City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
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ONE CITY. ONE JACKSONVILLE.

August 1, 2017

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: William J. Joyce, P.E.
Director of Operations

Tom Fallin, P. E., Chief
Engineering and Construction Management Division

SUBJECT: P-51-17 Debris Monitoring and Management Planning & Operations

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The Engineering Division has negotiated with the consultant selected for Debris Monitoring and Management Planning & Operations, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B, attached.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with Eisman & Russo, Inc. for Debris Monitoring and Management Planning & Operations, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B". Each project performed under this agreement shall be authorized by an individual Purchase Order with a not-to-exceed cost applicable thereto. The maximum indebtedness of the City pursuant to this agreement is $5,000,000.00. The initial Period of Service will be for two (2) years with the option to extend such contract for two (2) additional one (1) year periods upon satisfactory performance by the Consultant. Initial contract expiration date shall be 2 years from date of contract execution. All other terms and conditions of the Contract shall be as provided in the Request for Proposals and the Department of Public Works Prototype Agreement for professional services, as applicable.

JPP/lw

Attachment: Exhibits A & B

cc: Lori West, PW Contract Specialist

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EXHIBIT A

SCOPE OF SERVICES

4.1 Background

The City of Jacksonville is situated in the northeast corner of Florida. It is a consolidated City government; comprising 840 square miles and 3600 miles of paved, locally maintained roads, approximately 400 miles of private roads and almost 1100 miles of paved state/federal roads. The greater metropolitan area boasts more than one million residents.
As a full-service community providing for the economic sustainability of business and residential life, efficient and effective recovery of debris is paramount following a disaster event. The city has highly rated City recreational programs, as well as fire/police services.

Therefore, the City of Jacksonville is seeking a highly experienced and highly qualified Disaster and Debris Monitoring Contractor from qualified firms, hereinafter referred to as the Debris Monitor.to provide Disaster/Debris Monitoring Services in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

4.2 General Information

The City is seeking proposals to establish a pre-need, pre-event contract with a qualified and experienced emergency and debris monitoring firm, herein after referred to as Debris Monitor, to provide services to the City during disaster or emergency events. This contract would potentially be invoked for Local, State, and Federally declared disaster events. Disasters include natural events such as hurricanes, tornadoes, windstorms, floods, and fires, as well as man-made events or emergencies such as civil unrest and terrorist attacks. In the event of a disaster or emergency, services may include the Debris Monitor providing monitoring debris management activities, project management services, assisting the City, Federal and State reporting and reimbursement efforts, on-call support to include all support services necessary to insure the safety and well-being of all residents and visitors to the City. Debris Monitor may also be called upon throughout the year to render services to assist the City with special needs and events other than full-scale disasters, as determined by the Department of Public Works. The City retains the right to obtain similar services from additional contractors.

The successful Debris Monitor shall be responsible for monitoring the recovery efforts of the City's Debris Management Contractor (DMC) in the field in accordance with the Stafford Act and Federal Emergency Management Administration (FEMA) policies and guidelines. Services include monitoring debris collection, and Temporary Debris Sites (TDS), as well as data reporting and other related services. Debris Monitor shall monitor the DMC's progress and suggest and assist with implementing recommendations to improve efficiency.

The successful firm must adhere to all requirements and regulations established by FEMA, the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over response and recovery actions.

The Debris Monitor will work under the direction of the City's Contract Manager. The Department of Public Works will issue the Notice to Proceed to start work and the notice to reduce resources and to end work. All payments under the contract resulting from this RFP shall be made only for services approved by the Contract Manager.

To be eligible for award of a contract in response to this RFP, the Debris Monitor must demonstrate that they have successfully completed services, as specified in the Specifications / Scope of Services section of this solicitation, are normally and are routinely engaged in performing such services and meet the requirements of this RFP.

The selected firm must be experienced and knowledgeable in FEMA and Insurance reimbursement rules and procedures and must demonstrate such to the City in its proposal and subsequent selection process presentations. The selected firm must also demonstrate experience and knowledge with state, local and federal environmental regulating and permitting agencies. The selected firm will be responsible for staying current with all FEMA and other agencies guidelines and regulations and will be responsible for advising the City from beginning to end to ensure maximum financial recovery for the City.

The City issued a separate Competitive Sealed Proposal Evaluation Committee Request for Proposals, Bid No: ESC-0135-17, for "Citywide Emergency Debris Management Services." The proposer (Contractor/Debris Management Contractor) for "Citywide Emergency Debris Management Services shall not be employed or affiliated with the proposer (Debris Monitor) for RFP-51-17 "Debris Monitoring and Management Planning and Operations." Therefore, a proposer (including any employees or affiliated companies) can only submit a proposal for one of the two RFP's.

4.3 Services

Debris Monitor shall disclose current and future debris management contractual obligations with their proposal and annually thereafter throughout the term of the contract to provide reasonable assurance that such obligations will not preclude Debris Monitor from meeting its obligations under this contract. Such disclosure shall be provided in report form listing the number of accounts individually, by population served, and percentage of Debris Monitor available resources committed to these other accounts. Report will also indicate available resources dedicated to the City of Jacksonville. The expectation is that in the event of a disaster, Debris Monitor shall service the City of Jacksonville first.

Debris Monitor shall not accept, solicit, or contract any local work (within Duval County not currently under contract) with other governments, private businesses, homeowners, or others while actively performing debris monitoring services for the City of Jacksonville during an emergency event, without the express written consent from the City.

Debris Monitor shall work closely with the City's DMC to ensure that all work is FEMA-compliant and all documentation is properly obtained, including GPS coordinates and photos. Debris Monitor's failure to utilize federally-approved documentation while performing work may result in nonpayment of services to the Debris Monitor by the City.

Debris Monitor shall conduct its work so as not to interfere with the disaster response and recovery activities of Federal, State and local government or agencies, or of any public utilities.

The Contract Manager and Debris Monitor will monitor all DMC operations. DMC is expected to work closely with the Debris Monitor and has the responsibility to follow FEMA procedural protocol and guidelines, obtaining all required documentation during the performance of work. Each truck driver will be given a load ticket that validates where the material originated. The estimated quantity will be recorded on the load ticket and a copy of the load ticket will be given to the truck driver.

4.4 Project Management and Process Oversight

The Debris Monitor is expected to meet the following Project management requirements during the course of the contract:
Debris Monitor shall appoint a Project Manager, fluent in English, who will be the City's primary point-of-contact and will be responsible for all services and personnel that are provided by Debris Monitor. The Project Managers shall be appointed for a minimum of one (1) year to fully understand the scope and responsibilities of the recovery plan. It is recommended that personnel substitution commence at the annual meeting, which generally occurs in May.

The Project Manager and other key personnel shall report to the City's Emergency Operations Center (EOC) within eight (8) hours of notification by the City. Commencement of work shall begin within twenty-four (24) hours of issuance of Notice to Proceed. The City may issue Notice to proceed twenty-four (24) to forty- eight (48) hours prior to a storm event depending upon the magnitude of the event in order to allow sufficient time to prepare for commencement of operations.

The Project Manager shall assist the City in developing a Debris Management Action Plan for the specific occurrence. Debris Monitor will also be requested to assist in other debris recovery planning efforts, such as identifying adequate, estimating debris quantities, and developing disaster plans for debris clearance following a disaster event.

The Project Manager shall attend all meetings and briefings designated by the City. Daily meetings will be conducted by the City with Debris Monitor, DMC and other essential personnel in order to confirm daily debris recovery activities and schedules, address and resolve problems, and discuss progress of the debris recovery effort

Debris Monitor shall provide trained personnel to observe, direct and document the activities of the DMC. Debris Monitor shall be responsible for scheduling work for all its personnel on a daily basis. Debris Monitor shall assist the City in coordinating work assignments for the DMC.

Debris Monitor shall monitor the DMC's progress and record the progress daily, including mapping all streets and locations where debris was collected. Electronic monitoring is required.

The expectation is that the Debris Monitor shall be operational at the completion of the first phase (Cut & Toss) first 70 hours. DMC and City employees will report to the Field Operations Center to obtain work orders and field monitors from the Debris Monitor before work is commenced. Debris Monitor shall also prepare project worksheets, right- of-entry forms, and any other required forms for the work group.

Debris Monitor shall track and coordinate with City personnel to respond to problems in the field and to citizen's complaints, including commercial or residential property damage claims as a result of debris removal.

Debris Monitor shall prepare FEMA worksheets and review such worksheets with City staff.

Debris Monitor shall provide the following annual services at the Debris Monitor's expense:

- Debris Monitor shall attend and participate in an annual meeting with the City, which is usually held in May.
- Debris Monitor shall prepare and present a written plan of operations, including a clear description of the percentage of work
- Debris Monitor may subcontract out and a list of subcontractors, at an annual meeting with the City.
- Debris Monitor shall provide phone consultations and reference information to City staff upon request.

4.5 Duties of Debris Monitors

Debris Monitor shall provide monitoring for all aspects of the debris removal operation, including activities at all loading, staging, and disposal sites. Debris monitors may have different roles and responsibilities at different stages or components of a debris removal operation; and individual may assume the role of each monitor type at various stages of the disaster. Debris monitors shall report directly to the "field supervisor regarding their daily oversight. All logs and load tickets are submitted daily to the field supervisor.

4.6 Loading/Site Monitors

In order to obtain FEMA reimbursement for Eligible Debris, all loads must be monitored in the field by collection monitors. Specific activities shall include, but not be limited to, the following:

Debris Monitor shall document all recovery work to ensure that proper records are maintained for load tickets and recovery costs for reimbursement purposes. During the first seventy (70) hours following a presidential declared disaster, this may require documenting times that DMC manpower and equipment are actively used in order to document time-and-material reimbursements. This shall also include any photographs or other means of confirming debris load information for reimbursement purposes.

Debris Monitor shall assist the City in preparing reports necessary for reimbursement by FEMA, FHWA and any other applicable Federal, State or local agencies.

Debris Monitor shall provide daily reports throughout the disaster event, including updates for the daily briefing meetings; reports on the review and validation of the DMC; cubic yard/tonnage reports that provide the number of trucks and volume/tonnage of debris received and a final report following completion of debris recovery operations.

Debris Monitor shall retain all documentation for at least ten (10) years following a disaster or emergency event.

4.6 Field Collection Monitoring

Debris Monitor shall provide personnel to serve as Field Monitors and Field Supervisors. The primary function of the Field Monitors is to verify that debris picked up by the DMC recovery crews are Eligible Debris and to issue debris load tickets for such Eligible Debris. Field Supervisors shall oversee and coordinate the work of the Field Monitors.

Debris Monitor shall train all Field Monitors and Supervisors to ensure that proper FEMA documentation protocol requirements are instituted and followed. Debris Monitor shall equip all Field Monitors with vehicle transportation and with state-of-the-art technology, which shall include cameras, computers, communication devices, GPS devices, and other equipment as deemed necessary and/or appropriate.

Debris Monitor will have Field Monitors stationed at designated Inspection Sites. Debris Monitor will also have roving monitors that will observe DMC operations to ensure that only Eligible Debris is removed from the areas designated by the City and to verify the proper loading and compaction of debris into debris recovery equipment. Photographs of debris shall be taken as directed by the City to verify the source and type of debris for reimbursement purposes. Trucks that are observed picking up material outside of the designated rights-of-way or that is ineligible will have all loads hauled that day deducted and the load tickets invalidated.

If a Field Monitor finds that the DMC's work is not performed as specified by the City, the Field Monitor must immediately initiate a stop work order and notify the Field Supervisor or Project Manager. All stop work orders must be documented and reported to the City's Contract Manager within one hour of the time of infraction.

Field Monitors shall survey their assigned areas for special needs and record detailed information, including GPS and photo documentation, specific location, specific threat, and any special circumstances regarding the following: Hazardous Stumps, and leaning trees (leaners), as well as a random sample of hanging limbs (hangers). For Hazardous Stumps, Field Monitors shall also record the stump's diameter measured two feet up the trunk from the ground and the quantity of material to fill the hole. Field Monitors shall also document, in detail, removal of the Hazardous Stumps, leaners or hangers.

Field Monitors shall enforce the DMC's Clean As You Go Policy.

The loading site monitors shall perform on-site, street level debris monitoring at all loading sites to verify debris eligibility based on contract requirements, and initiate debris removal documentation using load tickets. Loading site debris monitors shall:

- Estimate load volumes and issue load tickets at the load sites, retaining a copy of the ticket (for detailed description of load ticket chain-of-custody.
- Maintain logs of daily subcontractor performance, eligibility or other activities as required.

- Implement all safety requirements
- Perform a pre-work inspection of debris collection areas before loading to identify the location of covered utility meters, transformers, fire hydrants, mailboxes, etc. as a baseline to account for any collateral damage as a result of the debris removal operations
- Determine whether each load is to be claimed for reimbursement based upon FEMA eligibility criteria.
- Loads that have been identified as ineligible debris must be marked as such
- Document eligible hazardous trees, including hangers, leaners and stumps
- Verify global positioning system (GPS) readings or an address/location of leaning trees with hanging limbs, and uprooted/exposed stumps that constitute an immediate threat; (if necessary a separate ticket should be written)
- Trucks arriving at pick-up site that are already loaded should not be issued a ticket
- Ensure that force account labor and /or debris contractor work is within the assigned scope
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4.7 Load Tickets

Debris Monitor shall provide load tickets to track and document the removal and management of all Eligible Debris. Debris Monitor shall ensure that load tickets meet the requirements of FEMA and other Federal or State reimbursement agencies. Debris Monitor shall retain original completed tickets on behalf of the City, which shall be turned over to the City, daily. Copies of completed load tickets shall also be retained by Debris Monitor, vehicle driver, subcontractor, and DMC. Additionally, load tickets shall be scanned into a master electronic file with a summary spreadsheet identifying each truck and ticket.

- Each load ticket shall contain the following information:
- Prime Contractor name
- City contract/Disaster number.
- Load ticket number.
- Sub-Contractor name.
- Truck Driver name.
- Date and time of pick up.
- Date and time of delivery.
- Pick up location (street address or primary street between specific area).
- Loading Zone Number
- Debris Clearing Cycle (Push, First Pass, Second Pass, Third Pass, etc.)
- Truck ID number and capacity.
- Total cubic yards picked up.
- Debris classification (Vegetative, White Goods, C&D, Mulch, Stump, etc.)
- Delivery site.
- Load Monitor Printed Name and Signature.
- Dump Monitor Printed Name and Signature.

4.8 Temporary Debris Site Monitors

Debris Monitor shall ensure all loads of debris brought to the site by the DMC and all loads of debris exiting the site are documented with properly completed load tickets. By signing the load ticket, the Site

Monitor is certifying that all information on the document is complete and accurate, including load volumes.

Photograph loads of debris, as directed by the City, and record load information on the photograph.

Collect all load tickets and provide copies of them to the DMC's designated personnel.

Obtain and verify the DMC's fleet documentation. Debris Monitor will obtain from the DMC such documentation, including the make; model; license plate number; DMC equipment number; measured maximum volume, in cubic yards, of the load bed of each piece of equipment to be utilized to transport debris; and any other information necessary to comply with FEMA requirements. The measured volume shall be calculated from actual physical measurement performed by DMC and the reported volume shall be the same as shown on the signs affixed to each piece of equipment.

Debris Monitor shall update the fleet documents as the DMC adds or deletes vehicles from the collection fleet or when measurement calculations are modified through the random verification process. Debris Monitor shall also periodically and randomly perform volume capacity verifications of recovery vehicles.

Verify that all DMC equipment has been completely emptied.

4.9 Other Related Services

Upon request by the City's Contract Manager or her designee, Debris Monitor shall provide Aerial Photographs of debris sites. Photographs shall be extremely sharp and clear containing reference boundaries for location identification. Debris Monitor may have to take several photographs to produce one acceptable quality photograph. If the photographs delivered are not of sufficient quality, as determined by the Department of Public Works, the City will not be obligated to pay for the flight and photographs. If Debris Monitor and City agree, photos may be retaken at Debris Monitor's expense. Photographs shall be delivered to the City within five (5) business days of order, weather permitting.

Debris Monitor shall provide other related services as requested by the City. Such services may include, but would not be limited to, the following:

Perform damage assessments to determine areas impacted, quantities of debris and types of debris.

Assist the City in obtaining any necessary permits, licenses and certificates as may be required to perform debris management work and in clarifying and resolving any compliance issues.

Provide training to City staff as directed by the Contract Manager.

Be prepared with appropriate supervisors, staff, and watercraft to oversee clearing of debris from canals and waterways, where required. Upon request by the City's Contract Manager or her designee, Debris Monitor shall provide Aerial Photographs of debris sites. Photographs shall be extremely sharp and clear containing reference boundaries for location identification. Debris Monitor may have to take several photographs to produce one acceptable quality photograph. If the photographs delivered are

not of sufficient quality, as determined by the Department of Public Works, the City will not be obligated to pay for the flight and photographs. If Debris Monitor and City agree, photos may be retaken at Debris Monitor's expense.

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Perform damage assessments to determine areas impacted, quantities of debris and types of debris.

Assist the City in obtaining any necessary permits, licenses and certificates as may be required to perform debris management work and in clarifying and resolving any compliance issues.

Provide training to City staff as directed by the Contract Manager.

Be prepared with appropriate supervisors, staff, and watercraft to oversee clearing of debris from canals and waterways, where required.

4.10 Debris Monitor Personnel

Debris Monitor shall secure, at its expense, all necessary personnel required to perform the services under this RFP. Such personnel shall not be employees of or have any contractual relationship with the City or the City's DMC.

Debris Monitor shall have a professional staff with the knowledge, skills and training to monitor the disaster recovery process efficiently and effectively. Extensive knowledge of FEMA, FHWA, NRCS, FDOT, FDEP, FFWC and other applicable Federal, State or local agency laws, regulations and policies is required.

Debris Monitor and Project Manager shall have experience in the FHWA, FEMA, and other applicable Federal, State, and/or local programs to assist the City in its disaster response and recovery efforts. Proper documentation by Debris Monitor as required by FHWA and FEMA is required for all debris removal monitoring operations to ensure reimbursement to the City from the appropriate agency. If necessary, Debris Monitor's personnel shall possess any certifications or licenses that are required by Federal, State or local law in order to perform such services.

At the annual meeting with the City, Debris Monitor shall submit an operations report that identifies key personnel and positions/classifications dedicated to this contract. Debris Monitor shall update the operations report for any changes such as additions or deletions of staff. Any changes in key personnel, such as, but not limited to, the Project Manager and Field Supervisors, must be approved by the City. The City retains the right to request personnel replacements.

Debris Monitor's staffing plan shall include the positions listed below. Debris Monitor may use other positions as necessary and as approved by the City. All such positions and applicable hourly rates, inclusive of any associated costs to provide services, shall be listed in the "Proposal Form".

EXHIBIT B

SCHEDULE OF PROPOSED RATES

NAME OF CONSULTANT: Eisman & Russo, Inc.

Proposal Number: P-51-17 / Debris Monitoring and Management Planning & Operations

1. Average hourly direct labor rates (without Fringe Benefits)

	Straight Time	Overtime (A)
Program Manager or Senior Officer	$ 50.00	50.00
Accountant (CPA)	$ 50.00	50.00
Project Manager	$ 36.40	36.40
Project Administrator	$ 36.00	36.00
Environmental Specialist	$ 35.00	35.00
Project Engineer (Registered)	$ 43.68	43.68
Senior Inspector	$ 26.00	39.00
Inspector	$ 20.80	31.50
Field Supervisor	$ 24.96	24.96
GIS Specialist	$ 37.00	37.00
Drafter/CADD/Web Site Operator	$ 25.00	37.50
Truck Certifier	$ 18.72	28.08
Field Monitor	$ 15.60	23.40
Tower/Site Monitor	$ 18.72	28.08
Accounting Technician	$ 17.68	26.52
Administrative Assistant	$ 15.00	22.50
Clerical/Data Entry	$ 15.00	22.50

(A) Overtime rates apply over 40 hours per week

2. Home Overhead Rate (to be applied to Direct Labor) 160 %

3. Field Overhead Rate (to be applied to Direct Labor) 125.91 %

4. Profit Rate (to be applied to Direct Labor plus Overhead) 10 %

5. Other Direct Project Costs shall be paid for on a reimbursable basis (vehicle mileage, port-o-lets, cell phone usage, digital cameras, notebook computer/pda's, load tickets tower construction, etc.).