



**Hyde County Emergency Services Department**

1223 Main St.

PO Box 95

Swan Quarter, NC 27885

Phone: (252) 926-4375 Fax: (252) 926-3709

Request for Proposal #: H07-2012

**REQUEST FOR PROPOSAL FOR PRE-EVENT  
DEBRIS MANAGEMENT AND REMOVAL  
SERVICES**



**ISSUED BY THE HYDE COUNTY EMERGENCY SERVICES DEPARTMENT**

**Proposals to be submitted before: August 1, 2012 by 2:00 PM**

**Notice to Proposers**

**RFP #: H07-2012**

**Date: July 24, 2012**

**Contact: Justin Gibbs, Emergency Services Director, Telephone: 252-542-0806 or email: [justin.gibbs@hydecountync.gov](mailto:justin.gibbs@hydecountync.gov)**

**REQUEST FOR PROPOSAL**

**PRE-EVENT DEBRIS MANAGEMENT AND REMOVAL SERVICES**

The County of Hyde, is requesting proposals from qualified individuals/firms for debris management and removal services, which includes but is not limited to the clearance, demolition, removal, reduction and disposals of debris, as directed by the County of Hyde in order to provide natural or man-made disaster response and recovery services. There is no immediate cost to the County of Hyde as this is a pre-event solicitation. **The proposers need to thoroughly review the special considerations listed herein (Section II), prior to submitting a proposal.** This shall be a three year contract utilized on an "as needed" basis with the option to extend the contract for two additional one year periods upon the consent of both parties.

**Those individuals/firms interested in being considered for this project are instructed to submit sealed proposals in triplicate. Proposals must be submitted prior to August 1, 2012 at 2:00 PM to the Hyde County Emergency Management Department in order to be considered responsive; proposals submitted after this time may not be considered.** The proposals should be submitted in a single package containing two sealed envelopes and the envelopes should be labeled appropriately. The first envelope should contain the complete Bid Schedules, Bid Security, and Proposed Contract. The second envelope should contain all required supporting documents. Proposals may be delivered by the United States Postal Service, Federal Express, United Parcel Service, or hand delivered to:

**Mailing Address:**

Hyde County Emergency Services  
Attn: Debris Management Proposals  
PO Box 95  
Swan Quarter, NC 27885

**Courier/Hand Delivery Address:**

Hyde County Government Center  
Attn: Justin Gibbs, Emergency Services  
30 Oyster Creek Rd.  
Swan Quarter, NC 27885

Qualified responses will be reviewed and ranked by an evaluation committee; those individuals/firms short-listed may be selected for interviews and shall be prepared to make scheduled presentations to a pre-appointed evaluation committee on August 3, 2012. The evaluation criteria will include, but not be limited to:

- Compliance with the submission requirements.
- Experience and qualifications of proposer to meet the County's objectives.
- Technical capabilities and equipment.
- References

**I. SCOPE OF WORK**

The County of Hyde is requesting proposals from experienced firms to enter into a pre-event contract at no immediate cost to the County for the following outlined services. Contractors shall provide clean-up, demolition, removal, reduction and disposal of debris resulting from a natural or manmade disaster as directed by the County in order to eliminate immediate threats to the public health and safety. Also required is the elimination of immediate threats of significant damage to improved public or private property and that which is considered essential to ensure economic recovery of the affected community. Contractors shall also provide disaster recovery technical program management assistance to County officials. One or more proposers may be selected to provide differing elements or levels of scope of work in accordance with the capabilities and extent of involvement each respondent proposes. This shall be a three year contract utilized on an “as needed” basis with the option to extend the contract for two additional one year periods upon the consent of both parties.

The work to be undertaken includes, but is not limited to:

- a. **Emergency Road Clearance:** Removal of debris from the primary transportation routes as directed by the County.
- b. **Debris Removal from Public Property:** Removal of debris from public rights of way and the removal of debris beyond public rights of way as necessary to abate imminent and/or significant threats to the public health and safety of the community.
- c. **Debris Removal from Private Property:** Should an imminent threat to life, safety, and health to the general public be present on private property, the Contractor, as directed by the County, will accomplish the removal of debris From private property. This item will be monitored for strict compliance with FEMA regulations regarding eligibility.
- d. **Temporary Debris Staging and Reduction Sites, (TDSRS):** The Contractor will prepare and maintain a sufficient number of TDSRS facilities to accept and process all eligible storm debris. 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 crushed concrete for any roads that require stabilization for ingress and egress. Each facility shall include a roofed inspection tower sufficient for a minimum of three (3) inspectors for the inspection of all incoming and exiting loads.

All debris shall be processed in accordance with local, state and federal law, standards and regulations. Processing shall include, but is not limited to, reduction by tub grinding and/or incineration when approved by the County. Prior to reduction, all debris shall be segregated between vegetative debris,

construction and demolition debris, recyclable debris, white goods and hazardous waste.

- e. **Generated Hazardous Waste Abatement:** Abatement of hazardous waste identified by the County in accordance with all applicable Federal, State and local laws, standards and regulations.
- f. **Demolition of Hazardous or Condemned Structures** that are a hazard to public health.
- g. **Debris Disposal:** Disposal of all eligible debris, reduced debris, ash residue and other products of the debris management process in accordance with all applicable Federal, State and local laws, standards and regulations.
- h. **Documentation and Inspections:** Storm debris shall be subject to inspection by the County. Inspections will be to insure compliance with the contract and applicable local, state and federal laws. The Contractor will, at all times, provide the County access to all work sites and disposal areas. The Contractor and the County will have in place at the Temporary Debris Staging and Reduction Sites, (TDSRS), personnel to verify and maintain records regarding the contents and cubic yards of the vehicles entering and leaving the Temporary Debris Staging and Reduction Sites. The Contractor will assist the County in preparation of the Federal, (FEMA), and State reports for any potential reimbursement through the training of County employees and the review of documentation prior to submittal. The Contractor will work closely with the State Division of Emergency Management, FEMA and other applicable State and Federal Agencies to ensure that eligible debris collection and data documenting appropriately address concerns of the likely reimbursement agencies.
- i. **Work Sites:** The County will establish and approve all sites that the Contractor will be allowed to work. The Contractor will remove all eligible debris and leave the site from which the debris was removed in a clean and neat condition. This condition of the work site shall be equal to or better than the original condition of the site.
- j. **White goods:** The Contractor may expect to encounter white goods available for disposal. White goods will constitute household appliances. The Contractor will dispose of all white goods encountered in accordance with applicable Federal, State and local laws.
- k. **Hazardous Stumps:** The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the County. Stumps will be hauled to TDSRS where they shall be inspected and categorized by size.
- l. **Clean 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 access upon direction by the County. This clean fill dirt shall be compacted as directed by the County.

- m. Sand Screening: The Contractor shall screen beach sand to remove eligible debris deposited by an event. This includes the pick up of debris laden sand, hauling to a processing screen located at the beach, processing the sand through the screen and returning the clean sand to the beach as directed by the County. The debris shall be removed and hauled using the costs located in the debris removal from public property.
- n. Documentation and Recovery Process: Contractor will provide the following in addition to debris removal:
  - 1. Recovery process documentation- create recovery process documentation plan
  - 2. Maintain documentation of recovery process
  - 3. Provide written and oral status as requested by the County
  - 4. Review documentation for accuracy and quantity
  - 5. Assist in preparation of claim documentation

These costs for the documentation and recovery process shall be included in the items in the pricing attachments (Attachments IV & V). Proposers shall have proven experience with overall management and FEMA requirements, rules and regulations to qualify for this scope.

## **II. SPECIAL CONSIDERATIONS**

### **1.) Hyde County – Mainland**

- a. Currently there are no landfills located in Hyde County; the County utilizes a regional landfill located in Bertie County, North Carolina.
- b. The Contractor should be as self-sufficient as possible because restaurants, fueling stations and lodging are extremely limited on the mainland of Hyde County.
- c. Electrical outages in portions of Hyde County following a natural or man-made disaster could exceed seven (7) days.

**2.) Hyde County – Ocracoke**

- a. Vehicle access and debris removal services rendered to Ocracoke Island will require the use of the N.C. Ferry System; the most desirable route from Swan Quarter is a toll route, while another longer route from Hatteras is free. Proposers also need to be aware that ferry routes are subject to termination during natural and man-made disasters. **Please review this information carefully.**

**III. ADMINISTRATION**

The Hyde County Manager or his/her designee will be the Contract Administrator for this project.

**IV. THE COUNTY SELECTION COMMITTEE**

Qualified responses will be reviewed and ranked by an evaluation committee; those individuals/firms short-listed may be selected for interviews and shall be prepared to make scheduled presentations to a pre-appointed evaluation committee on August 3, 2012.

All communication regarding this project, including questions related to this Request for Proposal, shall be submitted to the Hyde County Emergency Services Department by the close business on Tuesday, July 31, 2012 at 5:00 PM.

**V. SUBMISSION REQUIREMENTS**

- A. **Those individuals/firms interested in being considered for this project are instructed to submit sealed proposals in triplicate.** The sealed proposals must be in 8.5' by 11' format and in a single envelope that will contain a sealed envelope with the complete Bid Schedule and a second envelope with all the required supporting documents.

**B. Submission Deadline and Location:**

**Proposals must be submitted prior to August 1, 2012 at 2:00 PM to the Hyde County Emergency Services Department in order to be considered responsive; proposals submitted after this time may not be considered.**

Proposals may be delivered by the United States Postal Service, Federal Express, United Parcel Service, or hand delivered to:

**Mailing Address:**

Hyde County Emergency Services  
Attn: Debris Management Proposals  
PO Box 95  
Swan Quarter, NC 27885

**Courier/Hand Delivery Address:**

Hyde County Government Center  
Attn: Justin Gibbs, Emergency Services  
30 Oyster Creek Rd.  
Swan Quarter, NC 27885

**C. Required Information:**

- Name, address, phone number, fax number, and email address of the person or firm submitting the proposal. Proposers must provide the name of the contact person or person authorized to contract for the firm.
- Attachment I: Form HC-50 (Proposer's Qualifications) – copy enclosed
- Organizational Structure (to include specifically the leadership for Hyde County Debris Management and Removal Services)
- Evidence of authority to conduct business in North Carolina
- Certificates of Insurance
- Attachment II: Drug-Free Workplace Form
- Attachment III: Anti-collusion Affidavit
- Bid Schedules (shall be sealed in an envelope with the Bid Security and Proposed Contract)
  - Attachment IV: Hyde County Debris Removal Fee Schedule
  - Attachment V: Hyde County Phase 1 Emergency Clearance Hourly Rate Schedule
- Attachment VI: Form HC-158 (Bid Security) – copy enclosed (shall be sealed in an envelope with the Bid Schedules & Proposed Contract)
- Proposed Contract (shall be sealed in an envelope with the Bid Schedules and Bid Security)

**VI. LIMITATIONS**

- A. This request does not commit the County to the award of a contract or to pay any costs incurred by the proposer in the preparation of a response to this request.

- B. The County may or may not require the prospective proposer to participate in negotiations and to submit additional technical information or other revisions to their proposal as may result from the negotiations.
- C. Hyde County reserves the right to reject any or all proposals, to waive informalities, negotiate modifications, and to award a contract deemed most advantageous for the County.

**VII. MINIMUM REQUIREMENTS OF PROPOSER**

- A. Proposals shall be considered only from firms normally engaged in performing the type of work specified with this Request for Proposal. In the determination of the evidence of responsibility and ability to perform the required services by the proposer, the Evaluation Selection Committee shall determine whether the evidence of responsibility and ability to perform is satisfactory. The Evaluation Committee reserves the right to reject any or all proposals.
- B. Evidence of previous experience in the performance of projects of a similar nature sufficient to ensure timely and efficient completion of any disaster project.
- C. The individual/firm warrants that he/she is fully qualified, with adequate personnel and experience to undertake the services required with a reasonable time.
- D. The proposer shall be an equal employment opportunity employer and shall adhere to any local, state, or federal affirmative action requirements.
- E. Bid security in an amount of not less than five percent (5%) of the total bid price must be submitted with each bid. Security may be in the form of a bid bond, cashiers or certified check, postal money order or cash. If a bid bond is used, it may be executed on Form HC-158 (copy enclosed). If a check is used, it must be payable to the County of Hyde. Bid security other than bid bonds submitted by unsuccessful bidders will be returned as soon as possible after award of the contract.
- F. The successful proposer will be required to execute a contract and upon activation of the contract must furnish to the County of Hyde a performance bond and a payment bond, each in a penal sum of not less than one hundred percent (100%) of the original contract amount. Form HC-160 (Payment Bond) and Form HC-161 (Performance Bond) may be used for this purpose and will be supplied to the successful contractor.

**VIII. CRITERIA FOR EVALUATION AND AWARD**

Hyde County intends to interview potential contractors on Friday, August 3, 2012 and will notify the potential contractors with the available times. The bidders will be evaluated utilizing the following criteria:

**Submittal:**

**Weight in Evaluation:**

**Experience:** A narrative describing experience and qualifications in similar contracting situations, with supporting data to include jobs completed. **20%**

**Technical Capabilities:** A narrative describing your company's approach to planning, county staff training, county staff augmentation, project management, technical support for reimbursement procedures and assistance in developing public information regarding recovery efforts. **20%**

**Equipment:** A listing of equipment owned by your company and dedicated to debris removal and recovery services, including a list of the equipment, serial number, and distance in driving miles from Hyde County. Please do not list rented or leased equipment owned by others, including subcontractors. If rented or leased equipment is listed, please provide a copy of the lease contract as proof of its availability. **20%**

**Reasonableness of Price:** Please complete the attached fee schedules, a bid tab will be generated once all proposals have been received and opened. **20%**

**References:** Three letters of reference, a list of all current contracts, and also debris management experience in the State of North Carolina within the past ten years. Please include customer contact information. **20%**

---

**Total Weight: 100%**

**IX. Incurred Expenses**

- A. Hyde County is not responsible for any expenses, which proposers may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs with travel, accommodations, interviews, or presentations of proposals.
- B. All payments under the contract resulting from this Request for Proposals (RFP) shall be made only for services requested and approved by Hyde County. No work effort will begin without written authorization (Notice to Proceed) from Hyde County and there shall be no retainer paid in order to keep the contract in effect.