets shall be submitted with the daily report.

1.3.10: Special Considerations

- 1.3.10.1 The contractor shall secure the area to provide a safe work site. The contractors shall take all necessary precautions as required to prevent damage to levees, berms, and surrounding areas of the debris removal operations. The contractor shall immediately repair any damage caused by the contractor's equipment. Any damage shall be repaired at the contractor's expense. The debris work area shall be left clean and clear of debris as reasonable and practical under the conditions of this contract.
- 1.3.10.2 The contractor shall use equipment and perform work in a manner to prevent damages to adjacent infrastructure facilities, utilities, pipelines and adjacent ROWs. The contractor shall repair any damage caused by the contractor's equipment in a timely manner at no expense to the Parish. All equipment shall be approved prior to use. All loading equipment shall have street tracks and wheels to operate on the street/road using buckets and/or boom and grapple devices to remove and load the debris. Any damage to private property, sidewalks, curbs, utilities, or streets shall be repaired at the expense of the contractor. Rutting along the levee area shall be kept to a minimum and repaired after any occurrence. Operation of machinery in a manner conducive to rutting shall not be allowed if rutting does occur.
- 1.3.10.3 Before beginning any work, the contractor shall visually survey the site to identify any problem areas. The contractor shall take necessary precautions to prevent any damage. The contractor shall protect all fire hydrants and all utilities during work operations. Any damaged items shall be repaired or replaced as a non-reimbursable expense.
- 1.3.10.4 The contractor shall plan the work to minimize the impact on the neighborhood. The contractor shall conduct the work so as not to interfere with the disaster response, adjacent contractors and recovery activities of federal, state, and local Governments or agencies, or of any public utilities.
- 1.3.10.5 The Parish reserves the right to inspect the site, verify quantities, and review operations at any time.
- 1.3.10.6 All debris must be removed via barges and debris removal machinery. The contractor cannot pull vegetative debris with ropes or cables. No dredging (including wheel washing) of silt will be permitted. Mats must be utilized if excavators or other debris removal equipment begin to track, rut or damage the surface the levees, roads,

ROWs, or berms in any way. Activities shall be subject to the terms of all FEMA and/or permit requirements. Disturbance of areas outside the limits of these requirements shall be immediately corrected at no cost by the contractor.

1.3.10.7 The debris removal operations will be required at some locations that do not have vehicular access (only water access available). At these locations, the contractor will be required to transport debris via barge to the nearest vehicular access point at no additional cost. The Parish has limited access available to some waterways. The contractor shall provide or acquire access at no additional cost to the Parish. Contractor is advised that access points to many of these waterways may require access through wetlands. Contractor shall take all necessary precautions and abide by permit regulations to limit impacts, including but not limited to matting over equipment access paths.

1.3.10.8 Specialized handling equipment and small trash trucks will be needed to remove debris in some areas due to steep slopes (i.e. small trash trucks, large telehandlers, and other specialized debris removal equipment). Damage to slopes must be immediately repaired to its previous condition, as approved by the Parish and at no additional cost to the Parish. Damages will also include rutting of berms, slopes, and crowns during wet weather conditions. Contractor should take all necessary precautions so as not to cause damage. Additional access ramps may be constructed by the contractor to access areas pending approval by the Parish at no additional cost to the Parish.

1.3.11: Measurement and Payment

1.3.11.1 Disposal

A. Disposal Sites

Upon termination or completion of this contract, the contractor shall vacate and remove, or cause to be vacated or removed, all property belonging to contractor, any subcontractor, agent or employee. Any property not removed shall be deemed abandoned and any cost incurred by the Parish in disposal of same shall be withheld from any final payment due. The contractor will be responsible for obtaining the following types of LADEQ approved landfills for disposal of debris from this contract:

1. TYPE vegetative, reduction
2. Type III Landfill

Landfill tipping fees, taxes, and all other costs associated with disposal at the LADEQ certified landfills shall be paid by the contractor and shall be included in the quoted cubic yard unit prices listed in the bid proposal.

B. GENERAL

The contractor will be paid for material removed and disposed at the unit prices listed in the fee schedule for the items listed below. The contractor shall not be entitled to a change order to amend the contract unit prices for either an increase or decrease in work performed under this contract. The contractor shall not be entitled to any compensation in addition to the unit charges stated herein.

C. MEASUREMENT-DEBRIS

Measurement of debris will be on a cubic yard basis for all debris. Towers shall be provided by the contractor at each disposal site. The QA/QC Monitor Representative shall determine volume of material for each truck using FEMA measuring protocols. The volume determined by the load tickets shall be the volume for which the contractor is paid. The maximum amount of volume allowed for each truck shall not exceed the certified measured and approved truck volume. Truck measurements will be performed and certified by the QA/QC Monitor Representative in accordance with FEMA guidelines.

D. PAYMENT METHODS- REQUIRED BID ITEMS

Proposal shall include the below items. Contractor is responsible for paying all tipping fees.

Item No. 1A- Land-Based Vegetative Storm Debris Removal:

Removal of vegetative storm debris from all Parish waterways assigned on a task order basis via land-based operations will be eligible under this pay item. The contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all federal, state, and local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site only using land-based machinery. The contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. If debris is accessible by land, it shall be paid under this line item, even if removed via water-based machinery. Tipping fees are to be included in the price.

Item No. 1B- Water-Based Vegetative Storm Debris Removal:

Removal of vegetative storm debris from all Parish waterways assigned on a task order basis via water-based operations will be eligible under this pay item. Contractor shall perform all work in accordance with all federal, state, and local rules, regulations and laws. The contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all federal, state, and local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. Tipping fees are to be included in the price.

Item No. 2A- Land-Based Construction and Demolition Storm Debris Removal:

Removal of all construction and demolition storm debris from all designated waterways assigned on a task order basis via land-based operations will be eligible under this pay item. The contractor will load, haul and dump this debris at a contractor designated Type III landfill approved by LADEQ. The contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all federal, state, and local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. If debris is accessible by land, it shall be paid under this line item, even if removed via water-based machinery. Tipping fees are to be included in the price.

Item No. 2B- Water-Based Construction and Demolition Storm Debris Removal:

Removal of all construction and demolition storm debris from all designated waterways assigned on a task order basis via water-based operations will be eligible under this pay item. The contractor will load, haul and dump this debris at a contractor designated Type III landfill approved by LADEQ. The contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all federal, state, and local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. Tipping fees are to be included in the price.

Item No. 3– Management, Reduction (by Grinding), and Processing of all Vegetative Debris:

Including preparing and layout of site; management, maintenance and operation of the disposal site; the receiving, sorting, and segregation of vegetative debris; furnishing materials, supplies, labor, tools and equipment necessary to perform services; maintenance of internal roadways, providing traffic control, dust control, drainage control, erosion control, inspection towers, lighting, all required permits, environmental monitoring, and safety measures; construction of internal roadways to access the site or facilitate flow of operations; and closure and remediation of the Ascension Parish-owned disposal site. Vegetative debris must be continually reduced by chipping as delivered on-site.

Item No. 4 – Loading, Hauling, and Final Disposal of all Reduced Vegetative Debris:

Line item includes the loading, hauling, and disposal per LADEQ regulations of all reduced material described above in line item 2 to the final disposal site.

1.3.12. Miscellaneous Provisions

1.3.12.1 Environmental Impairment

The successful contractor, at their expense, shall comply with all applicable laws, regulations, rules, and orders including, but not limited to, federal, state, and local regardless of when they become or became effective and furnish satisfactory evidence of such compliance to Parish upon request.

Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the premises due to contractor's use and occupancy thereof, the successful contractor, at its expense, shall be obligated to clean all property affected thereby to the satisfaction of the Parish (insofar as the property owned and controlled by Parish is concerned) and any governmental body having jurisdiction thereover.

1.3.12.2 Assignment

Neither party shall assign, sublet, transfer, nor convey this agreement or any other monies due or to become due to it hereunder without the prior consent of the other.

1.3.12.3 Subcontracting

If it is necessary for the awarded contractor to subcontract personnel and equipment, subcontractor is required to meet all applicable federal and state regulations.

1.3.12.4 Safety

The successful contractor must perform all operations in a prudent, conscientious, safe, and professional manner. At a minimum, the successful contractor's personnel and equipment shall comply with all safety requirements set forth in state, federal, and local laws and regulations and shall ensure that agents, employees, and subcontractors

perform the work in a safe manner.

1.3.12.5 Quality Assurance

The Parish will have management oversight on each task order to ensure that production is acceptable and according to the department's expectations. Contractor will be responsible to provide an immediate plan to remedy any and all Parish requests regarding contractor operations, personnel, or equipment.

Personal Protective Equipment: all site work conducted as part of this contract shall be done in strict adherence to OSHA Standard 1910.120, as amended.

1.3.12.6 Indemnification

To the fullest extent permitted by law, the provider, its subcontractors, agents, servants, officers, or employees, shall indemnify and hold harmless the Parish, including, but not limited to, its elected and appointed officials, officers, employees, and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the contractor during the contractor's performance of the agreement or any other agreements of the contractor, entered into by reason thereof.

The contractor shall indemnify and defend the Parish, including, but not limited to, its elected and appointed officials, officers, employees, and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton, or reckless acts or omissions of the contractor, its subcontractor, agents, servants, officers, or employees, and any and all losses or liabilities resulting from any such claims, including, but not limited to, damaged awards, costs, and reasonable attorney's fees. The indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The contractor agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

1.3.12.7 Insurance Requirements

The contractor shall secure the insurance specified below. All insurance secured by the contractor under the provisions of this section shall be issued by insurance companies acceptable to the Parish. The insurance specified in this section may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance shall be provided to the Parish upon execution of this agreement.

1. Workers' compensation insurance providing the statutory limits required by Louisiana law. In addition, it shall provide Coverage B, Employer's Liability Coverage, of not less than \$500,000 each accident, \$500,000 disease-policy limits. The required limit may be met by excess liability (umbrella) coverage.

2. Commercial general liability insurance providing occurrence form contractual, personal injury, bodily injury, and a property damage liability coverage with limits of at least \$1,000,000

per occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate products and completed operations. The required limit may include excess liability (umbrella) coverage. The policy shall name the Parish and its representatives as an additional insured. If “*occurrence form*” insurance is not available, “*claims made*” insurance will be acceptable. The policy shall be maintained for three years after completion of this agreement.

3. Automobile liability insurance covering all owned, non-owned, and hired automobiles, trucks, and trailers. The coverage shall be as broad as that found in the standard comprehensive automobile liability policy with limits of not less than \$1,000,000 combined single limit each occurrence. The required limit may include excess liability (umbrella) coverage.

The contractor will provide the Parish with at least 30 days’ written notice of an insurer’s intent to cancel or not renew any of the insurance coverage. The contractor agrees to hold the Parish harmless from any liability, including additional premium due because of the contractor’s failure to maintain the coverage limits required.

The Parish’s approval or acceptance of certificates of insurance does not constitute the Parish’s assumption of responsibility for the validity of any insurance policies nor does the Parish represent that the above coverages and limits are adequate to protect any individual/group/business, its consultants’ or subcontractors’ interests, and assumes no liability, therefore.

1.3.12.8 Cost Proposal

Contractor shall submit rates according to the fee schedule shown on attached **Exhibit “B”**.

Section 2
ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The Parish plans to enter a one (1) year agreement with an option for two (2), one (1)-year renewals.

2.2 RFP Inquiries

Written questions regarding RFP requirements or scope of services must be submitted to:

Ascension Parish Purchasing Department
RFP Coordinator
Email: Purchasing@apgov.us

Questions will be forwarded to the Project Manager. The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential respondents. Written inquiries must be received by 3:00 p.m. CST on the date specified in the Schedule of Events below in Section 2.3 Schedule of Events. The Parish reserves the right to modify the RFP should a change be identified that is in the best interest of the Parish.

Only the RFP Coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

Official responses to all questions submitted by potential respondents will be available by November 26, 2024, and will be posted at that time at <http://www.centrauctionhouse.com>. Only the RFP Coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

2.3 Schedule of Events

The Parish reserves the right to modify the RFP should a change be identified that is in the best interest of the Parish.

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
Advertisement RFP	November 7, 2024 November 14, 2024 November 21, 2024	
Deadline for receipt of written inquiries	November 19, 2024	@ 3:00 PM CST
Issue responses to written inquiries	November 26, 2024	@ 3:00 PM CST
Deadline for receipt of Proposals	December 2, 2024	@ 10:00 AM CST
Selection Committee Meeting	(TBD)	

Section 3 RESPONSE INFORMATION

3.1 RFP Addenda

Parish reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

It is the Parish's intent to enter a contract with a contractor who best demonstrates the ability to provide the required services for the Parish. Award will be done in an expedited fashion.

3.2 Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.3 Proposal Rejection/ RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract.

The Parish reserves the right to accept or reject, in whole or part, all offers submitted and/or cancel this announcement if it is determined to be in the best interest of the Parish.

3.4 Withdrawal of Proposal

A respondent may withdraw a submitted proposal submitted at any time up to the date and time the offer is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.5 Subcontracting Information

The Parish shall have a single prime contractor as the result of any successful contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and Proposals. This general requirement notwithstanding, respondents may enter subcontractor arrangements, however, they must acknowledge in their offer total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the Parish, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

3.6 Ownership of Proposals

All materials submitted in response to this RFP shall become the property of the Parish. Selection or rejection of an offer does not affect this right.

3.7 Proprietary Information

Only information which is legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the offer and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any offer marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8 Cost of Preparing Proposals

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering a contract. Costs associated with developing the offer, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

3.9 Errors and Omissions in Proposal

The Parish will not be liable for any errors in proposal packages. The Parish reserves the right to make corrections or amendments due to errors identified in offers by Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

3.10 Contract Award & Execution

The selected respondent shall be expected to enter a contract. In no event shall a respondent submit its own standard contract terms and conditions in response to this RFP. The respondent should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected respondent.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to abrogate the selection.

3.11 Code of Ethics

Respondents are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

Section 4 RESPONSE INSTRUCTIONS

4.1 Response Submission

Firms/individuals who are interested in providing services requested under this RFP must submit six copies of the information specified in this section. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 615 East Worthey Street, Gonzales, LA 70737** on or before **3:00 p.m. Central Standard Time** on the date specified in the Schedule of Events. Electronic submittals are permitted via <http://www.centralauctionhouse.com>; however (6) hard copies must still be submitted within 24 business hours of the Proposal submission deadline (i.e. the Monday following the submission deadline since Parish buildings are closed on Fridays).

Proposal packages must be delivered at the respondent's expense. FAX or e-mail submissions are not acceptable. Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. It is solely the responsibility of each respondent to ensure that their offer is delivered at the specified place prior to the deadline for submission. Offers received after the deadline will not be considered.

At least one set of the proposal packages should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. A copy of the offer with original signatures will be retained for incorporation in any contract resulting from this RFP. Please notate the word **"ORIGINAL"** in bold letters or stamp on the front cover of the document which contains the original signatures.

4.2 Certification Statement

The respondents must sign and submit the Certification Statement shown in **Exhibit C**.

Section 5
PROPOSAL SUBMISSION FORMAT

5.1 Project Title

The project title to be used on all submittal documents shall be as follows:

RFP – Waterway Debris Removal

5.2 Specialized Knowledge

Preference will be given to firms with a demonstrated track record of successfully completed specific items outlined in the scope. The amount of data detailed, the time frame in which the work can be done, and the cost associated will also be considered and factored in while grading the specialized knowledge. Preference will be given to firms with teams that are familiar with the Parish drainage system. Examples should be provided that demonstrate the team member's experience working on successful projects with these specialized characteristics.

5.3 Additional Required Information

In addition to all other requirements specified herein, the contractor shall provide the following information:

1. Project Team Experience and Available Equipment. Contractor shall furnish a list of personnel and their training, equipment, and the resources the contractor owns that they will utilize to fulfill this proposal.
2. References. Contractor shall provide a list with contact information of agencies that have requested the contractor's services.
3. Ability to Perform. Contractor shall provide a detailed description and methodology used to meet all the requirements of the scope of work.

Section 6 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in this RFP.

6.2 Administrative and Mandatory Screening

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Responses that are not in compliance may be rejected from further consideration.

6.3 Evaluation and Review

Responses will be evaluated based on information provided. The evaluation team will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card (**Exhibit D**). The highest ranked competitors will be selected and recommended to the Parish Council, subject to negotiations and final agreement on contract terms and amounts.

6.4 Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to negotiate terms for final contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

Section 7 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a Disclosure of Ownership Form has been properly filed with the Secretary of State of Louisiana.

7.2 Invoices

Itemized invoices to the Parish for the payment of these services shall be submitted monthly by the contractor. Each invoice shall be processed and mailed to the **Ascension Parish Finance Department, P.O. Box 2392, Gonzales, La. 70737-2392** and contain all justification necessary to verify the percent of the task being billed or the task deliverable as applicable to each invoice.

Invoices will be reviewed and approved by the Project Manager prior to being provided to the Ascension Parish Finance Department.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.



ASCENSION PARISH ADOPTED DRAINAGE LATERALS

- Adopted Lateral**
- Lateral Level**
- Tier 1
 - Tier 2
 - Tier 3
 - Tier 4
 - - - - Levees

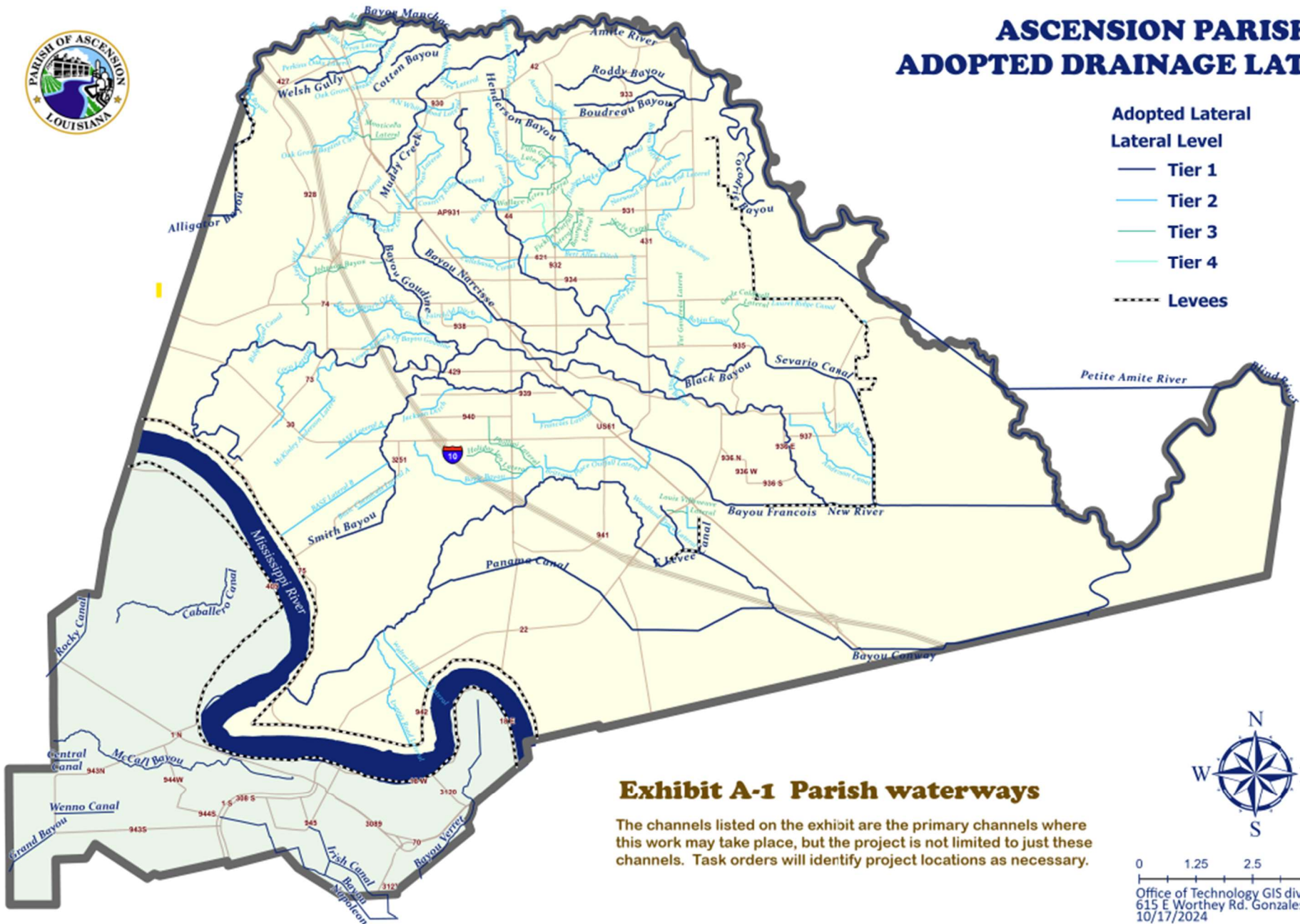


Exhibit A-1 Parish waterways

The channels listed on the exhibit are the primary channels where this work may take place, but the project is not limited to just these channels. Task orders will identify project locations as necessary.



0 1.25 2.5 5 Miles

Office of Technology GIS division
615 E. Worthey Rd. Gonzales, LA 70737
10/17/2024

Exhibit A-2 Waterway list

East Bank	Mileage
A N White Road Lateral	0.75
Alligator Bayou	3.68
Amite River	11.53
Anderson Canal	2.77
Autumn Woods Outfall Lateral	1.10
Babin Canal	3.06
BASF Lateral A	1.66
BASF Lateral B	2.85
Basic Chemicals Lateral A	0.99
Bayou Conway	24.58
Bayou Francois	10.68
Bayou Goudine	5.48
Bayou Manchac	10.46
Bayou Millet	1.11
Bayou Narcisse	6.73
Belleview Heights Lateral	1.20
Bert Allen Ditch	1.84
Bert Delaune Lateral	0.80
Black Bayou	12.53
Blind River	10.36
Boudreau Bayou	2.58
Bourque Rd Lateral	1.05

East Bank	Mileage
Boyle Bayou	3.90
Brittany Place Outfall Lateral	3.34
Callebasse Canal	1.98
Coco Lateral	2.73
Cocodrie Bayou	4.22
Cotton Bayou	1.73
Country Ridge Lateral	2.16
Dennis Road Lateral	2.90
Duckroost Bayou	0.55
E Levee Canal	0.87
Easley Melancon Outfall Lateral	0.64
Fairchild Ditch	1.41
Ficklin Outfall Lateral	1.38
Fox Run Outfall Lateral	0.58
Francois Lateral	1.83
Frog Bayou	0.77
Gayle Caldwell Lateral	0.97
Heath Bayou	2.20
Henderson Bayou	7.43
Holiday Inn Lateral	1.57
Hope Villa Acres Lateral	1.05
Jackson Ditch	0.98
Jim Bayou	1.12
Johnson Bayou	1.93
Katherine Burns Dr Lateral	0.73

East Bank	Mileage
Lake End Lateral	2.04
Laurel Ridge Canal	2.91
Louis Villeneuve Lateral	0.48
Lower Branch of Bayou Goudine	1.96
Manchac Acres Lateral	0.55
Maplewood Dr Lat	0.22
Maplewood Dr Lateral	0.21
Marty Buratt Lateral	4.26
McKinley Anderson Lateral	2.47
Monticello Lateral	1.09
Muddy Creek	5.74
Neely Canal	1.48
New River	29.47
Norwood Road Lateral	1.34
Oak Grove Baptist Church Lateral	1.56
Oak Grove Smokehouse Lateral	0.44
Panama Canal	8.39
Perkins Oaks Lateral	1.75
Petite Amite River	18.43
Phillipi Lateral	1.83
Railroad Street Lateral	0.73
Ridge Road Canal	0.48
Rocky Roche' Lateral	0.75
Roddy Bayou	3.44
Sevario Canal	5.16

East Bank	Mileage
Smith Bayou	5.83
Sorrento Levee Canal	0.25
Stafford Estates Outfall Lateral	1.00
Stevens Park Lateral	1.30
Stevenson Lateral	1.93
Timber Lake Estates Lateral	1.00
Tut Gautreau Lateral	0.39
Upper Branch ff Bayou Goudine	2.61
Villa Galvez Lateral	1.26
Wallace Acres Lateral	1.80
Walter Hill Road Lateral	1.63
Welsh Gully	3.63
White Cypress Swamp	2.07
Woodland Trace Lateral	0.49
Grand Total	290.02

West Bank	Mileage
Bayou Napoleon	5.20
Bayou Verret	4.76
Caballero Canal	5.40
Central Canal	0.53
Grand Bayou	1.35
Irish Canal	3.49
McCall Bayou	6.48
Rocky Canal	2.15
Wenno Canal	2.31
Grand Total	31.67

Statement: The channels listed on the exhibit are the primary channels where this work may take place, but the project is not limited to just these channels. Task orders will identify project locations as necessary.

EXHIBIT "B" COST PROPOSAL

**ASCENSION PARISH GOVERNMENT
CONTRACT FOR EMERGENCY WATERWAY DEBRIS REMOVAL SERVICES**

Name of Contractor _____

Address of Contractor: _____ City, State, Zip: _____

Telephone Number: _____ Authorized Signature: _____

Printed Name: _____ Title: _____

Date: _____ Louisiana Contractor's License No. _____

Acknowledge Addenda Received: _____

Fee Schedule		
	Description	Unit Cost
Ascension Parish Waterway Debris Removal Services		
1A	<p>Land-Based Vegetative Storm Debris Removal: Removal of vegetative storm debris from all Parish waterways assigned on a Task Order basis via land-based operations will be eligible under this pay item. The Contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all Federal, State, and Local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The Contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site only using land-based machinery. The Contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. If debris is accessible by land, it shall be paid under this line item, even if removed via water-based machinery. Tipping fees are to be included in the price.</p>	CY
1B	<p>Water-Based Vegetative Storm Debris Removal: Removal of vegetative storm debris from all Parish waterways assigned on a Task Order basis via water-based operations will be eligible under this pay item. Contractor shall perform all work in accordance with all Federal, State, and Local rules, regulations and laws. The Contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all Federal, State, and Local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The Contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. Tipping fees are to be included in the price.</p>	CY
2A	<p>Land-Based Construction and Demolition Storm Debris Removal: Removal of all construction and demolition storm debris from all designated waterways assigned on a Task Order basis via land-based operations will be eligible under this pay item. The Contractor will load, haul and dump this debris at a Contractor designated Type III landfill approved by LADEQ. The Contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all Federal, State, and Local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. The Contractor will be held responsible for returning the site to its condition prior to use in connection with this storm event. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. If debris is accessible by land, it shall be paid under this line item, even if removed via water-based machinery. Tipping fees are to be included in the price.</p>	CY

2B	<p>Water-Based Construction and Demolition Storm Debris Removal: Removal of all construction and demolition storm debris from all designated waterways assigned on a Task Order basis via water-based operations will be eligible under this pay item. The Contractor will load, haul and dump this debris at a Contractor designated Type III landfill approved by LADEQ. The Contractor shall load, haul and dispose vegetative debris at the designated LADEQ approved vegetative disposal/processing site. Contractor shall perform all work in accordance with all Federal, State, and Local rules, regulations and laws and is responsible for thoroughly documenting the condition of the site prior to use. Payment will be made on a cubic yard basis for actual volume of waste at the contracted unit rate in accordance with the fee schedule identified in the proposal. Tipping fees are to be included in the price.</p>	CY	
3	<p>Management, Reduction (by Grinding), and Processing of all Vegetative Debris: Including preparing and layout of site; management, maintenance and operation of the disposal site; the receiving, sorting, and segregation of vegetative debris; furnishing materials, supplies, labor, tools and equipment necessary to perform services; maintenance of internal roadways, providing traffic control, dust control, drainage control, erosion control, inspection towers, lighting, all required permits, environmental monitoring, and safety measures; construction of internal roadways to access the site or facilitate flow of operations; and closure and remediation of the Ascension Parish-owned disposal site. Vegetative debris must be continually reduced by chipping as delivered on-site.</p>	CY	
4	<p>Loading, Hauling, and Final Disposal of all Reduced Vegetative Debris: Line item includes the loading, hauling, and final disposal per LADEQ regulations of all reduced material described above in Line Item 2 to the Final Disposal Site.</p>	CY	

EXHIBIT "C" CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Q (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Parish requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ/RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ/RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ/RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

EXHIBIT "D" EVALUATION CRITERIA

**Ascension Parish Professional Selection Committee
Federal Grant Score Card**

Date of Meeting _____

Firm Name: _____

SCORECARD FACTORS	Weight	Max Total
<p>Firm/Team Qualifications and Experience</p> <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered. Availability of crews to begin picking up debris immediately and existing workload • Detailed deployment plan of how work will be performed • History of satisfactory payment procedures to subcontractors 	0-30 pts	
<p>Key Personnel Qualifications and Experience</p> <ul style="list-style-type: none"> • Specific Personnel Experience with Similar Projects must be considered 	0-10 pts	
<p>Project Experience</p> <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general • Respondent to provide five (5) similar recent projects. • Three (3) Letters or other documentation of successfully implementing projects or programs are acceptable. 	0-10 pts	
<p>Proposal/Understanding</p> <ul style="list-style-type: none"> • Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. 	0-5 pts	
<p>Compatibility (firm size versus project size)</p> <ul style="list-style-type: none"> • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. Parish should be assured of a dedicated project team. This must be evaluated concurrently with the firm's current workload. 	0-5 pts	
<p>Current Workload</p> <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available staff. 	0-10 pts	
<p>Past Performance</p> <ul style="list-style-type: none"> • Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable; special capabilities to accomplish this scope of work; ability to meet deadlines and budgets; and quality of work. 	0-5 pts	
<p>Special Conditions/Requirements</p> <ul style="list-style-type: none"> • Utilizing the required APG Standard Form • Pricing schedule will be evaluated for reasonableness • All line items must be priced exactly as quoted within the RFP regardless of any alternative methods which may be proposed 	0-20 pts	
95 pts TOTAL		

Committee Member Date