



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

May 21, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

RE: RFP #B222024, Debris Monitoring & Recovery Services
Contract #CM21573

Gentlemen,

The contract associated with RFP #B222024, Debris Monitoring and Recovery Services, is scheduled for its first extension on August 8, 2025. The contracted vendor for this service is Thompson Consulting Services, Inc.

No amendments to the contract have been requested at this time.

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", is written over a horizontal line.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Wallace, Tiffany
Sent: Wednesday, May 21, 2025 9:13 AM
To: Fleming, Melissa
Subject: RE: B222024 - Debris Monitoring & Recovery Services – TetraTech & B222024 - Debris Monitoring and Recovery Services – Thompson

Yes, please. Thank you!

Thanks,
Tiffany Wallace
Finance & Administration Manager
5115 Hwy 3 Dickinson, TX 77539
281-309-5025
Tiffany.wallace@co.galveston.tx.us



From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Wednesday, May 21, 2025 9:11 AM
To: Wallace, Tiffany <Tiffany.Wallace@co.galveston.tx.us>
Subject: B222024 - Debris Monitoring & Recovery Services – TetraTech & B222024 - Debris Monitoring and Recovery Services – Thompson

Hi Tiffany,

The Bid for B222024 - Debris Monitoring & Recovery Services – TetraTech & B222024 - Debris Monitoring and Recovery Services – Thompson are due for their first extension. Would you like to offer the first extension?

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5375
Fax: (409) 765-3106
e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

Friday, May 16, 2025

THOMPSON CONSULTING SERVICES LLC
2601 MAITLAND CENTER PKWY
MAITLAND, TX 32751-4110

RE: SOLICITATION NAME: Debris Monitoring & Recovery Services
Contract # CM21573 / Bid # B222024

Good day,


The resultant contract listed below is eligible for the first extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM21573
- Bid Number: B222024
- Solicitation Name: Debris Monitoring & Recovery Services
- Extension Period: 08/08/2025 – 08/07/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County



ACCEPTED BY (signature)

DATE 5/16/2025

President
TITLE

SPECIAL PROVISIONS# DEBRIS MONITORING AND RECOVERY SERVICES

The Special Provision section of this Request for Proposal solicitation and the exhibits attached herein are made a part of the entire agreement between the parties with respect to the subject matter of the Request for Proposal and Resultant Contract Agreement, and supersede the General Provisions, any prior negotiations, agreements and understandings with respect thereto.

A. PURPOSE

The County of Galveston requests proposals from qualified firms for Debris Monitoring and Recovery Services. The monitored debris generated events may include, but not be limited to hurricanes, tornados, ice storms, hailstorms, and catastrophic fires and explosions. Debris as used in this document is defined as that described in the Federal Emergency Management Agency (FEMA) Public Assistance Debris Management Guide (FEMA-325), page iii and Chapter 11 – Monitoring Debris Removal, of the same publication. This guide may be accessed at <http://www.fema.gov/>.

All proposers seeking a contract under this RFP solicitation effort must familiarize and adhere to the procurement standards as referenced in 2 C.F.R. 200.318-200.326.

Services may include, but not be limited to the monitoring of small to large-scale debris removal collection monitoring; disposal monitoring; hazardous waste collection monitoring, leaner/hanger/stump removal monitoring; debris management site (DMS) environmental monitoring; and waterway debris removal monitoring.

B. EXCEPTIONS

The proposer will list on a separate sheet of paper any exceptions to the conditions of this Request for Proposal. This sheet will be labeled, “Exceptions to Bid Conditions”, and will be attached to the proposal submittal.

If no exceptions are stated, it will be understood that all general and special conditions will be complied with, without exception.

The Proposer must specify in its submittal, any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the submittal and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other Bidders.

C. PROCUREMENT TIMELINE

A timeline for this RFP and initial process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes:

Advertise RFP (first date of publication)	Wednesday, June 8, 2022
Advertise RFP (second date of publication)	Wednesday, June 15, 2022
Deadline for Questions & Inquiries	Wednesday, June 22, 2022 by 5:00 p.m.
Proposals due from proposers/RFP Opening	Thursday, July 7, 2022 at 2:15 p.m.

Interested parties may attend the 2:15 P.M., Tuesday, July 7, 2022 bid opening virtually by using the following link:

SPECIAL PROVISIONS
DEBRIS MONITORING AND RECOVERY SERVICES

JOIN WEBEX MEETING

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=me699fb6e1998bbea7a30307cb2147187>

Join by meeting number

Meeting number (access code): 2495 697 1775

Meeting password: B222024 (2222024 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24956971775## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24956971775@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 24956971775.galvestoncountytexas@lync.webex.com

D. SUBMISSION INSTRUCTIONS

One (1) unbound single-sided original proposal, five (5) single-sided proposal copies, must be submitted no later than **2:15 P.M. CST, on Thursday, July 7, 2022.**

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

The timestamp clock located in the Purchasing Agent's office shall serve as the official time-keeping piece for this solicitation process. Any proposals received after **2:15 P.M. CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>

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E. PROPOSAL SURETY

A surety/bond is not a requirement of this solicitation

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment Bonds are not a requirement of this solicitation

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is applicable to this solicitation.

H. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates are requirements for this solicitation.

Attention is called to the fact that not less than, the federally determined prevailing (Davis-Bacon and Related Acts) wage rates are required to be paid to laborers and mechanics. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 must include a provision for compliance with the Davis-Bacon Act as supplemented by the Department of Labor regulations (29 C.F.R. Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractor must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. In addition, contractors must be required to pay wages not less than once a week. In addition, the successful bidder must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, age, or national origin. Please reference the General Provisions, item 69, Procurement Laws, sub-item 3, **Davis-Bacon Act as amended (40 U.S.C. 3141-3148)**.

I. PERSONNEL TO CONTACT

Proposers desiring an explanation or interpretation relative to this solicitation, must request it in writing. Oral explanations or instructions will not be binding. Any information given to a proposer, which in the opinion of the County affects all proposers or would be prejudicial to other proposers if not communicated, shall be furnished to all other proposers as an addendum to the solicitation. Direct inquiries to the following:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: rufus.crowder@co.galveston.tx.us

Proposers must e-mail their requests (with the subject line "**Debris Monitoring and Recovery Services-RFP #B222024 Questions**") for additional information and/or clarification to the address listed above. The request must include the proposer's name and the RFP number and title. ***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the proposal due date.*** Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Department shall post the answers to the County website and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Response Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written

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addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County's procurement web page. It is the Proposer's sole responsibility to ensure receipt of all addenda prior to submitting its response. All proposers should check the County's procurement web page for all addenda prior to submitting a response. The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Response, waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline the risk that its proposal will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive proposal.

All questions and responses as posted on the County website are considered as an addendum to, and part of, this RFP. Each Proposer shall be responsible to monitor the County website for new or revised RFP information. The County shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by Purchasing Department.

J. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

**Lee Crowder
Road & Bridge Administrator
5115 Hwy 3
Dickinson, TX 77539**

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract that pricing meets the agreed-upon pricing methodology as specified in the contract, and that

K. REQUIREMENTS OF REQUEST FOR PROPOSAL

Respondent shall provide one (1) single-sided original and five (5) single-sided hard copies of its response to the Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

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L. INSURANCE

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided, however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full-time, part-time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County regarding any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

M. COST

Any unit prices submitted by the proposer shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

**SPECIAL PROVISIONS
DEBRIS MONITORING AND RECOVERY SERVICES**

N. INVOICES

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 8, item 13, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

O. MINIMUM QUALIFICATION REQUIREMENTS

The Proposer must possess extensive expertise in Disaster Debris Monitoring and Recovery Services as required by this RFP and according to FEMA guidelines and regulations. The Proposer must have a proven record of successfully completing projects with a similar size, scope, and complexity. Proposer must have completed a minimum of three (3) projects of a similar, size, scope, and complexity in the last ten years.

P. GENERAL INFORMATION

The Galveston County Commissioners' Court recognizes the vulnerability of Galveston County citizens and their communities to damage, injury, and loss of life and property resulting from disasters. Such events require 24/7 responses from emergency first responders, government employees, various elected and appointed officials, state and local representatives, and other emergency management personnel.

The County of Galveston's population is 350,000 per the 2020 census with the affected population in the unincorporated areas at approximately 40,000.

Prior debris generating events that required monitoring and recovery services and information:

- Hurricane Ike – Category 2 with approximately three (3) million cubic yards (all debris streams in affected areas only);
- Hurricane Humberto – Category 1 with approximately one (1) million cubic yards (all debris streams affected area only);
- Roads – 335 miles of County maintained roads
- Parks – Nineteen (19) parks
- Level of vegetation density – Medium
- Commercial structure density - Light

The Galveston County Commissioners' Court reserves the right to enter into an agreement with one or more contractors as a result of this solicitation effort.

SPECIAL PROVISIONS DEBRIS MONITORING AND RECOVERY SERVICES

Q. DISASTER AND EMERGENCY RESPONSE

The response to the disaster recovery process must be immediate, efficient, with superb accountability procedures to ensure compliance with the Texas Commission on Environmental Quality (TCEQ), the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), and the Federal Emergency Management Agency (FEMA) reporting requirements to ensure maximum reimbursement for all eligible disaster recovery costs.

In an effort to satisfy cost reasonableness responsibilities and reimbursement initiatives in times of declared emergencies or disasters and their recovery efforts, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specifications listed herein and in the resultant contract. These services shall be solicited on the open market with the same specifications as listed herein and as stated in the resultant contract, however, may include scope changes due to the unknown status of the emergency.

The County may require additional items of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items, and shall provide the County prices on such additional items based upon a formula or method that is the same or similar to that used in establishing the prices in this proposal. If the price(s) offered are not acceptable to the County, and the situation cannot be resolved to the satisfaction of the County, the County reserves the right to procure those items from other vendors, or to cancel the Contract upon giving the Contractor a written notice as prescribed herein.

The County of Galveston reserves the right to utilize the most advantageous and cost effective solution(s) during the duration of the declared event and recovery period in an effort to relieve the taxpaying citizens of increased burden and financial hardship.

R. LABOR

Contractor is encouraged to use local labor, but not at the expense of poor workmanship and higher cost. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. Contractor agrees to post in a conspicuous place a notice setting forth provisions of this non-discrimination clause.

S. ASSIGNMENT AND SUBLETTING

Contractor shall follow all the requirements of 2 C.F.R. 200.321 and shall require and enforce similar compliance with all sub-contractors. The Contractor will retain full control over this contract and will not assign or subcontract said contract without the prior written consent of the County. Failure to request consent shall be grounds for default under this Contract. The Contractor further agrees that assigning or subcontracting any portion or feature of the work shall not relieve the Contractor from its full obligations under this contract.

If consent is granted by the County, successful contractor must take all necessary steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps must include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

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- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the department of Commerce; and
- If subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

T. ALCOHOL/DRUG FREE WORKPLACE

The County is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by the Contractor's employees while in the performance of this contract is prohibited. Violation of this requirement shall constitute grounds for immediate termination of the contract.

U. UTILITIES

Contractor shall be responsible for any charges which may be made by any city or utility companies for the work to be performed by Contractor.

V. PARKING

Contractor shall be responsible for the expense of parking the Contractor's vehicle(s) in a legal manner and at no expense or inconvenience to the County.

W. LAWS AND ORDINANCES

Contractor shall at all times observe and comply with all Federal, State and Local laws, ordinances and regulations which in any manner effect the contract or the work, and shall indemnify and save harmless the County against any claim arising from the violation of any such laws and ordinances, whether by Contractor or its employees.

X. PERMITS AND LICENSES

Contractor shall be responsible for obtaining and furnishing all necessary permits and licenses, City, County, State or Federal as are required for the performance of this contract.

Y. COUNTY RESPONSIBILITIES

County agrees to the following:

- Notify the contractor via telephone and in writing (fax or e-mail) as far in advance of a disaster of its need for services as is practicable depending on the type of disaster so as to provide contractor time to properly and adequately respond to the County's requirements.
- Provide written notification of its need for extension of the Awardee's services no less than 24 hours prior to termination of the initial specified period.

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Z. GENERAL OVERVIEW OF THE CONTRACT SCOPE

Monitoring operations are meant to ensure that the debris removal contractor is performing the scope of work required by the contract, and to document the debris removal operations. The primary role for debris monitors is to document the location and amount of debris collected.

These specifications describe Debris Monitoring and Recovery Services for the County of Galveston in the event of a natural disaster or other emergency related crises. It is the County's intent to contract with any and/or all qualified proposers responding to this solicitation that meet or exceed the mandatory requirements of the "eligible work". Eligible debris monitoring is as determined and illustrated by the FEMA Public Assistance Debris Management Guide (FEMA-325).

The Contractor shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision, and all other services and facilities of any kind and nature necessary to perform the services herein. Contractor shall perform the services hereunder in a professional and good and workmanlike manner and in compliance with all applicable Local, State, and Federal requirements – which include, but are not limited to, all applicable laws, rules, regulations, orders, ordinances, guidance, FEMA Public Assistance Debris Management Guide, FEMA-325, the Galveston County Disaster Debris Management Guide, May 2014, permit requirements, and guidance.

Contractor shall use reasonable care not to damage any public property (including but not limited to County owned buildings and other structures, highways, streets, rights of way, and drainage easements) and private property. Should any County property be damaged due to the negligence on the part of Contractor, its agents, assigns, representatives, or employees, then the County may either bill the Contractor for the damages or withhold funds due to Contractor to pay for same, at the discretion of the County.

The qualified contractor(s) will develop and present the scope of services, meeting the County's needs. The work to be undertaken includes but is not limited to the following:

All debris removal shall be monitored in accordance with local, State and Federal law, standards and regulations. Prior to reduction, all monitored debris shall be segregated between the following and guided by the FEMA-325 guidelines for such:

- Vegetative debris;
 - Wet Debris;
 - Construction and Demolition debris;
 - Recyclable debris;
 - White goods;
 - Hazardous waste;
 - Reduced debris;
 - Ash residue;
 - Soil, mud and sand;
 - Vehicles and vessels;
 - Putrescent debris;
 - Infectious waste;
 - Garbage;
 - Chemical, biological, radiological, and nuclear contaminated debris.
- **FEMA Compliance** – Contractor will work closely with the County's Debris Management contractor to ensure that all work is FEMA-compliant and all documentation is properly obtained, including GPS coordinates and photos. Contractor's failure to utilize federally approved documentation while performing work may result in nonpayment of services to the Contractor by the County.

SPECIAL PROVISIONS DEBRIS MONITORING AND RECOVERY SERVICES

- **Electronic Ticketing:** The County is interested in the provision of electronic ticketing devices for specific labor categories. The specific labor categories may include operations manager, data manager, field supervisor, disposal site monitor, and collection monitor. Boat rentals and marine expenses shall be billed at cost without mark-up.
- Debris monitors should have experience working on construction sites and be familiar with safety regulations. Debris monitors should be able to estimate debris quantities, differentiate between debris types, properly fill out load tickets, and follow all site safety procedures.
- Documenting the disposal of disaster debris at approved debris management sites and final disposal locations;
- Performing quality assurance/quality control (QA/QC) checks on all load tickets and haul-out tickets to ensure that information captured by the collection monitors is complete;
- Facilitating daily meetings between the County, Contractor, and the debris clearance and removal contractor staff to review and discuss daily results and problems, coordinate issues, and facilitate ways to improve operations;
- Working with the County's debris clearance and removal contractor in scheduling each day's work assignments, including identifying critical damage areas or other areas requiring immediate attention;
- Status reporting, to include providing detailed daily and/or weekly reports showing the number of collection vehicles operating, total loads, cubic yards collected per temporary debris storage and reduction sites by debris type, total loads, and cubic yards collected per contractor by debris type, average truck size per contractor, and number of participants at public drop-off sites, if any, and providing final summary report and other reports and documentation requested by the County;
- Providing comprehensive quality assurance/quality control review, assessment, and documentation, including but not limited to inspection of truck placards, verification of truck placard information, review of load tickets for accuracy and completion, truck certification measurement, calculation, and documentation, inspection of collection vehicles, other compliance, and photographing to assure and document compliance with TxDOT and FEMA requirements;
- Performing field monitoring services, including arriving at staging locations prior to the start of field operations to assure debriefing, distribution of safety gear, distribution of map books and debris tickets;
- Performing field monitoring services to verify proper loading and compaction of debris into the debris clearance and removal contractor's loading containers, to assure that the debris clearance and removal contractor are adhering to the County's debris management plan and working in a safe and efficient manner, surveying assigned areas for special issues (for example, stumps, leaners/hangers, etc.), and photographing loads;
- Performing field monitoring services to include providing collection monitors with each of the debris clearance and removal loading crews to ensure each load is related to the disaster and eligible for reimbursement;
- Assuring that the street address and GPS coordinates are recorded on each load ticket; using a multi-part ticket in the field for each load with information related to the location of the debris, time, date, truck identification, and truck driver, and which will be delivered to the debris management site or disposal site with the truck driver for load rating;

SPECIAL PROVISIONS DEBRIS MONITORING AND RECOVERY SERVICES

- Performing field monitoring services to include project mapping to document debris removal process and to map for the County's information and FEMA documentation;
- Performing field monitoring services to include load ticketing and documentation for hazardous tree and limb removal, if any, and may include monitoring the removal of abandoned cars, boats, marine debris, white goods, beach cleaning, and structure demolition;
- Performing field monitoring services to include similar services of those described herein for private property debris removal if debris removal from private property and/or rights of entry are approved for this disaster;
- Performing field monitoring services to include providing roving monitors, field coordinators, and supervisory personnel to perform periodic spot checks to document continued compliance, to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and working effectively with the debris clearance and removal contractor;
- Performing field monitoring services to include providing training to employees concerning safety, eligibility for reimbursement, and disaster specific information;
- Performing field monitoring services to include data management, to establish project data management and enter load ticket information – Contractor shall collect, retain, input, and digitize load tickets and organize information with ensuing reporting to County and Contractor will work with County to reconcile invoices and review debris removal invoice for recommendation of payment by County through this data management and will help track invoices for FEMA reimbursement and provide additional supporting information as requested;
- Public information support – Contractor may be asked to assist the County in public outreach relating to debris recovery efforts, this may include establishing and staffing a debris hotline to respond to public complaints and concerns, assisting with press releases, public notices, establishing a website, or other public information functions as requested;
- Other services required for compliance with applicable local, State, and Federal requirements; and other debris monitoring services requested by the County.
- Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.
- Report to project manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

AA. PROGRAM DOCUMENTATION MANAGEMENT & SUPPORT

The Contractor shall provide data management and support to the County during the emergency recovery effort including but not limited to the following:

Contractor shall track load tickets and document the removal and management of Eligible Debris. The Contractor shall ensure that load tickets meet the requirements of FEMA and other federal, state, or local reimbursement agencies.

The Contractor shall supply certification placards meeting FEMA requirements and place such placards on its vehicles if required.

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The Contractor shall have a system for clearly tracking and documenting all its costs associated with work conducted pursuant to this contract, identifying expenditures eligible for reimbursement, and maintaining documentation of the recovery process.

The Contractor will work closely with the County and applicable federal, state and local agencies to ensure that the County's emergency recovery procedures and data documentation for Eligible Debris meet the requirements of the reimbursement agencies.

BB. STAFF AND EQUIPMENT REQUIREMENTS

The Contractor shall have a professional staff with the knowledge, skills, experience, and training to manage the disaster monitoring recovery process efficiently and effectively. Extensive knowledge of FEMA, NRCS, TxDOT and other applicable federal, state or local agency regulations and policies is required.

The Contractor shall ensure that its work force, including sub-contractors, maintains self-sufficiency related to fuel, vehicle repair/maintenance, housing, sanitation, food, and related accommodations in a manner that is consistent with local requirements and minimizing adverse affects on the community.

Vehicles and/or equipment designated for use under this contract shall not be used for any other work during the working hours of this contract.

The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract

CC. REPORTING

Contractor shall submit periodic, written reports in a format required by the County documenting the progress of debris removal monitoring. These reports shall include, but are not limited to, the following:

- **Data Reconciliation** — Reconciliation of data will be accomplished weekly between the Contractor and the County's Contract Manager. All discrepancies will be resolved within five (5) days.
- **Project Reports and Records Maintenance** — The Contractor will be subject to audit by federal, state and local agencies pursuant to this Agreement. The Contractor shall maintain all reports, records, debris reporting tickets, and agreement correspondence for a period of not less than three (3) years after all agency projects are completed. In lieu of this indefinite storage requirement, the contractor may elect to provide an electronic copy of all records in a bona fide electronic documents management format that provides unalterable copies. This requirement applies to the prime contractor and all sub-contractor's project records. It is the responsibility of the prime contractor to provide all of the records, both prime contractor and sub-contractor.
- **Final Project Closeout** — Upon final inspection and/or closeout of the project by the County, Contractor shall prepare and submit a detailed description of all debris monitoring activities in an electronic spreadsheet or any acceptable medium, to include, but not limited to, the total volume by type of debris hauled, reduced and/or disposed; final disposal locations and amounts of the debris delivered to each; and the total cost of the project invoiced to the County. The Contractor will provide any other additional information as may be necessary to adequately document the conduct of the debris monitoring operations for the County. Final project reconciliation must be approved by the County.

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DD. INSTRUCTIONS FOR PREPARING A RESPONSE

Proposers shall present their responses to the Request for Proposals in the manner and format listed below, identifying each response by its respective tab numeral. Proposals should be organized, tabbed by the sections and order listed below. The original proposal shall be easily reproducible and not stapled or bound. All proposal copies shall be submitted in binders.

Proposer's response to this RFP must contain the following information, documents, and follow the instructions in its preparation. Failure to do so may deem responses non-responsive. Non-responsive submittals will receive no further consideration and will not be provided to the Evaluation Committee.

Preparation Requirements

Each Response must contain the required forms and information, each fully completed, and signed as required. Proposers are not to submit any information in response to this RFP that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under the statute that governs this area. Proposers are not to include any documents not specifically required or requested, including, but not limited to; media and public relations literature, annual reports, pictures, etc. Such documentation may not be considered and will be redacted from the copies provided to the Evaluation Committee. The submission of such documentation may adversely affect the evaluation of the Response by the Evaluation Committee.

Proposers are to use the font style Calibri, Times New Roman, or Arial font size 12, except for the table of organization and resumes. Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the aforementioned format.

EE. TECHNICAL PROPOSAL

The content and form of the Technical Proposal should present a clear, comprehensive and well documented representation, understanding and commitment of how the Proposer intends to implement and fulfill the requirements and provisions set forth in the Scope of Services and the Contract; and how it intends to administer, coordinate, and complete all requirements of the Services with special emphasis on ensuring compliance with FEMA and other regulatory requirements. The technical portion of the Proposal must contain sufficient information to enable the Evaluation Committee to evaluate each of the criteria to be used in scoring the Technical Proposals. Describe, in detail, how the services will be provided.

- The proposer shall address the following:
 - Include a statement that they will meet all program standards as provided for in The County of Galveston Debris Management Plan.
 - Supply sufficient documentation that they are well versed in all aspects of FEMA documentation, reimbursement and project management as well as the monitoring of demolition and debris removal work.
- **Executive Summary**

Proposer must submit an executive summary that identifies its background, main office(s), and office location that will service the contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should summarize the key elements of the Proposal. The description of the Proposer should also summarize the following:

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- Total number of employees and total number of employees at the location that will perform the work under the contract.
- Range of services provided.
- Years of experience that the proposer has in providing similar services.
- Summary of abilities and experience of the firms' professional personnel.
- Summary of past performance of the firm on similar projects.
- Recent, current, and projected workload of the firm, and availability and access to the firm's top level management personnel;
- Brief statement must be included which explains why your proposal would be the most effective and beneficial to the County.
- Contractor must have or be able to acquire construction, production, and/or technical facilities, equipment, employees, and other resources to perform the work as described herein.
- Contractor shall have a satisfactory record of integrity and business ethics.

- **Qualifications and Experience**

Describe your firm's qualifications and experience for providing the County the requested services.

Include in your response:

- **General information about the firm:** To include the location of the principal office and/or significant branch offices, which office would be directly responsible for the contract, if awarded, number of years providing these services, and number of staff your firm employs.
- Identify the Project Manager and list of other key personnel to be used in a resulting agreement, which shall include names and resumes. All such positions and their purpose or role in the monitoring operations shall be identified.
- Organizational Structure and Chain of Command Chart
- Provide demonstrated knowledge, experience, and expertise in all requirements and regulations established by the Federal Emergency Management Agency (FEMA) and reimbursement rules and procedures, Federal Highway Administration (FHWA), Texas Department of Transportation (TxDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corp of Engineers (USACE), Federal Aid Construction requirements, and any other governmental agency with jurisdiction over the scope of services described in this RFP.
- **Past Performance:** Contractor shall have a successful past history of performing similar work. Provide list of firm's disaster debris monitoring projects completed within the past ten (10) years (include all projects within the State of Texas) that are the same or larger to the magnitude for this RFP, including the public agency, their contact information, FEMA contacts, name of the project, and dollar value.
- Describe the types of problems your firm has encountered on similar projects, and explain what your firm did to resolve the problems and what steps were taken to avoid such problems on future projects.
- List of all closed, active, and pending FEMA disputes, audits, or lawsuits, and the judgment or outcome of each, involving the corporation, partnership or individuals with more than ten percent (10%) interest that are related to the services to be provided under this RFP.
- List and provide an explanation of all unrecovered FEMA reimbursements that occurred on Disaster Debris Monitoring projects for which the Proposer served as the primary contractor during the last five (5) years.
- Provide a list of any contracts that have been terminated unfavorably or that have been unsuccessful within the past five (5) years. Explain the reason for termination and include contact names, titles and phone numbers/email addresses.
- Provide a statement of any litigation or regulatory action that has been filed against your firm(s) in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable

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- case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect.
- Provide a description of the background, history and experience including information related to previous governmental experience. This must include details that cover the minimum years of experience required by the RFP.
 - Provide a description of expertise in performing the proposed work.
 - Provide a description of experience in filing and receiving federal and state reimbursements including information on the percentage of expenses reimbursed through FEMA under previous contracts.
 - Explain how the Proposer will manage multiple Texas based debris monitoring contracts, especially as it relates to multiple contracts impacted by the same or simultaneous event(s).
- **Resources & Availability:** This section shall clearly define the availability of the Proposer's managers and key personnel, as well as demonstrate the Proposer's financial capability. At a minimum, the Proposer shall provide the following:
 - Provide all proposed staffing (administrative and field). Include personnel by title and quantities generally provided; in the field, etc. The Proposer must provide reasonable assurance that the identified personnel will be available to work on future projects.
 - Subcontractors: Provide list of subcontractors and the percentage of work to be performed by each one. Indicate participation by local subcontractors.
 - Provide an estimate of the current workload and future commitments to other emergency response contracts both in man-hours per years and a percentage of total workload for all key project personnel.
 - **Current Contracts:** Provide list of all of the firm's contractual obligations within Texas for similar disaster debris monitoring services. Include name of public agency, their contact information, FEMA contacts (if available). Describe firm's ability to manage activation of multiple contracts. Provide reasonable assurance that such contracts will not interfere with or preclude the awarded firm from responding to the County with firm's full force of manpower and equipment.
 - **References:** The proposer shall provide at least three (3) references for contracts of a similar size and scope, from public entities where a minimum of one disaster event has been successfully completed, within the past five (5) years including at least two references for current contracts of those awarded during the past five (5) years. Also provide a description of any conflicts or disputes, which may have occurred over the last three year with these, or any other contract for similar work. The Proposer must have been the primary contractor.

These references must include:

- Name and address of public entity;
- Name of contact person including person's title, department, email address & telephone number;
- Size of the public entity, including number of residents and square mileage;
- Scope of work provided;
- Event(s) completed;
- Name of project/event;
- Date event started and completed;
- Details on scope of work demonstrating it was comparable in size, scope and complexity;
- Total reimbursement requested from FEMA, state, insurance, or other sources. Final total reimbursement approved if available;
- Is the contract still active?

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- **Qualifications of Staff:**

Proposer must provide experienced staff. Certification or active involvement with disaster preparedness agencies is highly desirable.

- Number of available employees and supervisors for this contract, including trade/position classifications;
- Provide an organizational chart(s) for office/administrative and on-site staff;
- Describe ability to secure subcontractors and additional personnel including the use of local labor pool companies.
- Identify the office location for the administration of this project and identify the personnel responsible for the planning and administration of the contract, including; position held previous experience, years with company, years in current position, telephone numbers, and email addresses.
- Resumes of key personnel and on-site staff to be assigned reflecting their experience on similar projects; (maximum 1 page each resume)
- Provide details on the ability and experience of the field staff related to the work;

- **Project Approach & Management – Operations Plan:**

The information presented shall be in enough detail to enable the County to ascertain the Proposer understands the effort to be accomplished and should essentially outline the steps in the total services proposed.

Provide your firm's procedures for disaster debris monitoring including but not limited to:

- DMS monitoring procedures, including, truck capacity monitoring, truck load verification, ineligible debris, C & D debris, hazardous waste, HHW, e-waste, white goods, wet debris, soil/mud/sand, vehicles/vessels, putrescent debris, infectious waste, chemical/biological/radiological/nuclear contaminated debris, site safety plan
- Tracking source location, debris type, and documentation to County and FEMA.
- Managing subcontractors and field staff
- Complying with requirements of FEMA, FHWA, TxDOT, NRCS, USACE, Federal Aid
- Load tickets and associated reporting processes;
- Documenting, tracking, and resolving issues or damages;
- Reporting (daily progress reports, etc.)
- Invoice reconciliation and data management;
- Communications during a disaster event recovery;
- Audit support
- Organizational structure of firm; chain of command; subcontractor's plan;
- Methods used to complete assigned tasks;
- Please clearly describe all aspects of the project proposed;
- Details of your approach and work plans;
- Methods of mobilization and demobilization;
- Documenting and resolving issues;
- Invoicing and data management;
- Identify any issues or concerns of significance that may be appropriate.
- Provide additional pertinent information as needed.
- Describe materials and assistance needed from the County.

- **Financial Capacity:**

Contractor must have adequate financial resources to perform the requested work and/or the ability to obtain such resources.

- Briefly describe firm's financial status and capacity. Provide proof of adequate line of credit or proof of adequate line of credit or other financial assets to access funds for multiple projects during the same time period.

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- **Certifications:**
 - Provide proof that it is properly and legally licensed to perform Debris Monitoring and Recovery Services.
 - List appropriate licenses as issued by the state and county in which the Proposer is headquartered as well as any other office site the Proposer may utilize to perform the work under the proposed contract.
 - Copy of the proposer's current professional registration certificate(s) required to provide the services under the proposed contract.
 - Documents demonstrating the Proposer is properly registered in the State of Texas to provide the proposed services.
- **Forms**

In addition to the Forms and documents identified elsewhere in the RFP the following Form must be submitted:

 - Request for Proposals Sheets (pricing, references, etc.)
 - Anti-Collusion Affidavit
 - Conflict of Interest Questionnaire (Form CIQ)
 - Debarment Certification
 - Sample insurance
 - Proposer's Sample Contract for Debris Monitoring and Recovery Services
 - ATTACHMENT A – Debris Monitoring Hourly Rate Sheet

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FF. PRICE PROPOSAL

Additional pricing for other services offered that pertain to Debris Monitoring and Recovery Services shall be listed on separate sheets of paper marked as such, and included with the original submittal.

- **Submission of Price Proposal**

The Price Proposal will be based upon and include any and all costs or expenses to be incurred by the Proposer in completing all aspects of the Project, including all direct costs and expenses, and will also include all other costs and expenses including but not limited to such costs as the Proposer's general, administrative and overhead costs; project management and supervisory costs; all fees, charges and taxes; labor, direct and indirect payroll costs; insurance costs; cost of equipment, material, tools and transportation; and operating margin (profit). ***FEMA requires profit to be listed separately and easily recognized.***

The County, at its sole discretion, may conduct further negotiation to determine the final value of the Agreement to be awarded.

The proposer shall provide pricing information relative to providing the services outlined herein. Proposal prices shall be firm and shall not be amended after the date and time of the proposal opening. disposal fees. Other services may be listed and priced separately. Pricing shall include all direct and indirect costs including all out-of-pocket expenses.

The County is not responsible for expenses incurred in preparing and submitting a proposal. Such costs shall not be included in the proposal.

The points awarded by the Evaluation Committee will be added to the Technical Scores for each Proposer to arrive at the final scoring and ranking, which will determine the Successful Proposer(s).

Failure of the Proposer to provide all of the required pricing detail may be cause for rejection of the Response as non-responsive.

GG. EVALUATION

The County shall make the award to a responsible contractor or contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The proposer may be required before the award of any contract to show to the complete satisfaction of the County that it has the necessary facilities, ability and financial resources to provide the service specified herein in a satisfactory manner. The proposer may also be required to give provide previous history and references in order to satisfy the County with regard to the proposer's qualifications.

The County may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the County all information for this purpose that may be requested. The County reserves the right to reject a proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the objectives of the contract and to complete the work described therein.

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- **EVALUATION CRITERIA:**

- Qualifications/Experience – 30 Points:**

- Proposer shall provide information on its historical background and experience on emergency recovery projects. At a minimum, the Proposer shall document or provide the following:

- Proposer's background, including the number of years the company has been in existence; the number of years the company has been involved with disaster recovery and debris monitoring; principals of the company; entity's participating in the disaster recovery team; and the company's history and experience working with the proposed joint venture or major subcontractor(s) on disaster recovery and debris monitoring.

- List of the name, title or position, and project duties of those persons who will have a management or senior position working with the County if awarded this contract. For each individual, include a resume or summary of qualifications and experience that demonstrates the person's knowledge and understanding of the types of services to be performed and of federal, state and local laws and regulations governing this type of work, as well as the person's familiarity with representatives of FEMA or other federal, state or local agencies.

- Proposer's ability to monitor multiple DMS sites where collected debris may be sorted, screened for sand, water, recycled, ground, mulched, burned or otherwise segregated for transport and disposal.

- The Proposer's knowledge of regulations affecting the monitoring of the removal, processing, and disposal of mixed debris should be demonstrated.

- Proposer's expertise and experience in assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.

- Project Approach & Management – Operations Plan – 35 Points:**

- Proposer should describe its proposed plan for providing the services identified in this RFP, highlighting proven strategies. Proposer should demonstrate its willingness to design the best response plan to meet the County of Galveston's needs in the event of disaster and depending on the level of the disaster. At a minimum, the Proposer shall provide or document the following:

- Proposer's thorough understanding of the elements affecting monitoring operations following a disaster event.

- Mobilization/operation plan that outlines the Proposers mobilization/operation procedures following a disaster event. Any supplemental plans or operating procedures referenced in the proposal must be submitted with the proposal. This outline should include a breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces. The mobilization/operation plan should include a breakdown of the manpower (position titles and number of support personnel) and equipment that will be assembled during each phase of the Proposer's response.

- Proposer's organizational structure and "chain of command" of the Proposer's response team. The Proposer's project management methods should be explained, including protocols for team-work assignments, data management, project tracking, and any other appropriate management considerations.

- Description of the onsite emergency response and communication center including the type of communication employed by the Proposer and the Proposer's ability to interface with the County's emergency response equipment.

- Description of the Proposer's customer service plan to respond to County complaints.

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Detailed list of any other services the Proposer is able to provide and how these services will be accomplished.

Past Performance – 10 Points

Proposer shall provide information that documents its ability to successfully and reliably perform the types of services required in this RFP. At a minimum, the Proposer shall provide the following:

Demonstration that the Proposer, or the principals assigned to the project, has successfully completed services similar to those specified in the scope of services to at least one government jurisdiction with a population of at least 30,000.

List of all government agencies in the State of Texas for which the Proposer provided emergency debris monitoring and recovery services within the last five (5) years. Proposer should note whether it was part of a joint venture and, if so, whether it was the primary or secondary contractor. Proposer should provide the following information for each agency:

- government agency name, address and phone number;
- project/event title; contact person and telephone number;
- contract term;
- performance period;
- fees charged for services provided in each year;
- and brief description of the work completed.

List of all pending lawsuits involving the corporation, partnership or individuals with more than ten percent (10%) interest that are related to the services to be provided under this RFP.

List of all judgments from lawsuits in the last five (5) years involving the corporation, partnership or individuals with more than ten percent (10%) interest that are related to the services to be provided under this RFP.

Price Proposal – 25 Points:

Proposer shall complete the Price Proposal Forms provided with the proposal package as well as include any additional information to provide a complete, all inclusive price proposal for all services to be provided as outlined in the RFP.

On **Attachment A**, the Proposer shall include all hourly rate charges. Any categories not referenced shall be referenced on the other spaces provided. The County may authorize the use of these hourly rates for non-emergency tasks related to special needs or events that may be required by the County from time to time during the contract period.

- End of Special Provisions Section -