



City of St. George State of Louisiana

REVISED REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR MONITORING SERVICES FOR DEBRIS REMOVAL

Proposals Due: 07/07/2025 AT 2:00 PM CST

1.0 Introduction

The City of St. George ("CITY") invites qualified Debris Monitoring Consultants to respond to this Request for Qualifications and Proposals ("RFQ&P") by providing Statements of Qualifications and Proposals for Debris Monitoring Services ("DMS") for the term of July 15, 2025 through July 14, 2026 which may be extended for two additional one-year terms.

The selected Respondent shall provide monitoring services for contractors providing disaster street cleaning and debris removal, processing and disposal to ensure compliance with funding requirements and applicable debris management plans. Debris Monitoring Services include verification and documentation of contractor oversight, truck measurements, load ticket preparation and issuing, report preparation and project administration. The Debris Monitoring Services Consultant ("Consultant") shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris (in cubic yards) delivered to each disposal site, and to support the operations of the field supervisor(s), debris loading and tower/site monitors, and clerical staff.

Respondents must submit a Statement of Qualifications and Proposal or before 2:00 p.m. CST on Monday, July 7, 2025 either by: 1) delivering an original and three copies and an electronic copy in PDF in a sealed container marked as follows to:

**City of St. George
ATTN: RFQ&P-MONITORING
14100 Airline Highway
St. George, Louisiana 70817**

or, 2) submitting via Central Bidding (www.centralbidding.com).

Respondents are solely responsible for the cost of preparing the Statement of Qualifications and Proposal and timely delivery. Failure to deliver in accordance with this section shall result in rejection of the proposal.

2.0 Background

The City of St. George, a municipality with an area of approximately 60 square miles situated in the southeast corner of East Baton Rouge Parish. St. George, is governed by the Lawrason Act, La. R.S. 33:381, *et seq.* St. George was incorporated by an election held on October 12, 2019.

3.0 Tentative Schedule of Events

Any revisions to schedule will be posted at www.stgeorgela.gov. St. George reserves the right to change the Schedule or issue addenda. Respondents are responsible for checking the website for any changes.

Activity	Description	Date & Time (CST)
Publication of Notice in Official Journal	Request for Statements of Qualifications and Proposals published in The Advocate	Tuesday, June 3, 2025
		Monday, June 9, 2025
		Friday, June 13, 2025
Publication of Notice On Websites	www.centralbidding.com & www.stgeorgela.gov	Tuesday, June 3, 2025
Inquiries	Deadline to submit inquiries via email to rfp@stgeorgela.gov	4:00 p.m. Monday June 16, 2025
Response to Inquiries	Deadline for CITY to post inquiries and responses on www.stgeorgela.gov	Monday, June 23 2025
Addenda	Deadline for Addenda if necessary, to be posted on www.stgeorgela.gov and www.centralbidding.com	Friday, June 27, 2025
Statements of Qualifications and Proposals Due	Deadline for receipt of Statements of Qualifications and Proposals	2:00 p.m. Monday July 7, 2025
Ranking of Respondents and Interviews	Designees rank proposals and set interview schedule, if necessary	Tuesday, July 8, 2025
Interviews and Selection of Contractor	Interviews of proposers, if necessary	Wednesday, July 9, 2025
	Recommendation to Council	Tuesday, July 15, 2025

4.0 Questions and Communications

To ensure a fair and objective evaluation of all Statements of Qualifications and Proposals, Respondents SHALL NOT initiate contact or communications with any appointed or elected official of the CITY of ST. GEORGE regarding this RFQ&P until after award of contract or until this RFQ&P has been cancelled.

Questions concerning any portion of the RFQ&P shall be submitted via email to RFP@stgeorgela.gov no later than Monday, June 16, 2025, at 4:00 PM CST. All inquiries together with responses thereto will be posted on St. George's website, stgeorgela.gov on or before Monday, June 23, 2025.

5.0 Scope of Services for Debris Monitoring Services

General

Consultant shall provide debris monitors and debris monitoring services to assist the City with monitoring the operations of the disaster debris removal and disposal contractor(s). The debris monitoring services to be provided include, but are not limited to: contract compliance, supervision, and inspection. All debris monitoring activities are to be in compliance with current FEMA guidance and local, State, and

Federal regulations applicable to funding source. Debris sites may operate approximately 12 to 14 hours per day, 7 days per week.

Consultant shall monitor load inspections for storm debris cleanup being performed by one or more debris hauling and disposal contractors of the City. Consultant shall supply sufficient a number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites and debris management sites or final disposal sites. Consultant shall remove and replace employees immediately upon notice from the City for conduct or actions not consistent with the contract's requirements.

Personnel Requirement and Responsibilities

Debris Monitoring Field Supervisor

Consultant shall provide at least one debris monitoring field supervisor for debris loading site monitors. Services include, but are not limited to:

- a. Overseeing and supervising loading site and disposal site debris monitoring activities;
- b. Scheduling debris monitoring resources and deployment timing;
- c. Communicating and coordinating with City's officials, personnel and contractors;
- d. Providing suggestions to improve the efficiency of collection and removal of debris;
- e. Coordinating daily activities and future planning;
- f. Remaining in contact with debris management/dispatch center or supervisor;
- g. Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility;
- h. Supervising the accurate measurement of load hauling compartments and accurately; computing volume capacity in cubic yards (CY);
- i. Documenting and recording measurements and computations;
- j. Documenting truck hauling compartment condition using digital photographs;
- k. Preparing a master log of all hauling equipment used for debris removal; and
- l. Compiling, reconciling and documenting daily, in an electronic spreadsheet format, all eligible debris hauled by debris removal contractor(s).

Debris Monitors

Consultant will provide trained debris monitoring personnel to oversee the loading of eligible debris at all collection sites, verify debris eligibility based on the monitoring contract's requirements, verify load capacity and documentation at designated temporary debris management and final disposal sites, and initiate debris removal documentation using load tickets. Services include, but are not limited to:

- a. Providing trained debris monitoring personnel at designated loading sites to verify information on debris removal operations;
- b. Monitoring collection activity of trucks;
- c. Issuing load tickets at loading site for each load, including the use of a load ticket system to record with specificity where debris is collected and the amount picked up, hauled, reduced, and disposed of;
- d. Surveying areas for safety considerations such as downed power lines and children playing in the area, and ensuring that traffic control needs are met and trucks and equipment are operated safely;
- e. Ensuring that Freon-containing appliances are sorted and ready for Freon removal on-site or separating transport for Freon removal before final disposal;
- f. Performing a pre-work inspection of areas to identify potential problems such as covered utility meters, transformers, fire hydrants, mail boxes, and other property to mitigate damage from loading equipment;
- g. Documenting damage to utility components, driveways, road surfaces, private property, vehicles, with photographs (if possible, collect detailed information about owner, circumstances of the damage and report to field supervisor);
- h. Ensuring the work area is clear of debris to the specified level before equipment is moved to a new loading area;
- i. Monitoring and recording performance and productivity of debris removal crew;
- j. Maintaining regular contact with debris management/dispatch center or supervisor;
- k. Ensuring loads of debris are contained properly before leaving the loading area;
- l. Ensuring only eligible debris is collected for loading and hauling;
- m. Ensuring only debris from approved public areas is loaded for removal; and
- n. Performing other duties from time to time as directed by the debris management project manager or City's designated debris management personnel.

Debris Tower/Site Monitors

Consultant will provide debris tower and site monitors to verify estimated quantities of eligible debris hauled by debris removal trucks and documented on load tickets. Services include, but are not limited to:

- a. Providing trained debris monitoring personnel to accurately measure load hauling compartments and accurately compute volume capacity in CY for all trucks and trailers prior to commencement of debris hauling operations;

- b. Documenting measurements and computations;
- c. Completing record contract haulers' cubic yardage and other recordkeeping as needed on the load ticket;
- d. Initialing each load ticket before permitting trucks to proceed from the check-in area to the tipping area;
- e. Remaining in regular contact with debris management/dispatch center or field supervisor; and
- f. Performing other duties as directed by the dispatch/staging operation, debris management project manager, or other designated personnel.

Clerical Staff/Data Entry Staff

Consultant shall provide clerical staff/data entry staff as required to implement and maintain a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes, to enter load ticket information into the contractor's information management systems and to supervise the preparation of detailed estimates for submission to the City and to provide periodic reports to the City, noting work progress and efficiency, current/revised estimated, project completion, and other schedule forecasts/updates.

6.0 Term / Deployment

The work shall begin on notice to proceed and continue until completed. Consultant must be prepared to deploy personnel to perform services identified in this Contract within 24 hours from the notice to proceed. When additional monitoring services are needed to meet City's requirements of debris removal, Consultant shall increase the number of debris monitors for the City as needed.

7.0 Evaluation and Selection

Evaluation

Proposals will be evaluated to determine the proposal most advantageous to the City, considering price and the evaluation factors set forth herein.

Administrative and Mandatory Screening

Proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in this RFP&Q. Proposals determined not compliant with mandatory requirements (responsive) or proposals deemed to be not responsible will be rejected and will not be scored.

CITY reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

8.0 Reservation of Rights

St. George reserves the right to waive administrative informalities in any proposal. Written or oral discussions may be conducted with any or all Respondents to determine the proposal in the best interest of St. George. St. George reserves the

right to make an award based on the proposals without further discussion.

St. George reserves the right to communicate with one or more Respondents regarding a Best and Final Offer (BAFO). The Respondents will be provided with a list of specific items to be addressed in the BAFO with instructions for submittal. The BAFO may be used to clarify the scope of work or to obtain the most cost-effective pricing available from Respondents.

All proposals are considered valid until an award is made. An award is anticipated to be made by **July 15, 2025**.

9.0 No Conflict of Interest

Respondent shall not have a real or perceived conflict of interest with City of St. George or its appointed or elected officials. A conflict of interest includes:

- Respondent is owned by an immediate family member of an appointed or elected official of the City of St. George.
- Respondent or an owner of Respondent has a business relationship with an appointed or elected official of the City of St. George.
- Respondent employs any immediate family member of an elected or appointed official of the City of St. George which would present a conflict under the Louisiana Code of Governmental Ethics.

10.0 Format for Responses

Responses should be limited to 20 pages and *must be either: 1) bound and printed on 8.5" x 11" paper and include an electronic copy on a Flash Drive in PDF, or 2) transmitted to www.CentralBidding.com.*

The Statement of Qualifications and Proposal shall be organized as follows:

A. Cover Letter Executive Summary — Identification of Respondent

- Respondent's name, address, and phone number
- Name of a single key contact person and contact information including phone numbers and email address
- Office location and key personnel to be responsible for project
- Relevant education and training of key personnel

B. Proposer's Qualifications and Experience

- Describe Respondent's relevant experience with projects of similar scope of services within the past 5 years
- For each project listed as relevant experience within the past 5 years, provide a listing in table format of project references including project name, brief description, scope, project budget, operational duration and number of employees, client's contract manager with contact information including phone number and email address. Description should include:

Type of disaster. i.e. hurricane, tropical storm, tornado, flood

Type of jurisdiction, i.e. municipality, county/parish or district
 Debris monitoring assignments
 Final disposal debris monitoring functions
 Grant reimbursement actions and issue resolution

C. Resumes of Key Individuals

- Provide resumes of key individuals who will be responsible for providing services and describe their roles and relevant experience.
- Describe how Respondent would respond to a situation where any key individual assigned to the engagement would need to be replaced.

D. List of Litigation/Arbitration Disputes and Matters

- Identify any assignments within the past five years where Respondent was terminated prior to the end of the contract term and provide an explanation of the reasons for termination.
- List the caption of all lawsuits or arbitrations in which Respondent has been a named party from January 1, 2020 through present.
- With respect to each lawsuit or arbitration provide the following: jurisdiction / court in which the matter was or is pending, the nature of the dispute (factual summary and primary issues) and where applicable how and in whose favor the matter was concluded or resolved.

E. All Applicable Attachments

1. Proof of Insurance (Attachment A)
2. Cost Proposal (Attachment B)
3. Affidavit (Attachments C)
4. Proposer Identification (Attachment D)
5. Corporate Resolution, if applicable (Attachment E)

Additional materials submitted may not be considered.

11.0 Evaluation and Review

Responsive and responsible proposals will be evaluated based on information provided in the proposal. CITY reserves the right to validate the claims made in the proposals through third parties and references. The evaluation will be conducted according to the following:

Criteria	Maximum Score
Technical Proposal Evaluation	(55 points)
1. Proposer's Background and related experience in disaster debris monitoring in the past 5 years in similar jurisdictions	20
2. Approach and Methodology, including office location and key personnel responsible for this project	20
3. Resumes, Proposed Staff Qualifications	15
Cost Proposal Evaluation	(45 points)
4. Cost	45
Total Possible Points	100

12.0 Announcement of Consultant

CITY will notify the successful proposer. Unsuccessful proposers will be notified in writing accordingly. Proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44:1, *et seq*), shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

13.0 Claims or Controversies

Any proposer who believes they were adversely affected by the City's procurement process or award, may file a protest. Protests must be submitted in writing to the Mayor and specifically state the particular facts which form the basis of the protest and the relief requested. The written protest must be received within seven calendar days from the date proposals were opened. The City may, at its sole discretion, suspend, postpone or defer the proposal process and/or award in whole or in part upon receipt of a protest. The City will act upon protests within 15 calendar days of the receipt thereof. The written protest shall be a condition precedent to any other proceedings in connection with a protest and shall be considered the administrative remedy available to review protests.

ATTACHMENT A

Proposer must include evidence of the following Insurance Requirements with Statement of Qualifications and Proposal.

INSURANCE REQUIREMENTS FOR DEBRIS REMOVAL MONITORING SERVICES

CONSULTANT'S AND SUB-CONSULTANT'S INSURANCE: Prime consultant and any sub-consultants shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work covered by this contract. Prime consultant shall not commence work under this contract until certificates of insurance have been approved by the City. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide unless otherwise approved by CITY. Prime consultant is responsible for assuring that its sub-consultants meet these insurance requirements.

- A. Commercial General Liability on an occurrence basis:

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

- B. Business Auto Policy - Any Auto; Owned, Non-Owned & Hired:

Combined Single Limit	\$1,000,000
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- C. Standard Workers Compensation – Full statutory liability for State of Louisiana with Employer's Liability Coverage.

- D. CITY must be named as additional insured on all general liability policies described above.

- E. Professional Liability coverage for errors and omissions is not required, but the City shall have the benefit of any such insurance carried by Consultant.

- F. Certificates must provide for 30 days written notice to Certificate Holder prior to cancellation or change.

- G. The Certificate Holder should be shown as: City of St. George, 14100 Ailine Highway, St. George, LA 70817

**ATTACHMENT B
COST PROPOSAL FORM**

Hourly Labor Rates for Debris Monitoring Services

Note to Proposers: All costs proposed are to be inclusive of labor, materials, equipment and supplies, necessary to provide the scope of services outlined in this RFP for the below listed hourly rates. Rates proposed include all expenses, including general overhead, equipment, field overhead, and profit and travel and per diem, including all necessary lodging needed to provide services.

Positions	Proposed number for each Position	Straight Time Rate	Overtime Rate
Project Manager			
Operations Manager			
Program Manager			
PW Specialist			
Scheduler/Expeditor			
GIS Analyst			
Field Supervisor			
Debris Site/Tower Monitor			
Environmental Specialist			
Project Inspector (Citizen Drop-Off Site Monitor)			
Field Coordinator (Crew Monitor)			
Load Ticket Data Entry Clerk (QA/QC)			
Billing/Invoice Analyst			
Project Coordinator			
Other required positions as defined by proposer, if applicable*			
Other positions:			

ATTACHMENT C

STATE OF _____

PARISH / COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared:

who, being duly sworn did depose and state:

That affiant is a duly authorized representative of _____

authorized to execute documents related to the proposal for:

MONITORING SERVICES FOR DEBRIS REMOVAL

a public project of the City of St. George, Louisiana; that no person, corporation, firm, association, or other organization was employed, either directly or indirectly, to secure the public contract other than persons regularly employed by him whose services in connection with the project or in securing the public contract were in the regular course of their duties for him; and that no part of the contract price to be received by will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed whose services in connection with the project were in the regular course of their duties for him.

Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this ____ day of _____, 2025,
in _____(city), _____(state).

NOTARY PUBLIC

**ATTACHMENT D
PROPOSER IDENTIFICATION – COMPLETE ALL APPLICABLE SECTIONS**

INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Phone No.: _____ Fax No.: _____

PARTNERSHIP

Firm Name: _____

Address: _____

Managing Partner: _____

Phone No.: _____ Fax No.: _____

Email: _____

LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Manager: _____

Phone No.: _____ Fax No.: _____

Email: _____

CORPORATION

CORPORATE RESOLUTION MUST BE SUBMITTED WITH PROPOSAL.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name & Title of person authorized: _____

Phone No.: _____ Fax No.: _____

Email: _____

FOR JOINT VENTURES, ALL PARTIES TO VENTURE MUST COMPLETE THIS FORM.

ATTACHMENT E
CORPORATE RESOLUTION

STATE OF _____

PARISH / COUNTY OF _____

A meeting of the Board of Directors of _____, a corporation organized under the laws of the State of _____, and domiciled in _____, and authorized to do business in Louisiana was held this ___ day of _____, 2025, and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of St. George, State of Louisiana.

BE IT FURTHER RESOLVED that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the City of St. George has been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____ 2025, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 2025.

SECRETARY