



October 28, 2017

Hurricane María

DR-4339

**EMERGENCY REQUEST FOR PROPOSALS
DEBRIS MANAGEMENT SERVICES
RFP #2018-03**



GOVERNMENT OF PUERTO RICO

Department of Transportation and Public Works

RFP 2018-003
SPECIFICATIONS REQUEST FOR PROPOSALS
SERVICES FOR DEBRIS MANAGEMENT

INTRODUCTION

On September 19th and 20th Puerto Rico was directly hit by Hurricane Maria, a category 5 hurricane that ravaged the Territory. Hurricane Maria is considered the most devastating storm to strike Puerto Rico in the past eighty (80) years, impacting the Territory in its entirety. Hurricane Maria has wreaked havoc, resulting in catastrophic damages to Puerto Rico's entire power and communications infrastructure, leaving the entire Island without power. Hurricane Maria impacted Puerto Rico only ten (10) days after Hurricane Irma, another category 5 hurricane.

Due to the aforementioned, Puerto Rico is currently in a declared State of Emergency and has also been declared a Major Disaster Zone by the federal government.

Following a major storm like Hurricane Maria, one of the first essential services to be procured in an expedited manner is debris consolidation, processing and disposal. Hurricane Maria produced massive volumes of construction and vegetative debris, which have created hazardous conditions including blocked roadways and driveways. The debris has created major obstacles that hinder restoration efforts, including ongoing power, water and communications restoration efforts. The hurricane debris has blocked routine, essential, and emergency traffic, both vehicular and pedestrian, including key access routes needed by first responders, emergency vehicles, delivery of essential services and products, among others. The accumulation of debris also poses threats to public health and safety that can lead to the creation of vermin nests, amongst others, that spread plagues and diseases.

In order to allow for security, emergency, and other essential service traffic as well as avoiding all other threats to health and public safety that said debris poses, the Puerto Rico Department of Transportation and Public Works (hereinafter the "Agency") has divided the Island in 5 zones and is procuring contractors that will provide debris consolidation, processing and disposal services as a result of the aforementioned disaster. The Agency is procuring the services of an experience Contractor to Manage said debris removal efforts in compliance with FEMA Public Assistance requirements.

The Agency is soliciting proposals for debris removal management services to deal with the consequences of Hurricane Maria in Puerto Rico. As used in this Emergency Request for Proposals (hereinafter "RFP") the term "debris" shall mean any construction materials, brush, vegetation, tree materials, white goods, soils, demolition materials, vehicles, boats, vessels and any other natural or man-made materials affected or resituated by the disaster. The terms "Proposer" and "Contractor" shall be considered synonyms.

GENERAL INFORMATION, SCOPE OF WORK, AND REQUIREMENTS

The Agency is seeking proposals and qualifications for the monitoring and management of the removal and disposal efforts, at one (1) or more site(s), of hurricane generated debris from state roads due to Hurricane Maria. Debris from private property may also be included as directed. The primary purpose of these services is to monitor the entire debris removal (which includes consolidation and processing or reduction) and final disposal process is done properly and expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) Public Assistance Program and all state emergency management agency guidelines.

The successful proposers will be expected to follow all Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA), Environmental Quality Board (EQB), Solid Waste Administration (ADS) rules and regulations, as well as all local, state and federal requirements and regulations regarding their performance hereunder.

The Proposers shall be prepared to furnish details of any software or application to be used, although not necessary, is encouraged. Also, it shall endeavor to utilize local contractors or personnel whenever possible provided that these local contractors hold proper license and insurance credentials for the intended work. For the avoidance of doubt, the evaluation criteria do not include a local preference, however circumstances dictate that using qualified, licensed local resources will likely be in the interest of the proposer and the AGENCY. However, DTOP encourages proposers to use small and minority businesses, and women's business enterprises as subcontractors, where possible.

The AGENCY will award multiple contracts based on regional assignments and company qualifications. Multiple contracts will be awarded based on the operational needs of the Government. In addition, the contracts awarded by this solicitation may be used by any political subdivision of the Government of Puerto Rico or eligible FEMA Public Assistance sub-grantee upon the consent of the AGENCY, the prospective political subdivision or eligible sub-grantee, and the Proposer.

All Proposers must meet the following general conditions:

- 1- be able to provide – either directly or indirectly through subcontractors - one or more of the following related services: debris removal and disposition **monitoring and management** services;
- 2- be willing and capable of performing proper documentation preparation and management of the services;
- 3- be able to perform the services and any other agreed to services in a timely manner.

The Contractor will be expected to mobilize within 24 hours of a written notice to proceed to mobilize equipment and personnel required to have the necessary crew available for work, with the actual number of crews required to be determined by mutual consent of the Agency and the successful Proposers. However, at the discretion of the Agency, the personnel requirements of a crew may be revised as the project precedes, and additional crews may be added based on needs.

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RESPONSE FORMAT

Due to the condensed timeframe of this request, boilerplate information will be accepted to satisfy the requirements below:

- A. **Company Profile:** A company profile including the firm's name, business address, telephone number, year established (include former firm names and year established, if applicable), type of Agencyship, and parent company. Provide the name of the person who shall serve as authorized negotiator for the proposer, should Proposer be selected to negotiate with Agency. Maximum length of this section is 2 pages.
- B. **Experience:** Provide information indicative of experience on other projects of similar complexity that documents successful and reliable experience in past performance of debris monitoring and management, as it relates to this proposal. Alternatively, Proposer may provide an explanation of experience handling monitoring and management that are similar in type and complexity.
- C. **Personnel:** Provide an organizational chart and summary resumes, of key staff. Maximum length of this section is 2 pages.
- D. **Conflicts:** All Proposers must certify that neither the Proposer, nor any employee thereof, has any conflict of interest, either direct or indirect, about the services sought herein pursuant to Federal or state law and regulations. Proposers must also respond, in 1 page or less, if the Proposer had a public contract related to debris management and disposal cancelled within the past ten (10) years. If so, state the name and address of the other contracting party and reason. Maximum length of this section is 1 page.
- E. **Technical Approach:** Provide a description of the Proposer's approach to the project including implementation of the services, startup procedures, computer or digital equipment or programming, personnel deployment among others. Include details discussing mobilization and operations. The maximum length of this section is 5 pages.
- F. **Fee Schedule:** The Proposers shall submit pricing using the attached Fee Schedule Form that contains the proposed fee for each service related to debris monitoring and management. All normal expenses shall be included in said fees, including lodging, meals, subcontractor fees, transportation and per diem. A sample fee schedule is included as Exhibit A.

The information provided should address also, each of the criteria found in the following section, which shall be used by the Agency in the evaluation of each proposal.

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EVALUATION OF PROPOSALS

Evaluation of proposals and selection of the firms shall be at the sole discretion of Agency. This will be a qualifications-based selection. Professional firms will be evaluated using the following criteria and respective weights. Firms submitting a proposal in response to the RFP may be required to give an oral presentation to Agency representatives. The Agency's request for an oral presentation shall in no way constitute acceptance of a proposal or imply that an agreement is pending. The Agency reserves the right to award the opportunity to provide the services specified herein based on initial proposal submissions without oral presentations.

The Agency will reference Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200 -Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Procurement Standards (200.317-200.326) in evaluating proposal and awarding a contract.

GRADING CRITERIA POINTS

- 1. Company Personnel, its management and key staff related to the work to be performed.....10
- 2. Fee Schedule.....20

Cost Offers for all Proposers will be evaluated and an absolute score calculated. Points will be assigned for cost using a calculation-based evaluation process based on the total costs from the pricing submitted by each Proposer on the Exhibit 1 – Fee Schedule. See below for explanation.

Each cost component total of all extended costs will constitute the Proposer’s cost offer.

- 1. The Lowest Cost Offer unit price will receive 100% of the available points for that cost component
- 2. Remaining Offers will receive points based on application of the following formula:
 $(A/B) * C = D$ where A is the lowest proposed cost offer, B is the cost offer being graded, C is the maximum cost points assigned to that cost criteria (20 points) and D is the number of cost points awarded to that particular Proposer for their cost offer.

- 3. Experience.....35
- 4. Technical Approach.....35

SUBMITTAL

Proposers will have until 5:00 pm (EST) on Nov. 1, 2017 to submit their Proposals in person in the 6th Floor of Minillas South Tower. The Proposals must include EMERGENCY RFP #2018-02 in the subject line

1. Terms and Definitions

Definitions of key terms used in this RFP are provided below.

1.1 Agency

1.1.1. "AGENCY" is used to refer to the Government of Puerto Rico Department of Transportation & Public Works.

1.2 Approved Final Disposal Site

1.2.1 A final disposal site complying with the required permits issued by the Puerto Rico Environmental Quality Board and any other state or federal agency with jurisdiction.

1.3 Authorized Representative

1.3.1 The AGENCY employees and/or contracted individuals designated by the AGENCY or the AGENCY debris manager.

1.4 Cleanup Crew

1.4.1 A group of individuals or an individual employed by the CONTRACTOR to collect disaster debris.

1.5 Contractor

1.5.1 Agency's Debris Monitoring and Management also referred to as Monitor.

1.6 Debris

1.6.1 Items and materials broken, destroyed, or displaced by a natural or human-caused federally declared disaster. Examples of debris include but are not limited to trees, C&D debris, and personal property.

1.7 Debris Management Site (DMS)

1.7.1 A location to temporarily store, reduce, segregate, and/or process debris before it is hauled to a final disposal site. May also be referred to as a temporary debris storage and reduction site (TDSRS) or temporary debris staging and processing facility (TDSPF).

1.8 Debris Manager

1.8.1 The AGENCY will designate a Debris Manager, who will provide oversight for all phases of debris removal operations.

1.9 Debris Removal

1.9.1 Picking up debris and taking it to a DMS, composting facility, recycling facility, permitted landfill, or other reuse or end-use facility.

1.10 Demolition

1.10.1 Demolition is the act or process of reducing a structure, as defined by the Territory of Puerto Rico or local code, to a collapsed state. It contrasts with deconstruction, which is the taking down of a building while carefully preserving valuable elements for reuse.

1.11 Description of Designated Area

1.11.1 The designated area for debris removal is bounded by the AGENCY's jurisdictional limits and includes all State Roads ROWs, easements, parks, and debris staging areas within the areas of the AGENCY

The AGENCY may also authorize the CONTRACTOR to remove debris from NON-AGENCY roadways or other areas as directed in writing by the AGENCY prior written agreement with the entity with jurisdiction including right of entry.

1.11.2 All debris identified by the AGENCY shall be removed. The CONTRACTOR shall make up to two complete passes through the AGENCY'S limits, removing all debris along each ROW. The AGENCY may or may not require the CONTRACTOR to perform a third pass. Partial removal of debris piles is strictly prohibited. The CONTRACTOR shall not move from one designated area to another designated area without prior approval from the AGENCY or its representative. Any eligible debris (such as fallen trees) that extends onto the ROW from private property shall be cut at the point where it enters the ROW, and the part of the debris that lies within the ROW shall be removed. The CONTRACTOR shall not enter onto private property during the performance of this contract unless specifically authorized in writing by the AGENCY.

1.11.3 The CONTRACTOR shall deliver debris to disposal sites that have been permitted to receive disaster debris and will adhere to all State, Local, and Federal regulations.

1.11.4 Debris shall be reasonably compacted into the hauling vehicle. No limbs shall be allowed to protrude more than six (6) inches beyond the sides of the truck bed. Any debris extending above the top of the truck bed shall be secured in place to prevent it from falling off. Measures must be taken to prevent debris from blowing out of the hauling vehicle during transport to the disposal site.

1.11.5 All debris will be mechanically loaded. Hauling vehicles that are hand loaded or that require mechanical assistance for dumping will not be permitted to dump at DMS(s), unless approved in advance by the AGENCY.

1.11.6 Loose leaves and small debris in excess of one-bushel basket shall be removed within the designated area. No debris shall be left on the road surface. No single piece of debris larger than six (6) inches in any dimension shall be left on-site. Hand crews and rakes will be required.

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1.11.7 The CONTRACTOR will provide an on-site Project Manager to the AGENCY.

The Project Manager shall provide the AGENCY with a telephone number at which the Project Manager can be reached throughout the project. The Project Manager will be expected to have daily meetings with the AGENCY representatives. Daily meeting topics will include but will not be limited to volume of debris collected, completion progress, local coordination, and damage repairs. The AGENCY may adjust the frequency of meetings. The CONTRACTOR Project Manager must be available 24 hours-a-day, or as required by the AGENCY.

1.11.8 The AGENCY may provide the CONTRACTOR with potential DMS(s). The CONTRACTOR will be responsible for returning the DMS(s) to its original condition, abiding by all State and Federal environmental regulatory requirements.

- a. DMS locations to be determined within the AGENCY service request form.
- b. Once DMS locations are identified, the CONTRACTOR will be provided with the address, GPS coordinates, and estimated acreage of each DMS.
- c. Based on the severity of the disaster, the AGENCY may task the CONTRACTOR with locating additional sites available to be used as DMS(s).
- d. The AGENCY does not warrant or guarantee the availability or use of any dump sites. The CONTRACTOR must coordinate directly with Agencies of all final disposal sites. All final disposal sites must be approved in writing by the AGENCY. The CONTRACTOR will remain legally responsible for the handling, reduction, and final haul-out and disposal of all reduced and unreduced debris. DMS(s) operations and remediation must comply with all Local, State, and Federal safety and environmental standards. CONTRACTOR reduction, handling, disposal, and remediation operations must be approved in writing by the AGENCY.
- e. Payment for disposal costs (such as tipping fees) incurred by the CONTRACTOR at permitted disposal facilities, or other Agency-approved sites that meet Local, State, and Federal regulations for disposal, will be made at the cost incurred by the CONTRACTOR. The CONTRACTOR must furnish a copy of the invoice received by the disposal facility, all scale or load tickets issued by the disposal facility, and proof of CONTRACTOR payment to the disposal facility.

1.11.9 The CONTRACTOR shall conduct the work so as not to interfere with the disaster response and recovery activities of Federal, State, and Local governments or agencies, or of any public utilities.

1.11.10 The AGENCY reserves the right to inspect the DMS(s), verify quantities, and review operations at any time.

1.11.11 The CONTRACTOR shall be capable of assembling, directing, and managing a workforce that can be fully operational in debris management operations in a maximum of seventy-two (72) hours, or sooner. Operations must begin within twenty-four (24) hours of notification by the AGENCY.

1.11.12 Debris management activities reimbursed through federal disaster programs may occur in areas protected by the Endangered Species Act.

1.11.13 Debris management activities reimbursed through federal disaster programs may occur in areas that are protected by the Historical Commission. The CONTRACTOR and the AGENCY will coordinate with the State Historic Preservation Office (SHPO) when appropriate.

1.12 Disaster Specific Guidance (DSG)

1.12.1 DSG is a policy statement issued in response to a specific post-event situation or need in a state or region. Each DSG is issued a number and is generally referred to by its numerical identification.

1.13 Eligible

1.13.1 Eligible means qualifying for and meeting the most current stipulated requirements (at the time the written Notice to Proceed is issued and executed by the Agency to the CONTRACTOR) of the FEMA Public Assistance Program and Policy Guide (PAPPG) V2 all current FEMA fact sheets, guidance documents, and DSGs. Eligible also includes meeting any changes in definition, rules, or requirements regarding debris removal reimbursement as stipulated by FEMA during the course of a debris removal project.

1.14 Endangered Species Act

1.14.1 Section 7 of the Endangered Species Act, 16 U.S.C. § 1536(a)(2), requires all Federal agencies to consult with the National Marine Fisheries Service (NMFS) for marine and anadromous species, or the United States Fish and Wildlife Service (FWS) for fresh-water and wildlife, if they are proposing an action that may affect listed species or their designated habitat. "Action" is defined broadly to include funding, permitting, and other regulatory actions.

1.14.2 Each Federal agency is to ensure that any action they authorize, fund, or carry out is not likely to jeopardize the continued existence of a listed species or result in the destruction or adverse modification of a designated critical habitat. This is done through consultation. If such species may be present, the Local government must conduct a biological assessment (BA) to analyze the potential effects of the project on listed species and critical habitat in order to establish and justify an effect determination (assistance and coordination may be available from the State of Texas, especially with transportation projects). The Federal agency reviews the BA and, if it concludes that the project may adversely affect a listed species or its habitat, it prepares a biological opinion. The biological opinion may recommend reasonable and prudent alternatives to the proposed action to avoid jeopardizing or adversely modifying the habitat.

1.15 FEMA Public Assistance Program and Policy Guide (PAPPG) V2

1.15.1 This publication is specifically dedicated to the rules, regulations, and policies associated with the Public Assistance process including Debris Removal. Familiarity with this publication and any revisions can help a Local government limit the amount of non-reimbursable expenses. It provides the framework for the debris removal process authorized by the Stafford Act, including the following:

- a. Eliminating immediate threats to lives, public health, and safety.
- b. Eliminating immediate threats of significant damage to improved public or private property.

c. Ensuring the economic recovery of the affected community to the benefit of the community at large.

1.16 Grinding

1.16.1 Reduction of disaster-related vegetative debris through mechanical means into small pieces to be used as mulch or fuel. Grinding may also be referred to as chipping or mulching.

1.17 Hazardous Hanging Limbs

1.17.1 A limb that poses significant threat to the public. The eligibility requirements for hangers according to FEMA Public Assistance Program and Policy Guide (PAPPG) V2

- a. The limb must be greater than two (2) inches in diameter.
- b. The limb must be suspended in a tree and threatening a public use area.
- c. The limb must be located on improved public property.

1.18 Hazardous Leaning Tree

1.18.1 A tree is considered hazardous and defined as an eligible leaner when the trees present state is caused by a disaster, the tree poses a significant threat to the public, and the tree is six (6) inches in diameter or greater as measured two (2) feet from the ground. The current eligibility requirements for leaning trees according to FEMA Public Assistance Program and Policy Guide (PAPPG)V2 include:

- a. The tree has more than fifty (50) percent of the crown damaged or destroyed (requires written documentation from a certified arborist).
- b. The tree has a split trunk or broken branches that expose the heartwood.
- c. The tree has fallen or been uprooted within a public use area
- d. The tree is leaning at an angle greater than thirty (30) degrees.

1.19 Hazardous Stump

1.19.1 A stump is defined as hazardous and eligible for reimbursement if all the following criteria are met. The current eligibility requirements for hazardous hangers according to FEMA Public Assistance Program and Policy Guide (PAPPG)V2 are:

- a. The stump has fifty (50) percent or more of the root ball exposed.
- b. The stump is greater than twenty-four (24) inches in diameter when measured twenty-four (24) inches from the ground.
- c. The stump is located on a public ROW
- d. The stump is poses an immediate threat to public health and safety.

1.20 Historic Preservation

1.20.1 In certain instances, debris operations may occur in designated areas (for example, DMS locations or private property) that are subject to historical preservation rules and regulations.

1.21 Household Hazardous Waste (HHW)

1.21.1 The Resource Conservation and Recovery Act (RCRA) defines hazardous waste as materials that are ignitable, reactive, toxic, corrosive, or meet other listed criteria. Examples of eligible HHW include items such as paints, cleaners, pesticides, etc. The eligibility criteria for HHW are as follows:

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- a. HHW must be located within a designated area and be removed from an eligible applicant's improved property or ROW.
- b. HHW removal must be the legal responsibility of the applicant.
- c. HHW must be a result of a major disaster.

1.21.2 The collection of commercial disaster-related hazardous waste is generally not eligible for reimbursement. Commercial hazardous waste will only be collected by the CONTRACTOR with written authorization by the AGENCY. Hazardous waste must be disposed of in accordance with all rules and regulations of Local, State, and Federal regulatory agencies.

1.22 Monitors

1.22.1 Site Monitor - Person that observes day-to-day operations of debris removal crews to ensure they are performing eligible work, meeting the AGENCY'S expectations and contractual requirements, and complying with all applicable Federal, State, and Local regulations. May also be referred to as a field inspector.

1.22.2 Tower Monitor - Person that observes from a Tower at a designated Staging or Disposition Site to determined loads and meeting the AGENCY'S expectations and contractual requirements, and complying with all applicable Federal, State, and Local regulations. May also be referred to as a tower inspector

1.23 Personal Protective Equipment (PPE)

1.23.1 Equipment worn to minimize exposure to a variety of hazards

1.24 Recycling

1.24.1 The recovery or use of wastes as a raw material for making products of the same or different nature as the original product.

1.25 Refrigerant

1.25.1 Ozone-depleting compound that must be removed from white goods or other refrigerant containing items prior to recycling or disposal.

1.26 Right-of-Entry (ROE)

1.26.1 As used by FEMA, the document by which a property Agency confers to the or its CONTRACTOR or the United States Army Corps of Engineers the right to enter onto private property for a specific purpose without committing trespass.

1.27 Right-of-Way (ROW)

1.27.1 The portions of land over which facilities such as highways, railroads, or power lines are built. It includes land on both sides of the facility up to the private property line as further defined by the Agency.

1.28 Scale/Weigh Station

1.28.1 A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee is charged accordingly. It also may be used to determine the quantity of debris picked up and hauled.

1.29 Tipping Fee

1.29.1 A fee charged by landfills or other waste management facilities based on the weight or volume of debris dumped. May also be referred to as a disposal fee.

1.30 Used Electronics

1.30.1 End-of-life electronics (typically televisions, computers, and related components) that have been damaged by the disaster. May also be referred to as e-waste.

1.31 Vegetative Debris

1.31.1 Damaged and disturbed trees, tree limbs, bushes, shrubs, brush, untreated lumber, and wood products.

1.31.2 Remains of standing trees that are clearly damaged beyond salvage.

1.32 White Goods

1.32.1 FEMA Public Assistance Program and Policy Guide (PAPPG) V2, eligible white goods are defined as discarded disaster-related appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. White goods can contain ozone-depleting refrigerants, mercury, or compressor oils that the federal Clean Air Act prohibits from being released into the atmosphere. Clean Air Act specifies that only qualified technicians can extract refrigerants from white goods before they can be recycled. The eligibility criteria for white goods are as follows:

- a. White goods must be located within a designated area and be removed from an eligible applicant's improved property or ROW.
- b. White goods removal must be the legal responsibility of the applicant.
- c. White goods must be a result of a major disaster.

2. Scope of Work and Rate Schedule Items

Hurricane María produced large volumes of debris. Debris and damaged trees created hazardous conditions including blocked roadways/drives and obstacles to emergency vehicles. One of the first essential steps in securing the community is the removal of hazardous debris to allow for security, emergency, and other service traffic. The Agency want to procure debris management and monitoring services as a result of the disaster.

The CONTRACTOR shall have the capacity to manage a major workforce with multiple SUBCONTRACTORS and to cover the expenses of a major recovery prior to being paid by the AGENCY. The Contract will specify that Invoices will be paid on or before 90 days from receipt.

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It shall be the CONTRACTOR'S responsibility to monitor and manage all Agency's Debris Contractors load, transport, reduce, and properly dispose of all disaster-generated debris once the AGENCY issues a Notice to Proceed to the CONTRACTOR, unless otherwise directed in writing by the AGENCY.

2.1 Staff Mobilization

The debris monitoring firm will be expected to mobilize within 24 hours of a written notice to proceed with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.)

Logistical arrangements for out of town staff, such as lodging arrangements for key staff, are the responsibility of the CONTRACTOR.

2.2 Field Documentation of Work

Monitor shall carefully document debris removal activities as well as hazardous trees and trees that contain hazardous hanging limbs that need to be removed. Monitor will work closely with the AGENCY and with FEMA to determine the most effective methods of documentation to ensure that debris removal is eligible for federal funding. Monitor shall communicate with FEMA to ensure documentation supports project reimbursement. Monitor will work with FEMA in an effort to pre-validate as much eligible debris, tree and limb removal as practical.

2.3 Collection Monitoring of State Roads Rights-of-Way and Public Property Debris

Monitor will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster and is eligible for federal reimbursement. The street address and/or GPS coordinates will be recorded on each load ticket. The Monitor will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the Debris Management Site (DMS) or disposal site with the truck driver for load rating. Load ticketing and documentation will also be performed for hazardous tree and limb removal. This project may include monitoring the removal of abandoned cars, boats, marine debris, white goods, beach cleaning, and structure demolition. Monitor will provide similar services if debris removal from private property/right-of-entry (ROE) is approved for this project. Field monitoring of debris haulers shall be performed in accordance with current FEMA, and state requirements and in coordination with the Agency.

2.4 Monitor Training

Monitor will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. The Monitor will be required to perform adequate training for locally hired staff at no expense to the Agency. All Monitor employees must be able to effectively communicate to a level appropriate to their responsibilities.

2.5 Spot Checks and Auditing of Monitors

Monitor will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

2.6 Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Agency's information, and FEMA documentation. Monitor will assist the Agency in public communication and will document and relay any citizen complaints for action by the contractor or the Agency.

2.7 Truck Certification

Monitor will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/disposal site for quality control. Certifications should also include a methodology to discourage collection contractors from modifying their vehicle after certification, such as identifying unique attributes to the vehicle like sideboards.

Photographs of the vehicle and its driver shall be documented. Periodic spot checks and recertification of trucks that were potentially altered after initial certification shall be performed.

2.8 Quality Control/Quality Assurance

A QA/ QC program should be implemented by the Monitor to minimize errors in debris monitor tickets and all documentation functions. Eligibility of work, reliability of documentation and data accuracy are critical in achieving full reimbursement for eligible project expenses.

2.9 DMS/Disposal Sites

Monitor will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example).

Similar systems will be used to verify, track, and document hauling of reduced debris from DMS sites through final disposal, if applicable.

2.10 Data Management

Monitor will establish an advanced project data management system and enter load ticket information on a daily basis. This information can be provided to the Agency, FEMA, and the Contractor GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. Additionally, the staff will work with the Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the Agency. Furthermore, Monitor will organize field information for FEMA documentation including photographs and/or GPS coordinates. Monitor will help track invoices for FEMA reimbursement and provide additional supporting information as requested.

2.11 Public Information Support

Monitor may be asked to assist the Agency in public outreach following a disaster event as it relates to debris recovery efforts. This may include establishing and staffing (including supplying equipment, phone lines, etc.) a "debris hotline" to respond to public complaints and concerns, or establishing a website.

This also may include assistance with press releases, public notices, and other public information functions. All functions will be performed in a manner to maximize federal and state reimbursement.

2.12 Funding Support

The Monitor shall assist the Agency in securing maximum reimbursement for eligible work from state and federal agencies. Specific funding support services may include working with the Agency to develop a cash flow strategy that focuses on early reimbursement. This includes assistance in preparing a debris quantity estimate that is supported by FEMA staff, early preparation of a project worksheet to cover the estimated cost of the entire debris removal effort at the outset of the project, and assisting the Agency and FEMA personnel with Project Worksheets, Versions, etc. Monitor shall be prepared to assist Agency with appeals based on their in-depth knowledge of FEMA and FHWA reimbursement policies. Monitor shall be prepared to assist the Agency, if requested, in tracking progress of Project Worksheets and providing quick response to any problem issue that may arise that could slow funding. Monitor shall be prepared to assist Agency in finding additional funding reimbursement sources related to disaster mitigation.

2.13 Recovery Services

The Agency is interested in selecting one or more monitoring firms with field implementation and FEMA reimbursement experience in community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and private property vegetative/C & D hazard removal monitoring
- ROW and private property demolition coordination and monitoring
- Monitoring of marine debris removal and beach sand cleaning
- Other Related Services

Services not specifically identified in this request, but are needed to provide a complete debris removal and documentation project.

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Safety of monitoring staff is of paramount importance. Monitor will hold regular meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Coordination Meetings with Contractor(s)

Monitor will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Contractor Damages

The Monitor may be asked to develop a database application to track and help the Agency manage contractor damages.

Status Reports

Monitor will provide detailed daily or weekly status reports to the Agency as requested for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.

Digital Systems

Although a digital monitoring system or application is not a requirement of this RFP, it is encouraged that Proposers make use of available technologies to guarantee reliability and availability of data necessary to comply with FEMA Public Assistance requirements.

3. Minimum Contract Requirements

The Proposer acknowledges that the contract to be awarded will include as a minimum the language included in the sample draft attached hereto to as Exhibit B.

4. INSURANCE

The Contractor will be required to comply with all local and federal insurance requirements for the work to be performed including but not limited to:

Puerto Rico State Insurance Fund

Commercial General Liability with limits no less than \$1,000,000.00

Driver's Insurance including coalition

5. PERFORMANCE BOND

The Successful proposers will be required to provide at the execution of the contract a Performance Bond in an amount equal to 50% of the awarded contract.

6. ZONES TO BE AWARDED

The Department of Transportation and Public Works for purposes of this contract has divided the Island in 5 zones, each of those zones is detailed below. The Department reserves the right to award the zones to one or more Proposers:

Zone 1 NORTH

Hatillo, Arecibo, Barceloneta, Manatí, Vega Baja, Vega Alta, Dorado, Toa Baja, Bayamón, Cataño, San Juan, Carolina, Canóvanas, Loíza, Toa Alta, Guaynabao, Trujillo Alto and Florida.

Zone 2 SOUTH

Yauco, Ponce, Guayanilla, Peñuelas, Santa Isabel, Coamo, Salinas, Juana Díaz, Guayama, Arroyo, Patillas, Maunabo, Villalba, Cayey and Cidra.

Zone 3 CENTER

Adjuntas, Orocovis, Morovis, Corozal, Barranquitas, Aibonito, Naranjito, Ciales, Las Marías, Maricao, Lares, Comerío and Aguas Buenas.

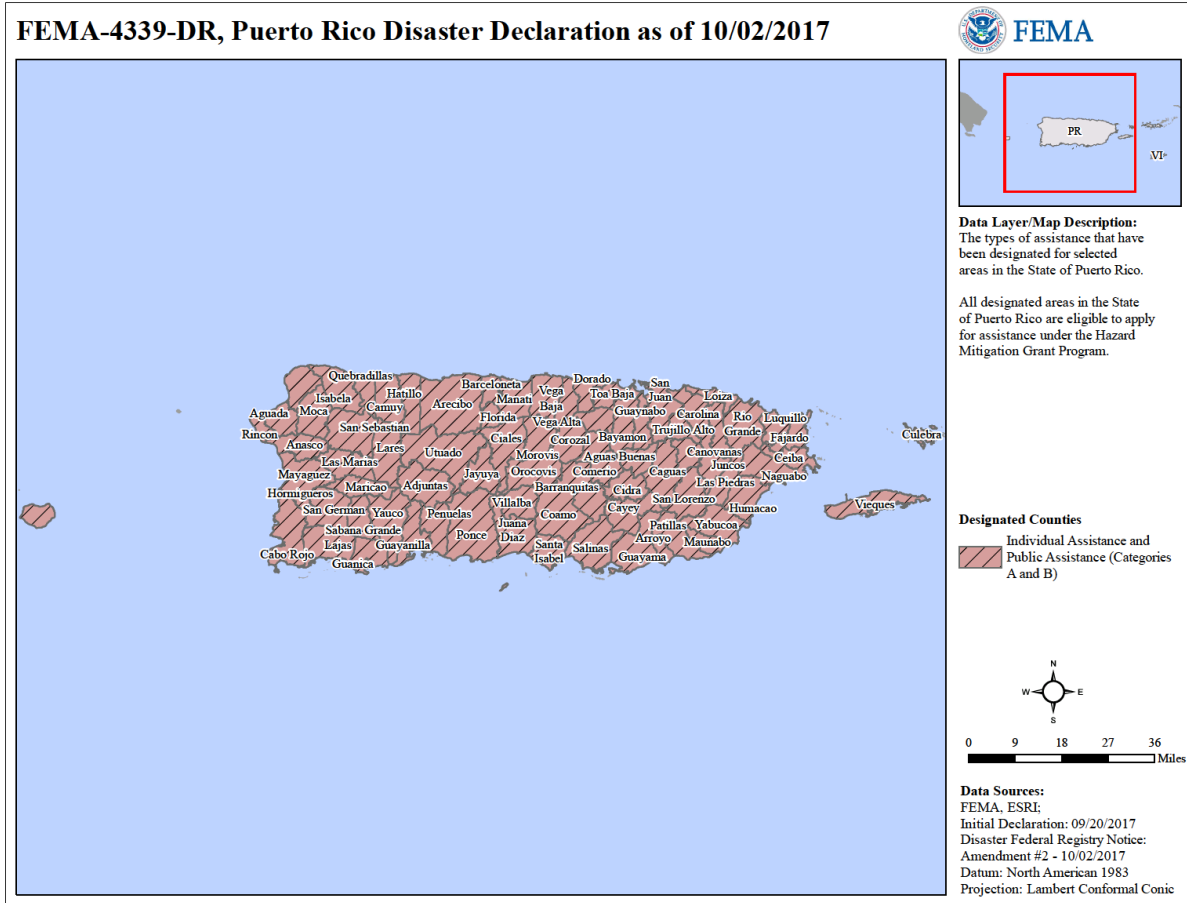
Zone 4 OESTE

Camuy, Quebradilla, Isabela, Aguadillas, Aguada, Añasco, Moca, Mayagüez, Hormigueros, Cabo Rojo, Lajas, Sabana Grande, San Germán, Guánica and San Sebastián.

Zone 5 EAST



Río Grande, Luquillo, Fajardo, Ceiba, Naguabo, Humacao, Yabucoa, Vieques, Culebra, Las Piedras, Caguas, Gurabo, San Lorenzo and Juncos.

EMERGENCY REQUEST FOR PROPOSAL
 GOVERNMENT OF PUERTO RICO
 DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS
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Sample Debris Load Ticket

Load Ticket		Ticket No.	
Department of Transportation and Public Works		Prime Contractor	
Zone/Municipality		Sub-Contractor	
Truck Information			
Tuck No		Capacity	
Truck Driver (print legibly)			
Loading Information			
Loading	Time	Date	Inspector/Monitor
Location (Address or Cross Streets)			
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
N		W	
Unloading Information			
Debris Classification		Estimated %CYs, or Actual	
Vegetation C&D White Goods HHW Other* See Below			
Unloading	Time	Date	Inspector/Monitor
DMS Name and Location			
*Other Debris Explanation		Original: PR DTPW Copy 1: Copy 2: Copy 3:	
			
GOVERNMENT OF PUERTO RICO Puerto Rico Highway and Transportation Authority			