



CITY of POOLER
— GEORGIA —

REQUEST FOR PROPOSAL (RFP)

Disaster-Related Debris Removal Monitoring Services

I. INTRODUCTION

The City of Pooler (hereinafter referred to as "CITY"), a municipality within the State of Georgia, is requesting proposals from qualified firms to provide Disaster-Related Debris Removal Monitoring Services. It is the purpose of this solicitation to procure a pre-event contract with the most qualified firm to perform monitoring and oversight services of the CITY's debris recovery/collection contractor, in the event of a major disaster, debris-generating event. This Request for Proposal (RFP) outlines the requirements and instructions for submitting a proposal for the project, the evaluation process, and the terms and conditions of the potential contract.

II. PURPOSE

The purpose of this RFP is to solicit competitive proposals from qualified contractors and vendors for the provision of disaster-related debris removal monitoring services in the event of future disasters. The municipality is committed to ensuring the project is executed in full compliance with all relevant laws, within the allocated budget, and according to the specified timeline.

III. SCOPE OF WORK

The selected firm will be responsible for providing comprehensive disaster-related debris monitoring services in the event of a major disaster or debris-generating event. This includes overseeing debris removal from public rights-of-way and other designated public or eligible areas. The firm must demonstrate its ability to perform a wide range of services, including, but not limited to, documentation preparation, effective management of debris operations, and ensuring event closure in accordance with all relevant regulations. The following outlines the specific duties and responsibilities expected from the firm in greater detail.

A. Pre-Event Planning and Coordination

Pre-Event Consultation and Planning: The selected firm should assist in pre-event planning, which may include coordination with the City's disaster response teams and other local agencies. This ensures that there is a clear plan in place for monitoring during an actual event.

Familiarization with City Layout and Disaster Response Plan: Ensure the selected firm has a full understanding of the city's layout, critical infrastructure, and specific local disaster response protocols.

B. Debris Removal Categories

Categorization of Debris: Include a description of how debris will be categorized (e.g., vegetative, construction and demolition, hazardous materials, etc.) and the firm's responsibility in ensuring that debris is appropriately classified and tracked.

C. Documentation and Reporting

Detailed Reporting: The firm must maintain and submit detailed daily reports documenting debris removal activities, including the quantity, type, and location of debris collected.

Real-Time Monitoring Technology: The firm must be equipped to provide real-time monitoring and updates via an online platform or software that tracks debris removal, providing transparency to City officials and stakeholders.

Compliance with FEMA Requirements: The selected firm must ensure that all documentation adheres to FEMA guidelines, including the appropriate paperwork to support reimbursement eligibility for the City.

D. Resource Management

On-Site Staffing: The firm must provide sufficient, qualified personnel to monitor debris removal operations. This includes field monitors, team leads, and technical experts as needed.

Field Technicians & Equipment: Specify if the firm must provide field equipment (e.g., GPS devices, cameras) to support monitoring, or if the City will provide such tools.

E. Debris Removal Event Closure

Event Closure Documentation: The firm will be required to document the completion of the debris removal process, ensuring all areas are cleared and any remaining debris is properly categorized.

Final Reporting: After the event, the firm must provide a final report summarizing the entire debris removal process, including the volume of debris removed, costs, timelines, and any challenges encountered.

F. Training and Certifications

Staff Certifications: Specify that the firm's personnel must be appropriately certified (e.g., in debris management, disaster recovery protocols, etc.) and have previous experience working in similar roles for municipalities or disaster recovery efforts.

Training for City Staff: The firm may also be required to provide training to City employees, local contractors, or other personnel involved in debris removal to ensure proper documentation and compliance with regulatory standards.

G. Communication Protocols

24/7 Availability: The firm should be able to maintain 24/7 communication availability during the event to ensure rapid response times and coordination with City officials.

Emergency Communication Procedures: Define the procedures for communicating urgent issues, including contacting the City's designated disaster recovery team, local agencies, or contractors in case of emergencies.

H. Performance Metrics and Evaluation

Key Performance Indicators (KPIs): Define specific performance metrics that the firm must meet, including timelines for debris removal, accuracy of reporting, and adherence to safety standards.

Post-Event Evaluation: Include a process for evaluating the firm's performance after the event to ensure lessons learned are captured for future events. This may include a debriefing meeting with City officials and other stakeholders.

I. Safety and Compliance

Safety Standards: Ensure that the firm follows all federal, state, and local safety regulations during the debris removal operation. This includes training on personal protective equipment (PPE), safe work practices, and emergency response protocols.

Environmental Considerations: Specify that the firm must ensure debris is disposed of in compliance with environmental standards, avoiding contamination of water bodies or air quality.

J. Coordination with FEMA or Other Funding Agencies: The firm may be required to facilitate communication and coordination with FEMA or other disaster recovery funding agencies for reimbursement processes.

K. Monitoring of Subcontractors: If the City's debris removal contractor subcontracts part of the work, the monitoring firm must oversee the subcontractors to ensure compliance with the overall operation.

IV. ELIGIBILITY CRITERIA

- A. Must be a legally registered entity in the State of Georgia with a valid business license.
- B. Demonstrated experience in debris removal monitoring with FEMA guidelines.
- C. Ability to provide proof of required insurance and bonding (as applicable).
- D. Must comply with Georgia's Open Records Act (O.C.G.A. § 50-18-70 et seq.), which governs the transparency of public contracts and submissions.
- E. Proof of previous experience on projects of a similar size and scope, ideally within Georgia or local government entities. The primary purpose of this service is to ensure that the entire monitoring process is done properly and expeditiously and is eligible for reimbursement under the Federal Emergency Management Agency (FEMA) public assistance program, Federal Highway

Administration (FHW A), and Georgia Emergency Management Agency (GEMA) guidelines.

V. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted by July 1, 2025, at 2:00 p.m. Late submissions will not be considered. Proposals should be submitted in one of the following formats:

Mail submission to:

City of Pooler
Attn: City Clerk
100 US Highway 80 SW
Pooler, GA 31322

Deliver in person to:

City of Pooler
Attn: City Clerk
100 US Highway 80 SW
Pooler, GA 31322

Proposals should include the following documents:

- A. Cover Letter: A letter introducing the company, key personnel, and expressing interest in the project.
- B. Company Profile: An overview of the company, including size, background, and qualifications.
- C. Detailed Proposal: Including methodology, timeline, costs, and relevant past project examples.
- D. References: At least three (3) client references with relevant project experience.
- E. Proof of Insurance and Bonding (if applicable): Include certificates of insurance and bonds required by the State of Georgia and the CITY. Georgian Business License: Proof of business registration within Georgia.

VI. PUBLIC BID OPENING

Bids will be publicly opened on Tuesday, July 1, 2025, at 2:00 p.m. at the following location:

Pooler City Hall
Second Floor Training Room
100 US Highway 80 SW
Pooler, GA 31322

The public opening will allow for transparency and will provide all interested parties an opportunity to witness the bid opening process. All submitted proposals will be read aloud and recorded for the public record. Interested parties are welcome to attend the bid opening.

VII. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Experience and Qualifications (50%): Relevant experience in similar projects, expertise of proposed team members, and successful past projects.

Technical Approach (5%): The proposed solution, methodology, and approach to meeting the CITY's needs.

Cost (10%): The total cost, including breakdowns, justifications, and any value-added services.

Timeline (15%): The ability to complete the project(s) within the required timeframe.

References and Past Performance (20%): Client feedback and past performance on projects of similar scope.

The CITY reserves the right to request clarifications, additional information, and to conduct interviews or presentations if necessary.

VIII. CONTRACT TERMS AND CONDITIONS

The successful proposer will be required to enter into a formal agreement with the CITY. Key terms of the contract may include but are not limited to:

A. Contract Duration: Four (4) years

Automatic Renewal: Two (2) one-year automatic renewal periods, unless terminated by either party with written notice

B. Payment Terms: Invoices are paid on a net 30 basis.

C. Termination Clause - Termination of Contract for Cause: CITY may terminate for cause of CONTRACTOR'S persistent failure to perform the work in accordance with the Contract Documents. If the CITY terminates the CONTRACT for cause, CONTRACTOR shall not be entitled to any further payment until the work is completed. In the event the employment of the CONTRACTOR is terminated by CITY for cause, and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed to have been a termination for convenience.

D. Termination Clause - Termination of Contract for Convenience: CITY may terminate for convenience, without cause, upon seven (7) days written notice to CONTRACTOR. In such case, CONTRACTOR shall be paid for completed and acceptable work executed in accordance with the Contract Documents prior to the effective date of termination in performing services. CONTRACTOR shall not be paid on account of loss of anticipated profits or revenue or other.

E. Compliance with Laws: The contractor must comply with all relevant municipal, state, and federal laws, including the Georgia Procurement Manual.

F. Insurance and Bonding: The contractor must provide adequate insurance and bonding as required by the State of Georgia and the CITY.

G. Open Records Act: The CITY is bound by Georgia's Open Records Act, and all submissions are subject to public inspection unless otherwise protected under the law.

H. Indemnification: The contractor must indemnify and hold harmless the CITY from claims, damages, and liabilities arising from the performance of the contract.

IX. PROPOSAL TIMELINE

RFP Release Date: May 30, 2025

Deadline for Submission of Questions: June 13, 2025, at 3:00 p.m.

Proposal Submission Deadline: July 1, 2025, at 2:00 p.m.

Proposal Evaluation Period: July 1-2, 2025

Award Announcement: July 7, 2025

X. QUESTIONS AND CLARIFICATIONS

All inquiries regarding this RFP should be submitted in writing to the RFP contact person by the specified deadline. The CITY will provide written responses to all questions and distribute them to all interested vendors.

Deadline for Questions: June 13, 2025, at 3:00 p.m.

RFP Contact Name: Rachael Brown

Email Address: rbrown@Pooler-ga.gov

Phone Number: 912-748-7261

XI. CONTACT INFORMATION

For additional information or clarification regarding this RFP, please contact:

RFP Coordinator: Rachael Brown

Title: Zoning Administrator

Email: rbrown@pooler-ga.gov

Phone: (912) 748-7261

Mailing Address: City of Pooler, 100 US Highway 80 SW, Pooler, GA 31322

XII. ATTORNEY'S CLAUSE

Any awarded bid is subject to the execution of a contract between the bidder and the City of Pooler upon terms acceptable to the City, as approved by the City Manager and City Attorney.

XIII. APPENDICES

Appendix A: Pricing Schedule

Appendix B: Indemnity Provision

Appendix C: Georgia Security and Immigration Compliance
Act of 2006 Compliance Form

Appendix D: Contractor Affidavit Under O.C.G.A § 13- 10- 91(B)(1)

Appendix E: Non-Collusion Affidavit

**APPENDIX A:
Pricing Schedule**

Automated Debris Management System	Position Hourly Rate \$ _____
Billing/Invoicing	Position Hourly Rate \$ _____
Data Manager	Position Hourly Rate \$ _____
Field Monitor	Position Hourly Rate \$ _____
Field Supervisor	Position Hourly Rate \$ _____
Fixed Site Monitor	Position Hourly Rate \$ _____
GIS Specialist	Position Hourly Rate \$ _____
Project Manager	Position Hourly Rate \$ _____
Administrative Assistant	Position Hourly Rate \$ _____

**APPENDIX B:
Indemnity Provision**

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of CITY of others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the CONTRACTOR, his SUBCONTRACTORS, agents, and employees, including losses, expenses, damages sustained by CITY, and agrees to indemnify and hold harmless the CITY, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, CONTRACTOR agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated _____
between the City of Pooler and _____
for debris monitoring services.

SIGNATURE

PRINT NAME

PRINT COMPANY

APPENDIX C:
Georgia Security and Immigration Compliance Act of 2006 Compliance Form

The City of Pooler complies with the requirements of O.C.G.A. 13-10-19 and requires that all CONTRACTORS and SUBCONTRACTORS comply with Rule 300-10-1-.02 as a condition of awarding contracts.

The CONTRACTOR certifies that the following employee-number category is applicable to the CONTRACTOR: (initial one only)

_____ Ten (10) or more employees

_____ Fewer than (10) employees

The CONTRACTOR agrees that in the event the CONTRACTOR employs or contracts with any SUBCONTRACTOR in connection with the covered contract, the CONTRACTOR will secure from the SUBCONTRACTOR such SUBCONTRACTOR indication of the employee-number category applicable to the SUB CONTRACTOR.

In the event the A CONTRACTOR employs or contracts with any SUB CONTRACTOR in connection with the covered contract, the CONTRACTOR will secure from such SUB CONTRACTOR attestation of the SUBCONTRACTOR's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the SUB CONTRACTOR'S execution of the SUB CONTRACTOR affidavit shown in Rule 300-10-1-.08 or a substantially similar SUBCONTRACTOR affidavit and will maintain records of such attestation for inspection by the public employer at any time. Such SUBCONTRACTOR affidavit shall become part of the CONTRACTOR /SUB CONTRACTOR agreement.

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION

APPENDIX D:
Contractor Affidavit Under O.C.G.A § 13- 10- 91(B) (1)

By executing this affidavit, the undersigned CONTRACTOR verifies its compliance with O.C.G.A. § 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of _____ has registered with, is authorized to use and uses the federal work authorization program commonly known as EVerify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned CONTRACTOR will continue to use the federal work authorization program throughout the contract period and the undersigned CONTRACTOR will contract for the physical performance of services in satisfaction of such contract only with SUBCONTRACTOR who present an affidavit to the CONTRACTOR with the information required by O.C.G.A. § 13-10-91(b). CONTRACTOR hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number _____

Date of Authorization _____

Name of Contractor _____

Name of Public Employer _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION

**APPENDIX E:
Non-Collusion Affidavit**

State of Georgia; County of Chatham;

_____, being first duly sworn, deposes and says that

1. He/she is (owner, partner, officer, representative, or agent) of the CONTRACTOR that has submitted the attached Bid;
2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other CONTRACTOR, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other CONTRACTOR, firm or person to fix the price or prices in the attached Bid or of any other CONTRACTOR, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the CONTRACTOR or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION