

REQUEST FOR PROPOSALS (RFP)
PRE-DISASTER CONTRACT FOR DEBRIS MONITORING
BEAUFORT COUNTY, NORTH CAROLINA



RFP Issue Date: Thursday, May 8th, 2025
Last Day for Questions: Monday, June 9th, 2025
Proposals Due: Friday, June 14th, 2025 at 2:00pm

Questions Regarding Proposal Package

Hollie Jones

Purchasing Officer

Ph: 252-946-7721 ext. 1080

Email: hollie.jones@beaufortcountync.gov

Technical Questions Regarding RFP

David (DC) Linton

Operations Chief of Fire & EM

Ph: 252-940-6511

Email: david.linton@beaufortcountync.gov

PURPOSE

Beaufort County, North Carolina (hereafter referred to as “the County”) is seeking proposals from qualified contractors to establish a pre-disaster contract for debris monitoring services. The purpose of this contract is to secure professional monitoring services to oversee debris removal operations following natural or man-made disasters, ensuring compliance with Federal Emergency Management Agency (FEMA) regulations, North Carolina state laws, and County policies.

The purpose of this contract is to secure a pre-event agreement to expedite debris processing following a disaster. The selected contractor(s) will be responsible for monitoring debris removal efforts, documenting debris quantities, verifying contractor performance, and ensuring all work is conducted in accordance with FEMA Public Assistance Program requirements to maximize potential reimbursement.

SCOPE OF SERVICES

The selected contractor(s) shall provide comprehensive debris monitoring services, including but not limited to:

1. Debris Removal Oversight

- Monitor debris clearance, removal, and disposal operations conducted by debris removal contractors.
- Ensure proper debris segregation (vegetative, construction and demolition, hazardous materials, white goods, etc.).
- Verify that only eligible debris is collected from designated public rights-of-way and County properties.

2. Load Site Monitoring

- Assign personnel to monitor debris collection at pickup sites.
- Ensure debris is properly documented and categorized.
- Verify that contractor vehicles are loaded efficiently and within legal weight limits.

3. Disposal Site Monitoring

- Track incoming debris loads at Temporary Debris Storage and Reduction Sites (TDSRS) and final disposal locations.
- Document the volume and type of debris disposed of.
- Ensure compliance with environmental regulations.

4. Data Collection and Documentation

- Maintain detailed records of debris collection, transport, and disposal for FEMA reimbursement.
- Provide real-time data tracking, including truck certifications, load tickets, and volume measurements.
- Submit daily, weekly, and final reports to County officials summarizing debris operations.

5. Compliance and Auditing

- Ensure debris removal operations comply with FEMA, state, and local regulations.
- Conduct field audits and inspections to prevent fraud, waste, and abuse.
- Work with County and state representatives during post-disaster financial reviews.

CONTRACTOR REQUIREMENTS

1. Response Time

- Mobilization within 24 hours of a Notice to Proceed (NTP).
- Full operational capacity within 72 hours of NTP.

2. Fee Schedule

Contractors must provide a detailed, itemized fee schedule that includes:

- Personnel rates (by position and hourly rate).
- Equipment rates (by type, size, and hourly/daily rate).
- Travel and lodging costs per person (if applicable).

- Any additional costs related to documentation, reporting, and compliance audits.

3. Compliance and Certifications

- E-Verify certification for all employees.
- Experience with FEMA debris monitoring guidelines and reimbursement processes.
- Compliance with all applicable federal, state, and local regulations.
- Proficiency in debris management documentation software.

4. Subcontracting

- Contractors must provide a list of any proposed subcontractors and their qualifications.
- Subcontractors must meet the same compliance, insurance, and certification requirements as the primary contractor.

PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include:

1. Company Information

- Legal name, address, and contact details.
- Overview of experience in disaster debris monitoring.
- List of key personnel and their qualifications.

2. Approach and Methodology

- Description of mobilization and execution of services.
- Plan for tracking and documenting debris operations.

3. References

- At least three (3) references from similar contracts.

4. Pricing and Fee Schedule

- Detailed pricing structure as outlined.

4. Compliance Documentation

- Proof of insurance, E-Verify certification, and applicable licenses.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Experience & Past Performance	30%
Technical & Operational Approach	25%
Pricing & Fee Schedule	20%
Personnel & Staffing Plan	15%
Compliance & Certifications	10%

SUBMISSION DEADLINE & CONTACT INFORMATION

Proposal Deadline: June 13th, 2025

Submission Format:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with original, three (3) complete copies clearly marked '***RFP for Pre-Disaster Debris Monitoring***', no later than 2:00 p.m., Friday, June 13, 2025, to Hollie Jones, Purchasing Officer, Beaufort County Finance, 132 W. 2nd Street, Washington, NC 27889.

Offers by telephone or email shall not be accepted. Also, applicants are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Applicants are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. It is the sole responsibility of the bidder to ensure that his or her proposal reaches the County on time. The OWNER shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS

1. The OWNER reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the OWNER, or to award a contract to the next most qualified applicant if a successful applicant does not execute a contract within thirty (30) days after approval of the selection by the OWNER.

The OWNER reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the OWNER.

2. The OWNER reserves the right to request clarification of information submitted and to request additional information about one or more applicants.

3. Any proposal may be withdrawn by the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the OWNER with the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed, and applicants should indicate in their proposal the following:

- Date of Award – 6:30 p.m., July 7th, 2025
- Name and Address of Applicant

5. Costs of preparation of a response to this request for proposals are solely those of the applicant. The OWNER assumes no responsibility for any such costs incurred by the applicant. The applicant also agrees that the OWNER bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The applicant receiving the award will obtain or possess the following insurance coverage and will provide Certificates of Insurance to the OWNER to verify such coverage.

- A. Workers' Compensation – In accordance with statutory requirements.
- B. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. With a limit of \$500,000 of each occurrence.
- C. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
- D. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits of not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

7. The VENDOR awarded this contract must maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the latter of final grant closeout or final audit by OIG of any project work performed under contract resulting from this RFP. The OWNER shall have access to all records, documents and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the OWNER, including the County Clerk's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

8. The OWNER/VENDOR shall follow the FEMA non-discrimination clause, stating that the OWNER/VENDOR shall not discriminate against employees or applicants based on race, color, religion, sex, national origin, age, disability, or other protected characteristics, and to take affirmative action to ensure equal opportunities.

9. It is the intent of the OWNER to enter a THREE (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

Beaufort County reserves the right to negotiate terms, request additional information, or reject any and all proposals if deemed in the best interest of the County.

Beaufort County Emergency Management

1420 Highland Dr.

Washington, NC 27889

Questions & Clarifications: All questions must be submitted via email to hollie.jones@beaufortcountync.gov **no later than Monday, June 9th, 2025.**

HUB

The Office of Historically Underutilize Businesses (HUB) promotes full and equal access to business opportunities with the State of North Carolina. HUB firms which include minority-owned and women-owned businesses, disadvantaged-owned businesses, and disabled-owned businesses as well as other responsible vendors shall have a fair and reasonable opportunity to participate in state business opportunities.

Prime suppliers and contractors should support the HUB Office Program by actively engaging minority, women, disadvantaged and disabled businesses as subcontractors for goods and services to the extent available. The County and State's utilization goal are 10%. *Minority and women-owned businesses are encouraged to submit a proposal.*

Beaufort County thanks you for your interest in providing these critical disaster response services.

Attachment A**Acknowledgement of Amendment(s)**

Issue Date:

Pursuant to Section 2.2.5 of the Request for Proposals, this addendum is being issued to provide clarification to specifications of the bid following questions from potential bidders. The Proposer must acknowledge receipt of this addendum (Attachment A) for the Proposal to be deemed acceptable. No consideration will be allowed due to any potential Proposer not being aware of or familiar with this addendum. This addendum shall form part of the RFP and is to be read, interpreted, and coordinated with all other parts.

The following form shall be completed and included in the bid submission.

Failure to acknowledge receipt of all amendments may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each amendment must be clearly established and included with the bid.

The undersigned acknowledges receipt of the following amendments to the documents:

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Amendment No. _____, **Dated** _____

Contractor Name: _____

Address: _____

Signature of Authorized Representative: _____

Title: _____

Phone Number: _____