



Parish of Ascension

Office of Homeland Security & Emergency Preparedness

Clint Cointment
Parish President

Rachael Wilkinson
Director, OHSEP

DISASTER DEBRIS MONITORING SCOPE OF SERVICES

PURPOSE

Ascension Parish Government is soliciting sealed proposals to provide Disaster and/or Storm Recovery monitoring services during a declared emergency activation. It is the objective of this process to select a provider prior to the actual event(s) to include Hurricane damages, tornado damages, ice storm damages, and other severe weather disasters.

1. **Scope of Services:** Ascension Parish Government requires disaster debris management, recovery, and consulting services to support the oversight and management of debris recovery and removal contractors. Other services may include but are not limited to facilitating communications with FEMA, the State of Louisiana and other state and federal agencies. The disaster debris monitoring 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.
2. **Disaster Debris Monitoring Services:** The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, and other public, eligible, or designated areas. Specific services may include:
 - a. Coordinating daily briefings, work progress, staffing, and other key items with the Ascension Parish Office of Homeland Security and Emergency Preparedness (AP OHSEP) in coordination with the two municipalities
 - b. The management TDSR Sites already established within the parish.
 - c. Selection and permitting of additional TDSRS (Temporary Debris Staging and Reduction Sites) locations and any other permitting/regulatory issues as necessary.
 - d. Scheduling work for all team members and contractors on a daily basis.
 - e. Hiring, scheduling, and managing field staff.
 - f. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
 - g. Assisting the parish with responding to public concerns and comments.
 - h. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
 - i. Entering load tickets into a database application.

- j. Digitization of source documentation (such as load tickets).
- k. Developing daily operational reports to keep the parish informed of work progress.
- l. Development of maps, GIS applications, etc. as necessary.
- m. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the parish for processing.
- n. Assist in completing project worksheets and other pertinent report preparation required for reimbursement by FEMA and any other applicable agency for disaster recovery efforts by parish staff and designated debris removal contractors.

3. Fixed Site Debris Monitors (TDSRS): The selected firm will be expected to provide Fixed Site Debris Monitors, Field Debris Monitors and Debris Monitoring Supervision and Management to assist Ascension Government, The City of Donaldsonville, and the Town of Sorrento with disaster related debris removal services as needed. The services to be provided are contract compliance supervision and inspection not professional engineering services. The selected firm will provide personnel to oversee the inspection of the disposal or unloading sites by providing the monitoring, verification of load capacity, and documentation at designated TDSR sites. Services include:

- a. Provide disposal site monitors and inspection personnel.
- b. Complete record of contract haulers' cubic yardage and other record keeping as may be needed on the provided load ticket.
- c. Initial each load ticket before permitting truck to proceed from the check-in area to the tipping area.
- d. Remain in contact with debris management/ dispatch center or supervisor.
- e. Perform other duties as directed by the dispatch/ staging operation, debris management project manager, or designated Parish personnel.
- f. Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards. Document and record measurements and computations.

4. Field Debris Monitors: The selected firm will be expected to perform roving on-site, street-level work area inspections of debris cleanup and collection. Consultant will provide loading site (field) monitors to inspect and control debris collection utilizing manifest load tickets. Services include:

- a. At a minimum, the disaster debris monitor will monitor the work performed by the assigned debris removal contractor in the performance of the following actions:
 - i. Cutting fallen vegetative debris.
 - ii. Picking up and loading vegetative debris.
 - iii. Transport and salvage of white goods.
 - iv. Disposal of construction and demolition (C & D) debris.
 - v. Disposal of Hazardous Materials and Household Hazards Material by authorized technicians.
 - vi. Legal disposal of vehicles and vessels.
 - vii. Disposal of tires
 - viii. Proper disposal of electronic waste.
 - ix. Disposal of animal carcass
 - x. Disposal of putrescent debris.
- b. Provide field monitor personnel at designated areas to check and verify information on debris removal.
- c. Monitor collection activity of trucks.
- d. Issue manifest load tickets at loading site for each load.
- e. Check the area for safety considerations such as – downed power lines, children playing in area, are traffic control needs met, are trucks and equipment being operated safely.
- f. Ensure Freon containing appliances are sorted and ready for Freon removal on site or separate transport for Freon removal before final disposal.
- g. Perform a pre-work inspection of areas to check debris piles to identify covered utility meters, transformers, fire hydrants, mail boxes, etc. to help prevent damage from loading equipment and to look for potential problems.

- h. Should damages occur to utility components, driveways, road surfaces, private property, vehicles, etc. document the damage with photos if possible, collect information about owner, circumstances of the damage (who, what, when, where) and report to your supervisor.
- i. Ensure the work area is clear of debris to the specified level before equipment moves to a new loading area.
- j. Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards. Document and record measurements and computations.
- k. Properly monitor and record performance and productivity of debris removal crew.
- l. Remain in constant contact with debris management/ dispatch center or supervisor.
- m. Ensure that loads are contained properly before leaving the loading area.
- n. Ensure only eligible debris is collected for loading and hauling.
- o. Ensure only debris from approved public areas is loaded for removal.
- p. Perform other duties from time to time as directed by the debris management project manager or designated Parish debris management personnel.

5. Senior Technician/Field Supervisor/Emergency Operations Manager: The selected firm will be expected to provide project management to oversee debris monitoring activities in the field. Services will include:

- a. Oversight and Supervision of Monitor field activity.
- b. Scheduling of monitoring resources and deployment timing.
- c. Communication and coordination with Parish personnel.
- d. Make suggestions to improve the efficiency of collection and removal of debris.
- e. Coordinate daily activities and future planning.
- f. Remain in contact with debris management/ dispatch center or supervisor.
- g. Identify, address, and troubleshoot any questions or problems that could impact work area safely and eligibility.
- h. Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards. Document and record measurements and computations. Document truck hauling compartment condition using digital photographs. Prepare a master log book of all hauling equipment used by the Parish's debris removal contractor.
- i. Compile, reconcile and document daily in an electronic spreadsheet format all eligible debris hauled by the Parish of Ascension's debris removal contractor.

6. Terms: The work shall begin on notice to proceed and go for no longer than sixty (60) days, unless extended by the Parish with ten (10) days written notice.

7. Deployment: Consultant must be prepared to effect placement of field monitors within 24 hours from the notice to proceed. When additional debris monitoring is needed to meet FEMA monitoring requirements, consultant shall be prepared to increase the number of monitors for the Parish to use as needed.

8. Proposal Statement: Proposals shall present the hourly rate of pay per person for the six positions identified in the original Request for Proposals. Payment under this contract will be based on the hourly rate per person dedicated and working on the Parish job. The hourly rate should include all overhead, administrative costs, and other direct or indirect charges. It is anticipated the number of Senior Technician / Field Supervisor / Emergency Operations Manager Positions required will be based on the requirement to adequately plan, supervise and direct the work or other monitors.

- a. **Respondent needs to submit eight (8) copies of the proposal.**
- b. **Questions must be submitted within Seven (7) days of the first day of bid advertisement.**
- c. **Questions will be received until Thursday, 10/01/2020 by 4:00p.m.**
- d. **Questions will be answered by Thursday, 10/08/2020 by 4:00p.m.**
- e. "I have read and understand the requirements of this proposal, Debris Monitoring and Recovery Services, and agree to provide the required services in accordance with this proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFP except where specific exception has been taken. The hourly labor rates shall include all applicable overhead and profit.

All non-labor related project costs (including communications, supplies, rental equipment, and other direct project expenses) will be billed to the parish at cost without mark-up. **Travel, lodging and per diem will not be allowable charges to the parish.”**

Debris Monitoring Labor Related Costs	
Positions	Hourly Rates
Project Manager	
Operations Manager	
Field Supervisor	
Debris Site Monitor	
Data Entry Clerks	
Field Coordinators (Crew Members)	

Other Required Positions	
Positions	Hourly Rates

9. Please see the attached RFP evaluation sheet.

Ascension Parish Non-Engineering Professional Selection Committee Score Card (RFP)

Firm Name: _____ Weight Max Total Points

SCORECARD FACTORS

Firm/Team Qualifications and Experience 0-25pts _____

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.

Key Personnel Qualifications and Experience 0-25 pts _____

- Specific Personnel Experience with Similar Projects must be considered
- While Firm Principals are listed, they traditionally have little involvement in the design, Emphasis should be placed on the Project Managers and Project Engineers/Architects.

Local Project Experience 0-10 pts _____

- Consideration must be given to Firms/Teams that can show experience with the User Agencies (Parish, State, Federal) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.

Proposal/Understanding 0-5 pts _____

- Firm/Teams RFP 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.

Compatibility (firm size versus project size) 0-5pts _____

- Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.

Current Work Load 0-10 pts _____

- Number and size of projects currently under contract must be considered in relation to available Staff.
- Qualified Firms that have not been awarded an Ascension Parish contract within the last 3 years should be given priority consideration.

Firm Location (Where Work Is To Be Performed) 0-5 pts _____

- Qualified firms that maintain an office within 30 miles of Gonzales, and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. In state firms shall be given priority over out of state firms.

Past Performance 0-5 pts _____

- Board members shall independently evaluate each firm, less the "User Agency Recommendation". After the user agency provides their recommendation, each board member shall consider this along with any past performance, and then apply any additional points to finalize their scoring. The User Agency should generally provide recommendations based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the user agency and others, ability to meet deadlines and budgets, and quality of work.

Special Conditions/Requirements Specified in RFP 0-10 pts _____

- Special project considerations may be included in the RFP. These special requirements and project considerations must be clearly spelled out in the RFP.

TOTAL _____

Committee Member Signature

Date

Oral Presentation (possible 10 points, if applicable)

When specified, Oral Presentations shall provide Board Members with the opportunity to clarify questions, and obtain a greater understanding of each short-listed firms RFP submittal. After the Oral Presentation, each Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.