



## **REQUEST FOR PROPOSALS TO PROVIDE DISASTER DEBRIS MONITORING SERVICES**

Sealed proposals will be received for **Debris Monitoring Services** by the TOWN OF SILVERHILL, ALABAMA, **by 4:00pm on October 3, 2022**, in the Silverhill Town Hall, and then publicly opened thereafter. The Scope of Services will include but not limited to all services necessary to all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris (in cubic yards) being delivered by trucks to each DMS/disposal site, and support the operations of the field supervisor(s), debris loading and tower/site monitors, and clerical staff. Qualified firms are invited to submit.

Questions or comments pertaining to this proposal must be presented in writing, or sent as e-mail to the attention of Town Clerk Nicole Haigler, [townclerk@townofsilverhill.org](mailto:townclerk@townofsilverhill.org).

Envelopes containing proposals must be sealed and labeled on the outside as follows: RFP# 2022-103B "Proposal for Debris Monitoring", list the Firm's name, and the opening date and time.

Sealed proposals must be mailed to the following address: Town of Silverhill, P.O. Box 309, Silverhill, Alabama, 36576. **If RFPs are mailed, they must be RECEIVED by the deadline.**

For hand delivery or courier: Town of Silverhill, 15965 Silverhill Avenue, Silverhill, Alabama.

**Faxed and/or emailed proposals will not be accepted.**

The Town of Silverhill is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract Documents in this regard. The Town also encourages and supports the utilization of Minority Business Enterprises and disadvantaged business enterprises (DBE), on this and all public proposals. All procurement actions will be conducted in a manner consistent with the all applicable federal, state, and local requirements including, but not limited to, provisions of 2 C.F.R. Part 200. Furthermore, applicable clauses set forth pursuant to 2 C.F.R. Part 200 will be included in all purchase orders, contracts, and agreements. If subcontracts are to be let, through a prime contractor, that contractor is required to take the affirmative steps as detailed in the referenced statutes and furthermore herein.

Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation. Proposals deemed responsive will be evaluated and an award decision will be made by the Town. A contract will be awarded to the qualified applicant whose proposal is determined to be the most

advantageous to the Town of Silverhill. However, the Town of Silverhill reserves the right to reject any and all proposals, to waive any irregularities or informalities in the proposals received. A full list of proposal requirements, terms and conditions are included in the RFP posted on the Town's website.

#### PURPOSE:

The TOWN OF SILVERHILL, ALABAMA (Town) is soliciting sealed proposals for the purpose of selecting a firm (Consultant) to provide Disaster Debris Monitoring Services (Services) as outlined in this Request for Proposal (RFP).

#### INSTRUCTIONS TO RESPONDENTS:

Respondents desiring to be considered to provide the services outlined in this RFP and as described in the Scope of Work shall submit one (1) sealed original proposal **not later than October 3, 2022, at 4:00 p.m. to Town of Silverhill at 15965 Silverhill Avenue, Silverhill, Alabama.**

Proposals by telephone, fax or email will not be accepted. Such proposals shall be rejected as non-responsive regardless of where received.

Respondents are cautioned they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. Town will not be responsible for deliveries made to any place other than as specified above.

It is the sole responsibility of the Respondent to ensure that his or her proposal reaches the Town. The time and date for receipt of proposals will be scrupulously observed. Late deliveries or mail delays will be rejected as non-responsive regardless the reason for delay. All proposals will be opened publicly.

#### PROPOSER QUALIFICATIONS

All proposers and all program participants must be in compliance with any applicable federal, state, county and municipal laws, regulations, resolutions and ordinances, including but not limited to, licensing, permitting, and taxation requirements. All proposers should be prepared to submit any evidence or documentation as proof that they are properly licensed and permitted under any applicable laws upon request. Additionally, all proposers shall provide proof that they are in compliance with the e-verify requirements of Alabama's Immigration Law (Ala. Code § 31-13-1 et seq).

#### PROPOSAL AWARD

The Town of Silverhill will serve as the awarding authority. The proposal will be awarded at a regular meeting of the Town Council. Any and all proposals submitted in compliance with this Request for Proposals shall be considered, and award will be made to the lowest responsible proposer meeting the specifications as determined by the awarding authority in

compliance with Alabama law and Alabama Emergency Management Agency (AEMA), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) regulations and guidelines for debris removal monitoring contracts.

As fully detailed in the attached specifications, this Request for Proposals is for debris monitoring services which comply in all respects with AEMA, FEMA, and FHWA rules, procedures, and guidelines for monitoring services. Throughout this Request for Proposals and the attached specifications, any reference to FEMA shall also imply FHWA compliance when the circumstances dictate, such as when sites eligible for emergency relief work are involved. All proposals will be reviewed and evaluated by a committee created for that purpose, which committee will make comments and recommendations to the awarding authority. All factors contained in the invitation package will be evaluated in determining the successful proposer, and any omissions of the stated requirements may be cause for rejection of the proposal submitted. The committee's evaluation to determine the lowest responsible proposal meeting specifications may include any or all of the following:

- (1) Cost of services
- (2) The proposer's demonstration of ability to quickly activate in Silverhill
- (3) The proposer's demonstration of ability to perform services as required by the specifications
- (4) The proposer's demonstration of ability to activate adequate and properly trained personnel to perform services in compliance with AEMA, FEMA, and FHWA guidelines and all applicable federal law and regulations to ensure reimbursement, if reimbursement is available
- (5) The proposer's demonstration of past performance on other debris removal monitoring services contracts in compliance with AEMA, FEMA, and FHWA guidelines
- (6) The proposer's demonstration of financial ability to perform services required in an activating under the payment procedures set out in the specifications
- (7) Proof of general and professional liability insurance to cover any damages resulting from services provided by the successful proposer, including any denial of reimbursement due to the actions or inactions of the monitoring services contractor or any failure to perform as required in the contract
- (8) The proposer's evidence of the ability to post a contractual payment and performance bond at the time of execution of the contract as required in the specifications

All information provided by the proposer related to the items listed above shall be attached to the Proposal Submittal Form as provided in the instructions on that form. It is the proposer's responsibility to provide, with its Proposal Submittal Form, information to adequately and accurately reflect its ability to effectively carry out the requirements of the Town-wide contract. The Town of Silverhill reserves the right to reject any and all proposals, to waive any informality in proposals, and to accept in whole or in part such proposal solely at its discretion.

## **TERMS AND CONDITIONS:**

1. Town reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to select the proposal which, in its sole judgment, best serves the interest of Town. Town reserves the right at its sole discretion to cancel this solicitation at any time prior to selection by Town.
2. Town reserves the right to request clarification of information submitted and to request additional information from any Respondent.
3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days following the due date of proposals.
4. Proposals shall be sealed, and Respondents should indicate on the exterior of the package of their proposal the following:
  - a. TOWN OF SILVERHILL, ALABAMA: Disaster Debris Monitoring Service
  - b. Due October 3, 2022, at 4:00 p.m.
  - c. Respondent's Name and Address
5. The costs of preparation of a response to this RFP is solely those of the Respondent. Town assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. Consultant agrees to furnish Town with all applicable certificates of insurance. Consultant shall provide copies of insurance policies including all endorsements. Consultant will obtain or possess the following insurance coverage's and will provide Certificates of Insurance to Town to verify such coverage prior to contract execution.
  - a. Workers' compensation in statutory amounts and employer's liability for the Firm's employees' injuries or disease related to the work to be performed under this Agreement.
  - b. Commercial general liability and automobile liability each in the amount of \$1,000,000 per occurrence, which shall cover liability arising from premises, operations, independent Firms, products-completed operations, personal injury, property damage and advertising injury, and blanket contractual liability coverage.
  - c. Professional liability in the amount of \$1,000,000 for legal obligations arising out of the Firm's failure to meet the appropriate standard of care.
  - d. Consultant shall have the Town and each of their officers and employees, named as additional named insured under each policy of insurance providing commercial general liability coverage and automobile liability coverage.

7. The Respondent awarded any contract issued pursuant to this RFP shall maintain adequate records to justify all costs incurred in performing the work for at least seven (7) years after completion of the contract resulting from this RFP. Town 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 to Town for purposes of inspection, reproduction, and audit without restriction.

8. It is the intent of the Town to select a consultant to provide the Services outlined in this RFP. Evaluation and selection will be made as outlined in this RFP. The term of any agreement arising from this RFP will be for a period of one (1) year from the date of agreement execution, with two (2) additional option years upon the sole election of the Town.

9. The Respondent awarded a contract issued pursuant to this RFP shall be ready to begin performing the services considered hereunder within 24 hours of receiving the Notice to Proceed from the Town of Silverhill

#### **QUESTIONS REGARDING THIS RFP:**

All questions or concerns regarding this RFP must be submitted in writing or by email to [townclerk@townofsilverhill.org](mailto:townclerk@townofsilverhill.org) no later than 4:00 pm, on September 26, 2022. Town may issue an addendum to the RFP for distribution to all known prospective Respondents.

No oral interpretation of this RFP shall be considered binding. Town shall be bound by information and statements only when such statements are written and executed under the authority of Town.

#### **PROPOSAL FORMAT:**

Respondents must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

#### **1. QUALIFICATIONS OF THE FIRM**

(1) Provide a description and history of the firm and/or team members focusing on previous governmental experience. Qualifications must include, at minimum, the following:

1. Recent experience demonstrating current capacity and current expertise in debris monitoring, grant management, and training services.
2. Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
3. Experience representing Local governments with various State and

Federal funding sources and reimbursement processes.

4. Experience with special disaster recovery program management services.

b) Provide three (3) references for which the firm or team has performed services within the past five (5) years that are similar to the requirements in this Scope of Services. Provide the reference contact name, address, telephone number, email address, dates of work.

## **2. QUALIFICATIONS OF STAFF**

Provide an organizational chart, resumes, and summary of staff qualifications. A list of project staff can be found in the Cost Proposal Form and must have experience in the following:

a) Experience demonstrating current capacity and current expertise in debris monitoring, debris removal, solid waste and/or hazardous waste management and disposal.

b) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.

c) Experience with special disaster recovery program management services.

## **3. TECHNICAL APPROACH**

Provide a specific description of the Respondent's approach to a project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, strategies for determining project staffing requirements, billing/invoices, and reporting procedures to Town and State/FEMA.

Provide information including experience using the automated debris management system (ADMS) you propose for use in delivering your services to Town.

## **4. COST PROPOSAL**

Each Respondent must complete and submit the Cost Proposal Form/Fee Schedule included herein. Evaluation and award of points will be based on the hourly rates submitted on the cost proposal form for the labor positions listed. All costs are to be included in the proposed rates as no additional costs will be considered. For the purpose of awarding points during this selection process, costs will be evaluated based on reasonableness.

**5. SELECTION CRITERIA.** The following weighted criteria will be utilized to select the Consultant awarded this contract.

Firm Qualifications & Experience	35
Key Staff Qualifications & Experience	25
Technical Approach to Services	25
Cost Proposal Reasonableness	<u>15</u>
<b>TOTAL</b>	<b>100</b>

## **SCOPE OF SERVICES**

### **I. BACKGROUND**

Town is requesting proposals from experienced and qualified Respondents to enter into a contract at no guaranteed or annual cost to the Town for the following services: Consultant shall provide Disaster Debris Monitoring Services, as directed by the Town.

### **II. SCOPE**

#### **DISASTER DEBRIS MONITORING SERVICES**

Consultant will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, public property, and other areas designated as eligible by the Town. Specific services may include:

- a) Coordinating daily briefings, work progress, staffing, and other key items with the Town.
- b) Support with the selection and permitting of Debris Management Site (DMS) locations and other permitting/regulatory issues as requested.
- c) Scheduling work for team members and contractors daily.
- d) Hiring, scheduling, and managing field staff.
- e) Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.
- f) Assisting the Town with responding to public concerns and comments.
- g) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h) Utilizing an automated debris management system (ADMS) and maintaining load data in a debris management system database.
- i) Digitization of source documentation.
- j) Developing daily operational reports to keep the Town informed of work progress.
- k) Development of maps, GIS applications, etc. as necessary.
- l) Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the Town for processing.

- m) Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by Town staff and designated debris removal contractors.
- n) Final report and appeal preparation and assistance.

### **ADDITIONAL REQUIREMENTS**

The proposer must demonstrate in its proposal documents that the debris monitoring services it shall be capable of performing includes each of the following services in compliance with all AEMA, FEMA and FHWA guidelines and regulations and applicable federal law and regulations to the Town. The scope of services as described below shall be considered minimum standards to meet in submitting proposals.

Proposer shall demonstrate that it is experienced and knowledgeable in handling and executing disaster debris removal in compliance and consistent with the policies, publications, guidelines and publications of the AEMA, FEMA, and FHWA and all applicable federal law and regulations in effect at the time of the work being performed. Throughout these specifications, any reference to FEMA shall also mean FHWA compliance when the circumstances dictate, such as when sites eligible for emergency relief work are involved. The debris removal services contractor shall further demonstrate compliance with, including but not limited to, the following:

- FEMA Public Assistance Program and Policy Guide (latest edition)
- FEMA Procurement Disaster Assistance Team (PDAT) Field Manual
- Title 2 U.S. Code of Federal Regulations, Part 200
- 41 C.F.R. Part 60-1.4 Equal Opportunity Clause
- 29 C.F.R. §5.5(b) Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- 2 C.F.R. part 180 and 2 C.F.R. part 3000 Suspension and Debarment Compliance
- 31 U.S.C. § 1352 and 44C.F.R. Part 18 Byrd Anti-Lobbying Amendment (as amended)
- Section 6002 Solid Waste Disposal Act
- 31 U.S.C. Chapter 38 Program Fraud and False or Fraudulent Statements or Related Acts
- Emergency Relief Manual (Federal-Aid Highways) (latest edition)
- FEMA and Federal Requirements for Access to Records
- Prohibition on Use of Department of Homeland Security Seal, Logo, and Flags
- Compliance with Federal Law, Regulations and Executive Orders for FEMA Financial Assistance
- State of Alabama Administrative Regulations for Public Assistance for State Managed Events in Compliance with Alabama Act 2009-342
- Compliance with 2. C.F.R. 200.318(j)(1) – (j)(2) contract requirements for time and materials contracts.
- And all other applicable Federal, State and local regulations

In addition to the compliance requirements above, the debris monitoring services contractor shall comply with requirements under 2 C.F.R. §200.321. The awarded contractor agrees, if subcontracts are to be let, to assure that minority businesses, women's business



enterprises and labor surplus area firms are used when possible. The affirmative steps must include:

- a. Placing qualified small and minority businesses, and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourages participation by small and minority businesses, and women's business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

## **JOB REQUIREMENTS**

### **PROJECT MANAGER**

The monitoring services contractor shall have a project manager assigned to the Town at the time of contract activation and shall provide the Town with adequate contact information regarding this person at its initial response to the Notice to Proceed. The proposer must demonstrate in his or her proposal documents that he or she will be able to assign a project manager to the Town at the time of responding to a Notice to Proceed and that said project manager will be able to perform all duties set out herein. The project manager shall be someone with authority to handle all issues which arise throughout the project period. He or she shall be knowledgeable and experienced in handling issues with debris removal activities and/or AEMA, FEMA, FHWA and Title 2 U.S. Code of Federal Regulations, Part 200 related issues.

Additionally, the project manager shall perform, at a minimum, each of the following duties:

- (1) meet with designated personnel from the Town immediately upon receipt of the Notice to Proceed to discuss the scope of services expected as authorized under the monitoring services contract
- (2) schedule and coordinate daily monitoring services with both the debris removal contractor and designated Town personnel and provide planning for future operations pertinent to the specific event requiring the debris removal activities
- (3) provide documents and estimates to the Town to assist the Town in planning and executing the debris removal activities
- (4) attend and participate in meetings and press conferences with designated Town personnel as determined necessary by the Town
- (5) oversee and supervise all activities of the monitoring services contractor,

including field workers, throughout the project

- (6) regularly communicate with designated personnel in the Town to keep the Town informed of all aspects of both the debris removal activities and monitoring activities
- (7) provide input to the Town to improve efficiency of collection and removal of debris
- (8) identify, address and troubleshoot potential problems and questions that could impact all elements of the debris removal and disposal process, including but not limited to work area safety and the eligibility of reimbursement for removal of certain types of debris.

### **FIELD WORKERS**

In addition to the project manager, the monitoring services contractor shall provide an adequate number of field workers to accomplish the functions of the contract under the direction of the project manager. The Town shall approve the number of field workers assigned to work on the contract. The monitoring services contractor may use contract labor for this function. All field workers, including contract workers, shall report to and work under the supervision of the project manager. The proposer must demonstrate in his or her proposal documents the ability to provide adequate and properly trained personnel for this function within 24 hours of receiving a Notice to Proceed.

### **CLERICAL STAFF AND SUPERVISORS**

The monitoring services contractor may be compensated for non-field work clerical staff performing administrative functions necessary for performance of the contract as approved by the Town. This includes personnel performing functions such as billing, invoicing, and other contract-related administrative services, data systems personnel, GIS services, and the like. Clerical staff consists of personnel who perform some or all of the duties listed herein. Clerical Supervisors are managerial personnel proficient in all duties listed herein and who oversee work performed by the clerical staff utilized under this contract. The Town shall approve the number of clerical staff and supervisors assigned to work on the contract. All clerical staff working on this activity shall be billed at the same hourly rate. All clerical supervisor(s) working on this activity shall be billed at the same hourly rate. The monitoring services contractor shall only bill for actual hours these personnel spend on work related to the contract.

### **FIELD DOCUMENTATION OF WORK**

The monitoring services contractor shall be required to carefully document all debris removal activities utilizing the documentation methods set out in these proposal specifications and those required under AEMA, FEMA, and FHWA guidelines and regulations. Additionally, where applicable, the monitoring services contractor shall communicate with FEMA to ensure the documentation being utilized satisfies FEMA verification requirements. The proposer must demonstrate in his or her proposal documents the ability to properly

document all activities as required herein.

### **FIXED SITE MONITORING**

The monitoring services contractor, utilizing adequate experienced personnel, shall oversee the inspection of disposal and unloading sites by providing monitoring, verification of load capacity and quantities, and documentation at designated temporary disposal sites. All personnel working on this activity shall be billed at the same hourly rate. The proposer must demonstrate in his or her proposal documents the ability to provide adequate and properly trained personnel for this function within 24 hours of receiving a Notice to Proceed. Services of these monitors will include at a minimum each of the following:

- (1) completing load tickets recording debris removal contractor haulers' cubic yardage and other record keeping that may be necessary
- (2) signing each load ticket before permitting a truck to proceed from the check-in area to the disposal area
- (3) remaining in constant contact with designated debris removal management personnel
- (4) performing other duties as directed by designated debris removal management personnel
- (5) accurately measuring and calculating load hauling compartments and volume capacities in cubic yards
- (6) adequately documenting and recording all required measurements and computations
- (7) ensuring debris is properly separated and not co-mingled at the disposal and unloading site
- (8) performing safety inspections of all vehicles, equipment and all elements of the disposal sites

### **FIELD DEBRIS MONITORING**

The monitoring services contractor, utilizing adequate experienced personnel, shall also perform roving on-site, street level work area inspections of debris cleanup and collection placed with each of the debris removal contractor's loading crews. All personnel working on this activity shall be billed at the same hourly rate. The proposer must demonstrate in his or her proposal documents the ability to provide adequate and properly trained personnel for this function within 24 hours of receiving a Notice to Proceed. These field debris monitors shall inspect and control debris collection utilizing load tickets. Services include at a minimum each of the following:

- (1) providing knowledgeable and experienced field monitor personnel at

designated areas to check and verify information on debris removal

- (2) utilizing maps developed by the Town and debris removal contractor related to location of debris and progress of removal
- (3) determining debris eligibility and the estimation of debris to be removed
- (4) documenting all collection activity of trucks and trailers used to transport debris
- (5) issuing load tickets at the loading site for each load with multiple copies to ensure compliance with AEMA, FEMA, and FHWA policy and to provide for quality assurance
- (6) inspecting the area for safety concerns and considerations including, but not limited to, downed power lines, children playing in area, provisions for adequate traffic control, safe operation of trucks and equipment in the work area and on haul routes
- (7) ensuring recyclables and hazardous materials are properly handled, sorted and disposed of by the debris removal contractor
- (8) performing pre-work inspection of areas to check debris piles to identify potential hazards and/or utilities to prevent damage to private property and all elements of the Town right of way
- (9) documenting and reporting to the field monitor's supervisor any damages to utility components, driveways, road surfaces, private property, vehicles, etc., with photos and information about the owner and circumstances causing the damage
- (10) transmitting damage information to the Town within 24 hours of the incident for their records and information
- (11) ensuring the work area is clear of debris to the specified level before equipment moves to a new work area
- (12) accurately measuring and calculating load hauling compartments and volume capacities in cubic yards
- (13) adequately documenting and recording all required measurements and computations
- (14) properly monitoring and recording performance and productivity of debris removal crews
- (15) remaining in constant contact with designated debris removal management personnel

- (16) ensuring that loads are properly contained before leaving the loading area
- (17) ensuring that only eligible debris is collected for loading and hauling
- (18) performing safety inspections of all vehicles, equipment and all elements of the work sites
- (19) performing other duties as directed by designated debris removal management personnel and/or designated Town personnel
- (20) Per Diem rates listed on the proposal submittal form will be U.S. General Services Administration FY 2022 Per Diem Rates for Alabama, Silverhill.

“Eligible debris” is all disaster-related debris located on Town streets, rights of ways, Town maintained public property, and/or drainage easements provided:

- (1) The debris complies with current or future AEMA, FEMA, and FHWA debris eligibility guidelines and regulations
- (2) The removal of the debris is the legal responsibility of the Town and
- (3) The debris presents an immediate health and safety threat to the general public or to the users of an eligible public facility

**COST PROPOSAL FORM**

The hourly labor rates for all listed positions shall include all applicable overhead, profit, and expenses. All non-labor related project costs will be billed to the Town at cost without mark-up.

**DISASTER DEBRIS MONITORING SERVICES**

<b>POSITIONS</b>	<b>HOURLY RATES</b>
Project Manager	\$ _____
Operations Manager	\$ _____
Field Supervisor	\$ _____
Field Monitors	\$ _____
Tower Monitors	\$ _____
Data Manager	\$ _____
Office/Clerical	\$ _____

**CONFIRMATION BY PROPOSER**

In addition to the above-stated proposal prices, by initialing below and signing this Proposal Submittal Form, the proposer acknowledges that he or she has attached documentation to demonstrate ability to meet each of the following project requirements (for each, please identify the documentation which has been attached in the space provided):

**Proposer's Initials**

Ability to activate simultaneously in for multiple clients in the region \_\_\_\_\_

Ability to perform services as required by proposal specifications \_\_\_\_\_

Ability to activate adequate and properly trained personnel to perform services in compliance with AEMA, FEMA, and FHWA guidelines to ensure reimbursement for debris removal activities, if reimbursement is available \_\_\_\_\_

Record of past performance on other debris removal services contracts in compliance with AEMA, FEMA, and FHWA guidelines \_\_\_\_\_

Financial ability to perform services required in the Town under the payment procedures set out in the proposal specifications \_\_\_\_\_

Proof of general and professional liability insurance to cover any damages resulting from services provided by the successful proposer, including any denial of reimbursement due to the actions or inactions of the monitoring services contractor, or from the failure to perform services or complete a project for the Town \_\_\_\_\_

Ability to provide to required insurance at the time of award of the contract as required in the proposal specifications \_\_\_\_\_

By initialing below and signing this Proposal Submittal Form, the proposer also acknowledges and agrees to each of the follow:

That the proposal submitted meets the proposal specifications \_\_\_\_\_

That, if determined to be the lowest responsible proposer, he or she will execute a contract with the awarding authority \_\_\_\_\_

That the proposal prices set out on this Proposal Submittal Form will be honored for the period set forth in the term of the agreement, as well as any extensions. \_\_\_\_\_

That the company has the capability to provide services to all clients in region simultaneously \_\_\_\_\_

That the company will comply with all requirements and/or requests to confirm compliance with Title 2 U.S. Code of Federal Regulations, Part 200; AEMA, FEMA, and FHWA guidelines and regulations; and all applicable local, state and federal law. \_\_\_\_\_

That the company listed above will respond to any Notice to Proceed within the time frame and under the procedures set out in the proposal specifications \_\_\_\_\_

That the company will provide insurance in the amounts and at the times required in the proposal specifications \_\_\_\_\_

That the company will comply with the payment procedures set out in the proposal specifications \_\_\_\_\_

Signature of Company Representative submitting proposal:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_