

Mayor David Fowler
Commissioner Steve Martin
Commissioner Mike King
Commissioner Charlie Evans



Commissioner Minnie Truax
Commissioner Don Miller
Town Manager Zachary Steffey
Attorney Brett DeSelms

102 Dolphin Street
Cape Carteret, NC 28584

RFP for Monitoring Firm to provide Monitoring Services following a Natural Disaster

1. Proposals Due

All proposals are due by (12:00 PM) on Friday, July 5, 2019. Interested bidders should submit sealed written proposals to Zachary Steffey, Town Manager. Sealed written proposals may be submitted through the following methods:

By Mail: 102 Dolphin Street, Cape Carteret, NC 28584

In Person: 102 Dolphin Street, Cape Carteret, NC 28584

Proposals will be opened and tabulated at 1:00 PM on Friday, July 5, 2019 at Town Hall located at 102 Dolphin Street in Cape Carteret, NC 28584.

2. Rights

The Town of Cape Carteret reserves the right to waive any informalities, to reject any or all bids, and to accept that bid or bids which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the Town may include originally submitted bids for consideration in future RFP processes without requiring resubmittal.

3. Background

The Town of Cape Carteret is a municipality located at the crossroads of NC 58 and Highway 24 along the Bogue Sound in Eastern North Carolina. The Town has a population of approximately 2,200 residents. The Town of Cape Carteret typically enters into pre-positioned contracts prior to the Atlantic Hurricane Season. The Town positions contractors to perform Phase I (pushing debris off roadways to the edge of the ROW) and Phase II (removing debris from the Town's rights-of-way and disposing at a FEMA and State approved disposal site). The Town is seeking a monitoring firm to perform monitoring services for Phase II (removal and disposal of storm debris including C&D and vegetative debris) and for monitoring hazardous tree abatement and disposal.

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4. Scope

The Town of Cape Carteret is seeking a monitoring firm to supervise all aspects of the removal of storm related debris (C&D and Vegetative Debris) from the Town's right-of-way's and Town owned facilities as well as the monitoring and supervision of the removal of "leaners and hangers" which encompasses dangerous trees, limbs, and stumps that are located within the Town's Right-of-Way (ROW). The requested scope of services for the monitoring firm include but are not limited to:

- Measuring and certifying debris trucks utilized in the removal of debris from the Town's ROW
- Preparing and transmitting daily electronic monitoring records
- Entering data into a master database and maintaining these records
- Photographing, documenting, and measuring all trees, limbs, stumps, etc. that are removed from the Town's ROW
- Analyzing and monitoring contractor performance
- The award of a contract under this solicitation will be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective firms shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, firms providing submittals shall be responsible for complying with state law and local ordinances.
- Communicating regularly with Town Staff about the status of the project.
- Ensuring the accuracy of the contractors invoicing.
- Ensuring that the selected debris removal and hazardous tree abatement contractors are operating within the scope of work and within the municipal limits of the Town of Cape Carteret.
- The monitoring firm must monitor, document, and promptly report all damage to the Town's Right-of-Ways, signs, roads, infrastructure, or public/private property that is caused by the debris removal or hazardous tree abatement contractor.

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5. Proposal

All proposals should include the following information:

- Experience and Qualifications – provide a description and history of the firm focusing on previous governmental monitoring experience and experience working within FEMA policies and guidelines.
- Cost Proposal Form – the cost proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. The hourly labor rates shall include all applicable overhead and profit. Lodging, meals, and incidentals should be included in the hourly rates submitted on the cost proposal form. All other direct project expenses must be pre-approved by the Town Manager and will be reimbursed at cost.

6. Terms and Conditions

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The term of the agreement will be valid from July 8, 2019 through June 30, 2020 and will be initiated by notice to proceed by the Town Manager or his designee, in the event of a natural disaster during the term of the agreement.
- The proposer receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town:
 - Workers' Compensation (as required by the State of North Carolina)
 - Commercial General Liability for bodily injury, property damage, or personal injury
 - Business Automobile Liability
- The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFP.
- The proposer agrees to all Federal provisions required of the Town to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards, including but not limited to: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C.

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3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

- By submitting a proposal under this solicitation, the Proposer or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.
- The Town of Cape Carteret reserves the right to reject any and all bids.
- Invoices for work performed must be issued on a Net 30 (30 day) payment window

7. Contacts and Additional Information

For additional information please contact: Zach Steffey, Town Manager 252-393-8483 or by email zsteffey@capecarteret.org

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Cost Proposal Form

Hourly Positions and Rates

Position	Hourly Rate
Project Manager	
Operations Manager	
Field Supervisor	
Debris Site/Tower Monitor	
Crew Monitor	