



**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1
Issued November 14, 2021
RFP NO. 209
DISASTER DEBRIS REMOVAL SERVICES**

which is scheduled to open at 11:00 A.M. CT, November 24, 2021

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following are questions received during the inquiry period for RFP No. 209 - Disaster Debris Removal Services and the responses:

Question 1: For this RFP is a bid bond required? and who is responsible for tipping fees?

Response 1: Yes, there is a bid bond requirement. The tipping fees are paid by winning bidder.

Question 2: Does BREC currently have a debris removal contractor?

Response 2: Yes; DRC Emergency Services, LLC is the current contractor.

Question 3: Did you guys sustain damage after Ida? If so, how many cubic yards were removed or disposed of?

Response 3: Yes, we did and are still in the removal process, we did not activate our present removal contract. At present 781.48 cubic yards have been removed.

Question 4: Will this pre-event contract be used to activate for any damages after Ida?

Response 4: It will not be activated in conjunction to any Ida related debris.

Question 5: Typically tipping/disposal fees will be treated as a pass-through cost at no markup to the client. We wanted to confirm that this would be the case with this contract.

Response 5: This is correct.

Question 6: Several sections of the Part II Scope of Work/Services talk about monitoring functions (2.1 Scope of Work, 2.6.2 Technical – Qualification of Contractor, Staff, Project Management, Equipment, etc.) - could we please get a copy of the specific Scope of Services for the Debris Removal Contractor?

Response 6: This will differ per event depending on the severity. The basic scope of services is listed in the RFP are for debris removal.

Question 7: I have the proposal what are all the pages that the contractor must fill in?

Response 7: The contractor is responsible for filling out all pages as they relate to the contract for debris removal .

Question 8: What was the last event that impacted BREC which required activation and performance by BREC's disaster debris management contractor(s)?

Response 8: Hurricane Katrina.

Question 9: How many cubic yards of debris were removed in that event?

Response 9: In excess of 2,000 cubic yards.

Question 10: How many hazardous trees were removed in that event?

Response 10: In excess of 400 hardwood trees.

- Question 11: How many hazardous stumps were removed in that event?
- Response 11: In excess of 175.
- Question 12: Does BREC currently have a disaster debris monitoring firm under contract, and if so, with which company(ies)?
- Response 12: Yes, Thompson Consulting Services, LLC
- Question 13: Please provide the names and titles of the evaluation committee members.
- Response 13: BREC Directors, and Assistant Directors
- Question 14: Please provide the date, time, and location when the evaluation committee meeting will be held to evaluate proposals.
- Response 14: BREC Administrative Building
6201 Florida Blvd.
Baton Rouge, LA 70806
Time and Date determination not scheduled at this time.
This is an inhouse evaluation only.
- Question 15: Where will the evaluation committee meeting notice be posted?
- Response 15: This is an inhouse evaluation only and will not be posted to public. There is a blackout period from the date of the proposal opening until bid award.
- Question 16: Will the intent to award be mailed to all proposers concurrently?
- Response 16: Yes, it will be emailed to all proposers.

Question 17: Does BREC intend to self-perform some of the debris removal and tree and stump removal work concurrently with the activated contractor?

Response 17: Yes, BREC does and will.

Question 18: Can BREC provide a map to proposers showing the locations of all the BREC properties?

Response 18: Yes, BREC can and will if activation is implemented.

Question 19: Are disposal fees a pass-through charge to BREC?

Response 19: Yes it is.

Question 20: Section 1.1 notes that "BREC will receive proposals, at BREC Administration Building, 6201 Florida Boulevard, in the Finance/Purchasing Office, Room 1501, Baton Rouge, Louisiana, 70806 for RFP# 209: Disaster Debris Removal Services until 11:00 A.M. CT on November 24, 2021." Then in section 1.4 it states proposals may be mailed to "BREC Recreation and Park Commission for the Parish of East Baton Rouge 6201 Florida Blvd. Baton Rouge, LA 70806"

Please confirm if proposers need to include "Finance/Purchasing Office, Room 1501" to the address provided in section 1.4?

Response 20: Yes, it should be contained in the mailing address.

Question 21: Please clarify the proposal response format in section 1.5. It is not clear if proposers are to present the information that is requested in section 2.6.2, Attachment A, the Affidavit (pg. 34), and Bidder's Organization as part of their response to section 1.5.A Cover Letter, or part of section 1.5.C Proposer Qualification and Experience.

Response 21: This should follow the specified scope. The requested information may be listed in various areas.

Question 22: Section 1.5.F states proposers are to provide a “Detailed schedule of implementation plan for pilot (if applicable) and full project implementation.” Please explain the difference between a pilot project and a full project.

Response 22: The term (if applicable) applies if there is a pilot plan already developed by the submitting party. If not, a full detailed plan is requested.

Question 23: Regarding the statement in section 1.21.1 “If services are to be performed in East Baton Rouge BREC, evidence of a current occupational license and/or permit issued by BREC shall be supplied by the successful vendor, if applicable.”, please clarify if it is acceptable for the successful vendor to obtain the occupational license and/or permit after contract award.

Response 23: No, this should be obtained beforehand.

Question 24: Section 1.40 notes two record retention periods. One for at least (10) years and then again for at least (5) years. Please clarify the record retention period.

Response 24: There is a 10-year retention period on all records related to this RFP, and contract. The RFP by this addendum has been updated.

Question 25: Section 2.1 notes that debris may be delivered to DMS or a disposal site. Then on Attachment B pricing schedule, it notes a pricing item to “Load and haul to FEMA approved debris storage and reduction site(s)”. Please clarify is material is to only be hauled to a DMS.

Response 25: Yes, the debris can only be delivered to a Disaster Managed Site.

Question 26: Please confirm the DMS and disposal locations that are approved for use by BREC for this contract.

Response 26: **East Baton Rouge Landfill, this may increase as events occur.**

Question 27: If material is directed to a DMS, is it the intent of BREC to have the successful proposer set up, manage/operate, perform debris reduction of the DMS, to include removal of debris to final disposal?

Response 27: **No, it is not.**

Question 28: If yes to the above question, will BREC add additional pricing line items to Attachment B to account for the costs associated with performing that work?

Response 28: **N/A**

Question 29: There are many references throughout the RFP specifications, including Attachment B Pricing Schedule, regarding disaster debris removal services, however there are also references to disaster debris monitoring services. Please clarify this and also how the Technical Proposal will be evaluated for points?

Examples:

The scope of work in section 2.1 notes “ BREC is seeking the services of qualified Contractors or individuals with extensive knowledge and background in providing disaster debris monitoring services”.

Section 2.6.2 notes request proposers to provide “Experience demonstrating current capability and current expertise in debris monitoring, solid waste and hazardous waste management and disposal. Each proposed key project staff person must demonstrate experience managing debris monitoring for at least three (3) government entities” for all key project staff as well as

to include “Resumes of key professional staff anticipated to work on BREC’s Disaster Debris Monitoring Services contract.” and “List all equipment available to be dedicated to BREC for debris monitoring.”

Part 4.1 also contains various requirements which are normally a part of the debris monitoring firms scope of work.

Response 29: **This RFP is for debris removal services and should be interrupted as supplying this component.**

Question 30: Please clarify how the Financial Proposal will be evaluated for points?

Part 3.1 states that “Pricing proposals for each specific area as submitted on Pricing Schedule found in Appendix B-1” noting that “A total of all labor related charges, including in-field staff, management/supervisory, and support staff) will count for 75% of the Financial score” and “A total of all other non-labor related charges will count for 25% of the Financial score”. Assuming that Appendix B-1 is referring to Attachment B PRICE SCHEDULE, there are 2 parts (or areas). Part A – Debris Hauling and Part B – Hazardous Tree Removal, none of which have labor or staff related charges associated with the line items on the schedule.

Response 30: **The RFP document has been updated by Addendum No. 1 to remove reference to Appendix B-1 and replace with Attachment B – Price Schedule under PART III EVALUATION, Section 3.1 Financial Proposal. All cost are figured into your final bid line item amount.**

Question 31: Regarding the evaluation of the Pricing, does BREC intend on adding up all unit price line items to get a total figure to compare against other proposer’s or will there be estimated quantities assigned to calculate a total extended price?

Response 31: **We will not be using estimated quantities.**

Question 32: If quantities are going to be assigned for evaluation purposes to calculate a total extended price, what quantities will be used for each line item?

Response 32: **We will be using unit pricing to score.**

Question 33: For Attachment B, Price Schedule, please confirm if payment for Part B – Hazardous Tree Removal, items 1 and 2, is for cutting the tree or limb only and that payment to load and haul the resultant cut tree/limb debris will be paid for under Part A – Debris Hauling.

Response 33: **Correct.**

Question 34: For Attachment B, Price Schedule, Part B.3.a., it notes “Cubic yard prices for transport and disposal of hazardous stumps are to be determined by the FEMA Stump Conversion Table, found in Appendix G, FEMA DAP9523.11 in the FEMA-325 Public Assistance Debris Management Guide”. It also notes in that section that “Unit price should include extraction, removal, transport and disposal of stumps greater than 24 inches in diameter and also include filling stump holes with dirt.” Please clarify

- a. Should proposed prices for stumps only be for extraction and removal
- b. If the load and haul will be paid for under Part A – Debris Hauling
- c. If the filling stump holes will be paid for under Part B. 3.

Response 34: **Yes, this statement is correct.**

Question 35: P.4 defines the proposal format, however additional proposal requirements are on pgs. 17-20.

- a. Are we to incorporate the required info on pgs. 17-20 into the appropriate sections of the designated proposal format on p.4?

Response 35: **No, it should be contained within the specified areas.**

Question 36: P33 asks for the date the project will start.

- a. Please confirm we write in N/A or TBD as this is a standby contract.

Response 36: **Correct, this is a standby contract activated when needed.**

- Question 37: Monitoring services are mentioned on p.16, 17, 19, 21, 22, and 23.
a. Please confirm this RFP is for debris removal services and not debris monitoring services.
- Response 37: **Correct.**
- Question 38: P.17 Section 2.3 Pricing Schedule states the pricing is Attachment A, but it is Attachment B.
a. Please confirm that we are not missing any pricing pages.
- Response 38: **Correct Pricing is Attachment B; no pages are missed.**
- Question 39: P.27 states we are to file a Byrd Anti-Lobbying Certification, however, I do not see a form in the RFP.
a. Are we to supply our own?
- Response 39: **Yes, supply a Certification form.**
- Question 40: Can we use our own Signing Authority in lieu of the Corporate Resolution form on page 37?
- Response 40: **No, you cannot, BREC's corporate resolution is on page 47.**
- Question 41: Please confirm p.40 is intentionally left blank.
- Response 41: **No, page 40 is not a blank page.**
- Question 42: The RFP states we need to provide 1 original proposal, 1 redacted proposal and 1 USB.

a. Please confirm a copy is not necessary if we do not have any redacted information.
- Response 42: **Each Proposer shall submit one (1) signed Original Response (clearly Marked "ORIGINAL". 1 Additional Copy of the proposal should be provided, clearly marked "COPY") as well as one (1) redacted copy (clearly marked "REDACTED", if applicable (See Section 1.6). A USB flash drive must also be provided. The RFP has been updated within Addendum No. 1 to address this.**

Question 43: Please confirm Attachment D Sample Contract is for reference only and does not need to be signed and included in our proposal submittal.

Response 43: Yes, this is a sample.

Updates to the RFP are as follows:

Section 1.5.1 Number of Response Copies on Page 5 as written.

Revise Section 1.5.1 Number of Response Copies on Page 5 to read— Each Proposer shall submit one (1) signed Original Response (clearly Marked “ORIGINAL”. 1 Additional Copy of the proposal should be provided, clearly marked “COPY”) as well as one (1) redacted copy (clearly marked “REDACTED”, if applicable (See Section 1.6). A USB flash drive must also be provided.

Section 1.10 Performance Bond on Table of Contents as written.

Revise Section 1.10 Performance Bond on Table of Contents to remove *NOT APPLICABLE in its entirety.**

Section 1.10 Performance Bond (NOT REQUIRED FOR THIS RFP) on Page 8 as written.

Revise Section 1.10 Performance Bond on Page 8 to remove (NOT REQUIRED FOR THIS RFP.)

Section 1.40 Record Retention on Page 15 as written.

Revise Section 1.40 Record Retention by removing The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years in its entirety.

Part III EVALUATION Section 3.1 Financial Proposal on page 26 as written.

Revise Part III EVALUATION Section 3.1 on page 26 remove Appendix B-1 and replace with Attachment B.

RFP as written.

Revise RFP to add requirement for bid bond. A bid bond must accompany the the RFP Proposal in the amount of 20% of the total bid amount due to federal funding. A bid bond, cashier's check or certified check is acceptable made payable to the Recreation and Park Commission for the Parish of East Baton Rouge, "BREC".

The bid bond shall be written by a surety or insurance company currently on the U.S. Department of Treasury, Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A. M. Best's Key Rating Guide to write individual bonds of up to ten percent of policyholders' surplus as shown in the A. M. Best's key rating guide. Bid bonds remain in the file and checks are returned to the bidders after receipt of the performance bond from the successful bidder.

RFP as written with Page 40.

Revise RFP to remove Page 40 in its entirety as blank.

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)