

**KANAWHA COUNTY COMMISSION
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301
(304) 357-0115**

**Addendum #1
Request for Proposals**

RE: Subject Matter Expert (SME) for Disaster Debris Removal

DUE DATE: Proposals must be received on or before Friday, July 29, 2016, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO BIDDERS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR PROPOSAL**

- 1. Proposals must be received in a sealed envelope with the due date and time on the outside of the envelope. Faxed or electronically submitted proposals will not be accepted.**
- 2. Proposals must be F.O.B. Delivery Point, unless otherwise indicated in the specifications.**
- 3. All proposals should be signed and in ink, showing all facts and the total amount.**
- 4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the County.**

Vendor Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Signature: _____ Date: _____

KANAWHA COUNTY COMMISSION

407 Virginia Street, East,
Charleston, WV 25301
304-357-0115

Addendum #1

Re: Subject Matter Expert (SME) for Disaster Debris Removal

Date: July 20, 2016

Proposal: Proposals must be received on or before Friday, July 29, 2016, at
Due Date: 11:00 a.m. in the Kanawha County Commission Purchasing Department located in the Kanawha County Courthouse, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301. (P.O. Box 3627 Charleston, WV 25336).

Addendum #1 is being issued to address the following:

Debris Management Expert

"...As a direct result of the June 22nd, 2016 the Kanawha County Commission is in need of technical expertise from a Subject Matter Expert (SME) in regards to disaster-related debris removal. SME must be proficient in the following activities;

1. Advise the County on Rules and regulations pertinent to disaster-related debris removal processes;
2. Provide guidance on proper courses of action for disaster-related debris removal operations to include;
 - a. Curbside pick-up,
 - b. Debris Management Site (DMS) functions & responsibilities and
 - c. Final disposal to an approved landfill.
3. Ensure the County's awareness on rules, regulations and options related to potential applications for reimbursement from state and federal entities providing disaster assistance."
4. **Provide support and assistance, in an advisory role, to the County's ongoing disaster debris removal operation.**

PROCUREMENT BY COMPETITIVE PROPOSALS – Debris Management Expert

A. Requested Proposal Format & Criteria to be addressed:

1. **Introduction and Executive Summary:** The purpose of this section is to provide the County with a concise overview of the vendor, as well as the

vendor's background as it relates to this proposal. The vendor should include any information it believes necessary to provide the county with an overview of the individual/ firm and the ability to provide advice and support to the County during its continued disaster debris removal operation.

2. Qualifications:

- a. Resume, Curricula Vitae, Organization Chart (if applicable), Staff listing (if applicable), or other documentation that provides a concise summary of Vendor's background, experience, education and training.
- b. List of previous debris management projects during federal declared disasters, including: type of disasters; type of jurisdictions (city, county, state); description of debris process utilized; description of Public Assistance and FEMA or other reimbursement obtained; environmental regulations and compliance; and any other necessary documentation needed to describe or highlight past disaster related debris operations.
- c. List any additional relevant experience and expertise in debris removal, solid waste and hazardous waste management and disposal. List past experience demonstrating knowledge and experience with Federal, State and Local emergency agencies, state and federal debris programs, funding sources and reimbursement processes.
 - i. Strong preference will be given to West Virginia vendors with experience working with the State of West Virginia, West Virginia State's emergency management agencies, and West Virginia State Reimbursement Programs.
- d. Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting; and FEMA appeals assistance.

- e. List any current or past disaster related debris contracts or customers in West Virginia.
- f. List experience, if any, developing and implanting debris programs in Appalachian areas, or similar areas with mountainous terrain and flood prone areas.

3. Technical Process:

- a. Provide a description of the Vendor's approach to the project, to include startup procedures/requirements, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the County.
- b. Provide a Proposed Timeline or estimation of work to be performed.

4. Hourly Rates and Fees: Proposal shall submit an hourly billing rate schedule for all required staff that will be assigned to work on this contract. Rates are all inclusive; no additional cost for per-diem, lodging, communications, mobilization and de-mobilization, and travel will be considered.

5. Non-Discrimination Statement/Compliance with Laws: State that vendor will comply with all applicable Federal and State laws and regulations.

B. Scope of Services & Contractual Considerations:

1. Scope of Services:

- a. The County is seeking the services of qualified consultants or individuals with extensive knowledge and background in providing disaster debris management and monitoring services, for the purposes of providing advice and consultation regarding the County's ongoing debris management operation.
- b. Services will be advisory and limited in nature. The County will: maintain responsibility and supervisory capacity for all County employees and staff; manage employee schedules; procure needed vendors and contractors; monitor and supervise contractors, correspond directly with Federal, State, and Local Agencies; provide communication and press bulletins to

the public, and perform all other required duties and functions of the local county as necessitated to continue the ongoing debris operation.

- c. Consultant will be expected to advise and provide support regarding FEMA public assistance program, project worksheets, and the public assistance process and requirements in general, as related to disaster debris management.
- d. Consultant may be asked to provide training employees, or contractors, under the supervision of the County, as needed regarding Federal and State regulations, requirements and procedures.
- e. Consultant will work directly with the County Manager, the Director of Emergency Services, or their designee.
- f. It is intended the position will be for a temporary period of time, not to exceed one to two months.
- g. Consultant may be requested, by the County Manager, to perform additional related services as needed.

2. Award and Right to Reject:

- a. The County is not obligated to enter into a contract on the basis of any proposal submitted in response to this request; further, the County is evaluating RPF submissions on a multi factor basis and is under no obligation to award this project to vendor solely based on the lowest fee estimate. The County reserves the right to award a contract deemed most advantageous for the County.
- b. The County reserves the right to reject any proposal, to waive minor irregularities in the evaluation process, and to request additional information from any vendor.

- 3. Reimbursement:** County will not reimburse vendor for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem cost that are incurred.

4. **Final Contract:** It is anticipated the vendor will be required to agree upon a contract detailing the scope of work to be performed and further outlining any needed terms and conditions.
5. **Term:** The term for any contract awarded under this proposal must be agreed upon by the County and vendor prior to entering into a contract for services. Any contract awarded under this proposal shall include a "not to exceed" clause.