

**CITY OF SEATAC
REQUEST FOR PROPOSALS
DISASTER DEBRIS MONITORING FOR THE CITY OF SEATAC**

Advertise for Qualifications: 11/4/2021

Statements of Qualifications Due: 12/6/2021, at 4:00 PM; Third Floor Reception Desk, 4800 S. 188th St., SeaTac, WA 98188 or by electronic submittal to mgiem@seatacwa.gov

Notice is hereby given that the City of SeaTac will receive proposals for Disaster Debris Monitoring Contractors for the City of SeaTac. Proposals must be submitted to SeaTac City Hall Third Floor, 4800 South 188th Street, SeaTac, WA, 98188 or emailed to mgiem@seatacwa.gov no later than 4:00 PM on 12/3/2021. If paper proposal submitted, it shall be limited to 15 single sided pages excluding cover letter and resumes. Five copies of each statement of qualifications are required.

Questions or requests for clarification regarding this RFP should be directed to Mason Giem, mgiem@seatacwa.gov, (206) 973-4763.

Selection Criteria	Points
Organization of the project team along with qualifications of key personnel	10
Firm's recent experience with similar projects	30
Project understanding	20
Project management approach and ability to meet project schedule	20
Firm's Quality Assurance/Quality Control Processes	20

All submittals will be scored and ranked on the above criteria. Interviews will be conducted with the highest ranking firms.

1. Introduction:

The City of SeaTac Public Works Department is seeking proposals from qualified contractors to provide Debris Monitoring Services. Debris as used in this document is defined as scattered items and materials either broken, destroyed, or displaced as a result of or generated by a natural disaster, such as trees, construction and demolition material, personal property, as described in the Federal Emergency Management Agency (FEMA) Debris Management Guide. It is the intent of the City to select a single firm to perform all services outlined in this RFP.

Clarification and Interpretation of RFP

The words "must" or "will" or "shall" in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement will be grounds for rejection of the proposal.

The City desires to avoid any misunderstanding where it is assumed that a feature is included in the proposal and turns out to be an optional, extra cost feature. As such, any question answered with an indication of compliance will be considered included at no

additional cost. Any service that is referred to in the body of this response (does not pertain to attachments and brochures) will be considered included in the proposal.

Purpose

The purpose of this RFP is to provide minimum requirements, solicit proposals and gain adequate information from which the City may evaluate the Proposer's capabilities and services as they compare to other providers and as they pertain to the needs of the City as defined in this document.

2. Background Information:

The City is approximately 10.24 square miles in area with a population of 30,000. The City provides a range of municipal services to its citizens including fire and police protection, municipal court facilities, the construction of streets, drainage and other infrastructure, recreational activities, swimming pools and athletic fields, public library and other facilities used for various cultural and civic activities. The City utilizes the services of a contractor to provide solid waste collection services and residential recycling. The City does not provide water or sewer services, they are provided by independent utilities.

3. Scope of Work:

The Contractor will provide the City with debris management monitoring services in support of emergency management needs in the event of a FEMA declared disaster. Contractors shall prove experience with overall management and FEMA requirements, rules, and regulations. The City, at its sole discretion, may expand the scope of services to address the scope and scale of the disaster. The City reserves the right to investigate, as it deems necessary to determine the financial resources and ability of any firm to perform the work or services requested. Information the City deems necessary in order to make a determination shall be provided by the contractors upon request. The work to be undertaken in a post disaster environment includes but is not limited to the following:

Temporary Debris Staging and Reduction Site (TDSRS) – The City has identified a TDSRS. Preparation and maintenance of facilities shall include maintenance of the TDSRS approach and interior road(s) for the entire period of debris hauling, including provision of stone for any roads that require stabilization for ingress and egress. Each location shall include a roofed inspection tower (provided by contractor) sufficient for a minimum of three (3) inspectors for the inspection of all incoming and exiting loads. The contractor will be responsible for obtaining any required permits, which shall be paid at cost by the City. At the City's discretion, owned rights-of-way or other entity owned property can be provided for temporary storage of debris.

All debris shall be processed in accordance with local, State and Federal laws, standards and regulations. Processing shall include, but is not limited to, reduction by tub grinding and/or incineration when approved by the City. Prior to reduction,

all debris shall be segregated between vegetative debris, construction and demolition debris, recyclable debris, white goods and hazardous waste.

Documentation and Inspections – Debris shall be subject to inspection by the City. Inspections will be to insure compliance with the contract and applicable local, State and Federal laws. The Contractor will, at all times, provide the City access to all work sites and disposal areas. The Contractor and the City will have in place at the TDSRS, and/or landfill, personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the TDSRS. The Contractor shall assist the City in preparing all Federal (FEMA) and State reports for any potential reimbursement. City employees shall review all documentation prior to submittal. The Contractor will work closely with the City, other City Contractors, FEMA and other applicable State and Federal agencies to ensure that eligible debris collection and data documentation appropriately address concerns of the likely reimbursement agencies.

Work Areas – The City will establish and approve all areas that the Contractor will be allowed to work. The Contractor will remove all eligible debris and leave the site from which the debris was collected in a clean and neat condition.

White Goods – The Contractor may expect to encounter white goods (large electrical goods used domestically such as refrigerators and washing machines, typically white in color) available for disposal. The Contractor will dispose of all white goods encountered in accordance with applicable Federal, State and local laws.

Fill Dirt – The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public upon direction of the City.

Documentation and Recovery Process – The Contractor will provide the following program management assistance:

- Maintain documentation of recovery process
- Provide written and oral status reports as requested to the City
- Review documentation for accuracy and quantity
- Assist in preparation of claim documentation
- Allow the City to document and identify all vehicles used in the debris removal process.
- Damage Survey Report (DSR) or Project Worksheet (PW)
- Official DSR/PW requests – Assist City personnel in the following:
 - Identification of expenditures eligible for reimbursement
 - Submission of official “request for DSR inspection”
- Local government representation on DSR/PW team – Train and assist City personnel to accomplish the following:
 - Identification of eligible items for reimbursement
 - Review of DSR/PW for accurate scope of work

- Review of DSR/PW for accurate unit costs
- Recovery process documentation – assist City personnel in the following:
 - Creation of recovery process documentation plan
 - Maintenance of documentation of recovery plan
- Force account labor vs. contract labor
 - Recommendations for government officials on need to contract or utilize force account labor
- Recovery process oversight
 - Recommendation to government officials on need to contract for project management for projects requiring intense oversight
 - DSR/PW tracing through State and Federal process
 - Written and oral status reports to government officials
- Documentation Support
 - Review of records system for applicability to Federal and State requirements
 - Orientation and training of City Personnel on requirements for quality and quantity of required documentation
 - Review documentation for accuracy and quantity
 - Assist in preparation of claim documentation
- Consultation and negotiation services
 - Recommendations to government officials on plans of action
 - Provide guidance to government officials on issues involving Federal and State reimbursement
 - Assist City officials in negotiations with Federal and State officials
 - Other representations as may be requested/required
- Costs for Program Management Services
 - All costs associated with this service are included in the costs listed in the price schedule. There will be no additional cost for this service.

TDSRS Site Reclamation – Site reclamation shall be accomplished in accordance with all Federal, State and local laws, standards and regulations. Site reclamation shall be accomplished in accordance with the Contractor’s “Debris Removal Operations Plan and Environmental Protection Plan”.

Priority of Work Areas – The City will establish and approve all areas that the Contractor will be allowed to work. Daily and/or weekly scheduled meetings will be held to determine approved work areas. The Contractor shall remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. There will be certain debris that is not picked up by equipment, machinery, and general laborers used by the Contractor. Determination of when a site is in a clean and neat condition will be at the reasonable judgment of the City.

Working Hours – All activity associated with gathering and loading of eligible debris shall be performed during visible daylight hours only. Hauling of eligible

debris to the TDSRS will be allowed during visible daylight hours only between dawn and dusk. The Contractor may work during these hours seven (7) days per week including holidays. It is understood between the parties that at the TDSRS, debris reduction may take place twenty-four (24) hours, seven (7) days per week if the Contractor deems it necessary and safe, subject to City approval. The Contractor shall be responsible for obtaining sites to stage equipment, such as trucks, while not in use.

Other Services – The City requests that each potential contractor’s proposal provide a complete list of additional services that can be provided in addition to debris removal.

Technical Disaster Recovery Assistance

The contractor may be called upon to provide disaster recovery technical assistance to appointed and elected officials within the City. This assistance shall include Public Assistance Program Management Assistance. This Scope of Services may be implemented alone or in conjunction with any of the Debris Management Scope of Work described previously.

4. Preparation Costs

The City of SeaTac shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

5. Anticipated Project Timeline and Constraints:

1. 11/4/21 - Project advertised to roster
2. 12/6/2021 - Final day of consultant submissions
3. 1/01/2022 - Interviews
4. 2/1/2022 - Final Decision made
5. 3/1/2022 - Refine scope
6. 4/1/2022 - Enter into contract

6. Rejection of Proposals:

The City reserves the right to reject any or all proposals if determined to be in the best interest of the City.

7. Title VI statement

The City of SeaTac in accordance with Title VI of the Civil Rights Act of 1964, 78 Sta. 252, 42 U.S.C. 2000d to 2000d-4, nondiscrimination, hereby notifies all bidders that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not discriminated against on the grounds of race, color or national origin in consideration for an award.

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| **8. Accommodations for persons with disabilities**

The City is committed to meeting the requirement of the American with Disabilities Act (ADA).
To access this documentation in other formats please contact: fcabudol@seatacwa.gov

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