

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

1. Proposals Due

All proposals are due by close of business (5:00 PM) on December 7, 2018. Interested bidders should submit written proposals to Zachary Steffey, Town Manager. Written proposals may be submitted through the following methods:

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

By Email: zsteffey@capecarteret.org

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.

3. Background

The Town of Cape Carteret is a municipality located at the cross roads 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 existing monitoring agreement does not include monitoring for the removal of "leaners and hangers."

4. Scope

The Town of Cape Carteret is seeking a monitoring firm to supervise all aspects 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 associated with the removal of leaners and hangers in the ROW

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- Preparing daily 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

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 will be reimbursed at the most current GSA per diem rates for the area. All other direct project expenses 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 through June 30, 2019 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.

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- 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. 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.

7. Contacts and Additional Information

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