CITY OF KENNER

REQUEST FOR PROPOSAL

TO PROVIDE DISASTER DEBRIS MANAGEMENT AND MONITORING SERVICES

RFP NO.: 16-6347

PROPOSAL DUE DATE: May 27, 2016, 4:00 P.M. CST

City of Kenner
Department of Purchasing
1801 Williams Boulevard, Building C, Ste. 302
Kenner, Louisiana 70062

Phone: (504) 468-7261
Fax: (504) 468-6658
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REQUEST FOR PROPOSAL
DISASTER DEBRIS MANAGEMENT AND MONITORING SERVICES

ADMINISTRATIVE AND GENERAL INFORMATION

Background

The City of Kenner (City) is soliciting proposals for a firm to provide disaster debris monitoring and management services for the City. The Contract shall include providing personnel to monitor emergency road clearing, curbside debris collection, operation of citizen’s debris drop-off sites, oversight of Debris Management Sites (DMS), monitoring loads delivered to the landfill(s), monitoring and management of Private Property Debris Removal (PPDR), including demolitions of unsafe structures, reconciling load tickets, certifying trucks, resolving damage claims and residents’ complaints, reviewing and approving debris collection contractors invoices, right-of-entry acquisition, etc.

I. Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing services for the disaster debris management and monitoring services for the City.

The City is soliciting proposals for a two (2) year contract with the option of an extension of up to two (2) years, at the same terms, costs and conditions.

II. Goals and Objectives

The objective of the Request for Proposals (RFP) process is to achieve a contract agreement with the successful Proposer which is most advantageous to the City in price, quality of service and terms of contract.

III. Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RFP advertised</td>
<td>April 27, 2016</td>
</tr>
<tr>
<td>2. Deadline to receive written inquiries</td>
<td>May 13, 2016</td>
</tr>
<tr>
<td>3. Deadline to answer written inquiries</td>
<td>May 20, 2016</td>
</tr>
<tr>
<td>4. Proposal due date</td>
<td>May 27, 2016</td>
</tr>
<tr>
<td>5. Oral discussions with proposers, if applicable</td>
<td>To be determined</td>
</tr>
<tr>
<td>6. Contract Signing</td>
<td>To be determined</td>
</tr>
</tbody>
</table>
PART I    PROPOSAL SUBMITTAL

All proposals shall be received by the City’s Purchasing Department no later than date and time shown in the Schedule of Events.

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: Provide Disaster Debris Management and Monitoring Services for Kenner
- Proposal No.: 16-6347
- Proposal Due Date: May 27, 2016, 4:00 p.m.

Proposals will be received at:

City of Kenner Purchasing Department
1801 Williams Boulevard, Building C, Ste. 302
Kenner, Louisiana 70062
Attention: Theresa Nevels

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The City is not responsible for any delays caused by the proposer’s chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal due date and time shall result in rejection of the proposal.

PROPOSALS SHALL NOT BE OPENED PUBLICLY AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.1    Proposal Response

Proposals submitted for consideration should follow the format and order of presentation described below:

A. Cover Letter: Containing summary of Proposer’s ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and enter into a contract with the City. The letter shall be signed by a person having authority to commit the Proposer to a contract.
   Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished.

B. Table of Contents: Organized in the order cited in the format contained herein.

C. Proposer Qualifications and Experience.

D. Technical Proposal.

E. Cost Proposal submitted separately placed in a sealed envelope.

1.2    Number of Response Copies

Each Proposer shall submit one (1) signed original response along with four (4) additional copies of the proposal.
1.3 **Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer(s) response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer(s) ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.4 **Confidentiality**

Information submitted in response to this RFP may be subject to release under the provision of the Louisiana Public Records Law, La. Rev. Stat. § 44.1 et seq. The City assumes no liability for disclosure of any information submitted and any resultant contract will become a matter of public record.

1.5 **Proposal Clarifications and Inquiries**

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

City of Kenner Purchasing Department  
1801 Williams Boulevard, Building C, Ste. 302  
Kenner, Louisiana 70062

E-Mail: tnevels@kenner.la.us  
Phone: (504) 468-7261  
Fax: (504) 468-5568

1.6 **Performance Bond**  NOT REQUIRED FOR THIS RFP

1.7 **Evaluation and Selection**

All responses received as a result of this RFP are subject to evaluation by the City Evaluation Committee for the purpose of selecting the Proposer with whom the City shall contract.

The committee may reject any or all proposals if none are considered in the best interest of the City.

1.8 **Award**

Award shall be made to the Proposer(s) whose proposal, conforming to the RFP, will be the most advantageous to the City, considering price and other factors considered.

1.9 **Insurance Requirements**

The selected proposer will be required to comply with the City’s insurance requirements per the specifications in Attachment “A.” However, the City reserves the right to amend, waive, and/or negotiate any such requirements, as applicable, according to the nature and scope of services requested.

1.10 **Subcontractor Insurance**  NOT REQUIRED FOR THIS RFP
1.11 Indemnification

Notwithstanding the above, the successful proposer shall protect, defend, indemnify, save and hold harmless the City, all city departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful proposer, its agents, servants, and employees and any and all costs, expense and/or attorney fees incurred by the successful proposer as a result of any claim, demands, and/or causes of action except those for claims, demands, and/or causes of action arising out of the negligence of the City, its agents, and/or employees. The successful proposer agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

1.12 Termination

The City may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract; provided that the City shall give the Contractor written notice specifying the Contractor’s failure. If within ten (10) days after receipt of such notice, the Contractor has not either corrected such failure or proceeded diligently to complete such correction, then the City may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City to comply with the terms and conditions of this contract; provided that the contractor shall give the City written notice specifying the City’s failure. The City may also terminate this contract for convenience by issuing thirty (30) days written notice to the Contractor.

1.13 Audit of Records

The monitoring and auditing of the Contractor’s records shall be allowed to the City Finance Department and any other appropriate City entities. The Management Entity shall bear the cost of an annual audit of its financial operating year prepared in accordance with standards applicable to financial audits contained in Government Auditing Standards issued by the controller general of the United States. The audit is to be conducted by an independent accounting firm mutually agreed upon by both parties, said audit to commence following the end of each fiscal year of this contract and be completed within 6 months of the end of the fiscal year.

1.14 Force Majeure

The Contractor or City shall be exempted from performance under the contract for any period that the Contractor or City is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance, epidemic or court order, provided the Contractor or City has prudently and promptly acted to take any and all corrective steps that the Contractor or City can promptly perform. Subject to this provision, such nonperformance shall not be considered cause or grounds for termination for the contract.

1.15 Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the Proposal Due Date specified in this RFP. Proposals received after the date and time specified herein shall not be considered. Proposals received after the Proposal Due Date will be returned to the respondent unopened. Proposals cannot be changed or withdrawn after the time designated for receipt.
1.16 **Proposal Validity Period**

Submission of the proposal will signify the vendor’s agreement that it’s proposal and the content thereof including, but not limited to prices are valid for 180 days following the Proposal Due Date. The proposal and any addenda, if necessary, will become part of the contract that is negotiated between the City and the selected vendor.

1.17 **Vendor Communication**

Upon release of this RFP, all vendor communication concerning the overall RFP should be directed to Theresa Nevels, Purchasing Director. Unauthorized contact regarding the RFP with other City employees will not help and may be grounds for disqualification of proposals. Any oral communications with City officials, employees, and representatives will be considered unofficial and non-binding on the City.

1.18 **Right of Selection/Rejection-Waiver of Informalities or Irregularities**

The City reserves the right to reject any or all proposals, to waive minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City. Selection of a vendor shall not be construed as an award of a contract, but only as commencement of contract negotiations, including, but not limited to the contract price proposed.

1.19 **RFP Revisions**

The City reserves the right to change the Schedule of Events and to issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP at any time if said decision is deemed to be in the best interest of the City.

1.20 **Contract Award and Execution**

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become part of the official file on this matter without obligation to the City.

The general conditions and specifications of the RFP and the selected vendor’s response, as amended by written agreements between the City and the selected vendor, will become part of the contract documents. All agreements and representations which occur during contract negotiations between the City and vendor will ultimately be reduced to writing in the form of a contract.

The City will notify the apparently successful vendor of its intent to negotiate a binding contract. Immediately following notice of intent to negotiate a contract, the proposer selected by the City will be required to attend negotiation meetings scheduled at a later date. The purpose of the meeting(s) will be to discuss and negotiate contract terms, conditions, and requirements including, but not limited to prices, service level agreements, detailed scope of work specifications, invoicing, and payment procedures.

Upon negotiation of all business terms, the vendor selected as the apparently successful vendor will be expected to enter into a contract with the City. If the vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the City may elect to cancel the award and award the contract to the next-highest ranked vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.
1.21 Status of Contractor and Its Employees

For all purposes specified under the terms of the proposal and the contract documents, the successful vendor shall be considered an independent contractor and as such, the City shall not be liable to the contractor or its employees for benefits or coverage provided by the Workers’ Compensation laws of the State of Louisiana (La. Rev. Stat. § 23:1021 et seq.), and further under the provisions of La. Rev. Stat. § 23:1034, no person employed by the successful vendor shall be considered an employee of the City for the purpose of Workers’ Compensation coverage.

PART II SCOPE OF WORK / SERVICES

2.1 Successful Proposer(s) shall provide services required for disaster debris management services, and monitoring services in accordance with FEMA 327 Public Assistance Debris Monitoring Guide. Tasks to be performed include, but are not limited to, the following:

A. Immediately after a disaster, provide a sufficient number of personnel to monitor emergency road clearing (first push) and canal clearing, as needed.

B. Within twenty-four (24) hours after issuance of notice to proceed, the Proposer(s) shall assist the City in determining Right-of-Way (ROW) Debris Removal zone assignments to the debris collection contractor(s), and establishing preliminary debris collection schedules throughout the City.

C. Within twenty-four (24) hours of issuance of a Notice to Proceed, and weekly thereafter, Proposer(s) shall attend a kick-off meeting with the Department of Public Works and the debris removal contractor(s), FEMA, GOHSEP, LDEQ and other federal and/or state agencies.

D. Within twenty-four (24) hours of the issuance of the Notice to Proceed, the Proposer(s) shall provide a sufficient number of employees to safely and efficiently monitor the Residential Temporary Storm Debris Drop-off Sites as needed.

E. Within twenty-four (24) hours of the issuance of the Notice to Proceed, the Proposer(s) shall provide a sufficient number of employees to safely and efficiently oversee and monitor the Debris Management Sites (DMS), as needed.

F. Provide the City with a copy of and implement site plan and health and safety plan for the Residential Temporary Storm Debris Drop-off Sites and Debris Management Sites.

G. Within twenty-four (24) hours of the issuance of the Notice to Proceed, Proposer(s) shall provide inspectors to monitor debris collection on right-of-ways (ROW), Residential Temporary Storm Debris Drop-off Sites, Debris Management Sites (DMS) sites, disposal sites and private properties as-needed, including assessment of any damage caused or allegedly caused by debris removal contractors. ROW monitors shall locate and GPS debris piles, downed trees and other disaster debris locations.

H. Implement a Health and Safety Plan to address all aspect of the field work performed by Proposer(s) personnel and its subcontractors. The debris removal contractor will be responsible to provide for the health and safety of their workers and their operations.

I. Within twenty-four (24) hours of the issuance of the Notice to Proceed, Proposer(s) shall implement truck certification program and provide monitors and oversight.

J. Within seventy-two (72) hours of the issuance of the Notice to Proceed, the Proposer(s) shall implement a Geographic Information System mechanism, including street maps, to be available on the City website for residents to track first and all subsequent passes of right-of-ways for storm debris collection.
K. Proposer(s) shall develop and maintain a load ticket database, using Microsoft Excel entering the data daily and resolving discrepancies with hauling contractors to facilitate invoicing and FEMA reimbursement.

L. Proposer(s) shall establish a local field office.

M. Proposer(s) shall provide and operate a phone line for citizens to call in requests or complaints from 8:30 a.m. to 5:00 p.m. daily and provide a recordable answering machine for after-hour callers.

N. Proposer(s) shall review and approve invoices from debris removal contractor(s).

O. Proposer(s) shall coordinate with the debris removal contractor(s) to resolve collection problems and citizen complaints.

P. Proposer(s) shall collect Right of Entries (ROE) and provide monitors for Private Property Debris Removal (PPDR) assessments, if necessary.

Q. Proposer(s) shall prepare packets and provide monitors and oversight for PPDR and demolition programs, if necessary.

R. In the event that the Corps of Engineers provide their services in a Direct Federal Mission, tasks herein that are not covered by Corps of Engineers staff will be carried out per Work Orders issued to the Proposer(s) by the City.

S. Proposer(s) shall be knowledgeable of FEMA regulations pertaining to debris collection, monitoring and management, keeping abreast of any changes thereto, and advising the City on compliance with and implementation of same.

T. Other storm debris management services as needed and authorized by the City.

2.2 Period of Agreement

This is a two (2) year contract commencing on the date of execution with the option of two (2) one year extensions, upon agreement by both parties, under the same terms and conditions. The continuation of this Contract beyond the present fiscal year of the City is contingent upon the availability of funds to fulfill requirements. Work under this contract will only be performed in the event of a disaster, and no funding will be available for this contract until the time of the disaster.

2.3 Price Schedule

The service fees provided by the Proposer shall include all labor and related services costs. There will be no adjustment in cost due to increases or decreases in quantities, labor rates or transportation costs, except as provided by the Consumer Price Index (CPI) adjustment described in the following Section.

Proposer shall provide a proposed price schedule for all requested items. Negotiated prices submitted shall be firm for the term of the contract.

2.4 Escalation and De-escalation

The service fees for post-disaster debris monitoring and management services will be adjusted upward or downward annually beginning on June 1, 2017, and on that date every year thereafter, based on the percentage change in the Consumer Price Index. The annual adjustment will equal a U.S. City Average 12 month percentage change in the All Urban Consumers—All Items Index (CPI-U) as compiled by the Bureau of Labor Statistics and adopted by the City in that year’s annual budget or 5 % whichever is less.
2.5 Deliverables

At a minimum, the Proposer(s) shall provide the City monthly verified invoices from each debris collection contractor with all documentation needed to obtain FEMA reimbursement. Proposer(s) shall provide a weekly status report indicating how much of each type of debris was collected in each zone that week and a list of damage claims with a status of resolution. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided. Proposer shall provide a daily update on the City website showing streets that were collected the previous day and the progress made on each debris collection pass overall.

2.6 Location

The location where the service is to be performed is the municipality of Kenner.

2.7 Proposal Elements

2.7.1 Proposer Qualifications and Experience

History and background of Proposer, experience with monitoring and management of post–disaster debris collection, knowledge of FEMA regulations regarding disaster debris monitoring and management.

Each proposer should address the qualifications of the firm, including, but not limited to:

Resumes for project managers, field supervisors, crew leaders and any other key personnel to be assigned to this project, including those of subcontractors, if any;

References for a minimum of three (3) parishes or counties, municipalities, or private firms for whom similar or larger scope services have been provided within the last five (5) years or are currently being provided. Include a contact person and telephone number for each reference;

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.

2.7.2 Technical Proposal

Each proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements);

Plans for training;
Provision for monitoring services, including number of monitors, crew leaders and field supervisors per number of crews;

Information demonstrating the Proposer’s understanding of the nature and scope of this project, including knowledge of FEMA regulations.

The Proposer shall submit a list of all other current debris monitoring and/or management contracts in the Gulf Coast region, including Florida, Alabama, Mississippi, Louisiana and Texas. These contracts should include those with all federal, state and local agencies, non-profits, and private entities, and shall include the value of each contract and contract period. These contracts shall include those for debris monitoring, and any other pertinent contracts that may affect the contractor’s ability to complete this work on a timely schedule.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the City to consider.

2.7.3 Cost Proposal

The Cost Proposal submitted to City should be clearly marked “Cost Proposal in Response to Post Disaster Debris Management and Monitoring Services for the City of Kenner” and should be submitted separately from the Technical Proposal in a separate envelope. Cost Proposals should be submitted using Attachment “B.”

Technical Proposals shall be evaluated and scored prior to the opening of the sealed cost proposals. The price offered in the Cost Proposal must be the final and best offer.

PART III EVALUATION

Technical and Cost Proposal

Proposer should submit a proposal which should include enough information to satisfy evaluators that the Disaster Debris Management and Monitoring Services Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all areas requested.

The Cost Proposal shall be submitted to City and should be clearly marked “Cost Proposal in Response to Post Disaster Debris Management and Monitoring Services for the City of Kenner.” The Cost Proposal should be submitted separately from the Technical Proposal and placed in a separate envelope.

Evaluation

Technical and Cost Proposals shall be submitted and evaluated separately. Technical Proposals shall be evaluated and scored prior to the opening of the sealed cost proposals. The price offered in the Cost Proposal must be the final and best offer.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring specified in the
following table:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and Experience</td>
<td>30</td>
</tr>
<tr>
<td>Technical</td>
<td>30</td>
</tr>
<tr>
<td>Cost</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The following criteria will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the City, not on the basis of what may be inferred.

3.1 **Proposer Qualifications and Experience (Maximum of 30 Points)**

The following criteria will be evaluated:

A. Specific Experience – similar or larger scope of services provided within past five (5) years. (Maximum of 10 points)

B. Personnel- experience of management staff, experience in similar size and scope projects, etc. (Maximum of 10 points)

C. References for at least three parishes or counties, states, municipalities, or private firms for whom similar or larger scope services have been provided within the past five (5) years. Include a contact person and telephone number for each reference. (Maximum of 10 points)

3.2 **Technical Proposal (Maximum of 30 Points)**

The following criteria are of importance and relevance to the evaluation of this RFP. Such factors, listed in order of importance, may include but are not limited to:

A. Technical Approach Provision for monitoring services, including number of monitors, crew leaders and field supervisors per number of crews. (Maximum of 10 points)

B. Information demonstrating the Proposer’s understanding of the nature and scope of this project, including knowledge of FEMA regulations. (Maximum of 5 points)

C. Plans and/or schedule for implementation. (Maximum of 10 points)

D. Plans for training and safety. (Maximum of 5 points)
3.3 Cost Proposal (Maximum of 40 points)

The Cost Proposals will be evaluated by the prices submitted in Attachment “B.” The proposer with the lowest cost shall receive the maximum score for cost. Other proposers will receive a cost score computed as follows:

\[ CS = \left( \frac{LPC}{PC} \right) \times 40 \]

Where:
- \( CS \) = Computed cost score for Proposer
- \( LPC \) = Lowest proposed cost of all Proposers
- \( PC \) = Proposer’s Cost

If there is reason to believe that an unreasonably low proposal has been submitted, the City may reject the proposal on the basis that the proposer may not be able to properly complete the engagement.

PART IV PERFORMANCE STANDARDS

4.1 Performance Requirements

The objectives of this contract are to provide the City with post-disaster debris monitoring and management services. As such, the Proposer shall be required to perform in a manner that allows for debris to be removed from the streets as quickly as possible at the lowest cost possible.

4.2 Performance Measurement/Evaluation

Performance under this contract shall be evaluated by how quickly and efficiently disaster debris is removed from the City. Costs should be minimized and rates to be used will be reasonable and customary under FEMA guidelines. The proposer will be evaluated on how well he follows FEMA guidelines, and his recordkeeping ability that will allow the City to receive the maximum.
ATTACHMENT “A”

INSURANCE REQUIREMENTS

The Proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications.

WORKER’S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer’s Liability, Section B shall be $1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker’s Compensation Act, otherwise this limit shall be no less than $500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability $1,000,000.00 each person; $1,000,000.00 each occurrence. Property Damage Liability $1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than $10,000.00. The cost of the deductible is borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER’S PROTECTIVE LIABILITY — Not Applicable for this project

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER’S RISK INSURANCE — Not Applicable for this project

The contractor shall maintain Builder’s Risk Insurance at his own expense to insure both the owner (City of Kenner) and contractor as their interest may appear.
ATTACHMENT “B”

The Cost Proposal shall be submitted to the City should be clearly marked “Cost Proposal in Response to Post Disaster Debris Management and Monitoring Services for the City of Kenner.” The Cost Proposal should be submitted separately from the Technical Proposal and placed in a separate envelope.

Each Proposer must complete and submit this Cost Proposal Form/Fee Schedule. The Proposer should provide an hourly rate which will be multiplied by the estimated hours. The product the estimated hours and hourly rate will be totaled and used to compare the costs submitted by each Proposer. The estimated hours are provided for evaluation purposes only. The estimated hours are not representative of the actual hours which may be needed in an actual emergency event. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. The hourly labor rates shall include all applicable overhead and profit. All reasonable non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct project expenses) will be billed to the City at cost without mark-up.

### DISASTER DEBRIS MONITORING SERVICES

<table>
<thead>
<tr>
<th>POSITIONS</th>
<th>EST. HOURS</th>
<th>HOURLY RATE</th>
<th>TOATL</th>
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<tbody>
<tr>
<td>Project Manager</td>
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<tr>
<td>Operations Managers</td>
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<td>$___________</td>
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<tr>
<td>GIS Analyst</td>
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<tr>
<td>Field Supervisors</td>
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<tr>
<td>Debris Site/Tower Monitors</td>
<td>6,000</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Load Ticket Data Entry Clerks</td>
<td>200</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Billing/Invoice Analysts</td>
<td>200</td>
<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Project Assistants</td>
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<td>$___________</td>
<td>$___________</td>
</tr>
<tr>
<td>Field Coordinators (Crew Monitors)</td>
<td>100</td>
<td>$___________</td>
<td>$___________</td>
</tr>
</tbody>
</table>

**TOTAL:** $___________
ATTACHMENT “C”

AFFIDAVIT FOR CONSULTANTS/CONTRACTORS

STATE OF ________________

PARISH/COUNTY ________________

BEFORE ME, the undersigned authority, personally came and appeared, ________________________, who after being duly sworn and deposed, said that he/she is the fully authorized ___________________________ of ___________________________ hereinafter referred to as “CONSULTANT/ CONTRACTOR” who attests that:

(1) CONSULTANT/CONTRACTOR has not and will not employ any person, corporation, firm, association or other organization, either directly or indirectly to secure the public contract under which they are to directly or indirectly receive payment, other than persons regularly employed by CONSULTANT/CONTRACTOR.

(2) No part of the contract price was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by CONSULTANT/CONTRACTOR whose services with the project are in the regular course of their duties for CONSULTANT/CONTRACTOR.

(3) Included herein is a list of all campaign contributions and value of in-kind contributions made to elected officials of the City of Kenner during the current and past term and CONSULTANT/CONTRACTOR has not made any contributions to or in support of elected officials of the City of Kenner through or in the name of another entity, either directly or indirectly.

CONSULTANT/CONTRACTOR

By: __________________________

SWORN TO AND SUBSCRIBED

BEFORE ME THIS ___ DAY

OF _____________, 2016.

__________________________

NOTARY PUBLIC

__________________________

PRINT NAME

__________________________

BAR OR NOTARY NUMBER