



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**March 9, 2020**

Please find the following addendum to the below mentioned RFP.

**Addendum No.:** 1

**RFP#:** 20-2-3

**Project Name:** Emergency Debris Removal and Disposal – Small Scale Event

**RFP Due Date:** Thursday, March 12, 2020

### QUESTIONS & ANSWERS:

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**Question 1:** The RFP states that the Contractor must include Landfill fees in our proposed unit rates. We cannot control the landfill rates nor guarantee them for the term of the proposed contract. Typically, it is after activation when tipping fees are negotiated often at a much better rate than the standard daily gate rate (depending on the quantity of debris). Will the Parish consider changing the scope to allow for tipping fees/disposal fees to be considered a pass through expense whereby the contractor pays the Tipping Fees and invoices the City at direct cost with no markup?

**Answer 1:** Tipping fees are to be included in the rates proposed on Attachment A. The Parish has historically included tipping fees in the contracted Cubic Yard rates. Proposers can suggest other options in their response to the RFP, but Attachment A must include tipping fees, and other costs, etc in the rate.

**Question 2:** If the Parish will not treat tipping fees as a pass through how will the county treat increased/decreased disposal rates at the time of event?

**Answer 2:** This would be addressed at that time depending on factors and circumstances existing at that time.



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Question 3: Attachment H, Project Operations, Item 4B found on page 5 requires a LA state licensed arborist to be present during all hazardous tree and limb cuts. Will the parish accept certified arborists from other states?

**Answer 3: The arborist must be licensed in the State of Louisiana per Louisiana Department of Agriculture Horticulture Commission.**

Question 4: Unit Item Price Proposal

- a. Item 00001A – Please confirm is a cradle to grave rate for all eligible debris to be collected, hauled to TDSR, reduction of debris and haul to final disposal site
  - i. Are we to assume reduction of vegetative debris will be by grinding, Air Curtain Burn or Open Burn for this line item (00001A)
  - ii. Are we to assume reduction of Marsh Grass will be by compaction for this line item (00001A)
  - iii. Are we to assume reduction of C&D debris will be by compaction for this line item (00001A)
- b. Item 00001B – Please clarify that this line item includes reduction of eligible vegetative debris via burning, management of the TDSR site and final haul of reduced ash remnant debris to final disposal
  - i. Are we to assume reduction of vegetative debris will be by Air Curtain Burn or Open Burn for this line item (00001B)
- c. Item 00001C – Please clarify that this line item includes reduction of eligible vegetative debris via grinding, management of the TDSR site and final haul of reduced vegetative debris to final disposal
  - i. Are we to assume this line item does not include reducing C&D debris
- d. Item 00001B and 00001C is for the reduction of debris located at a TDSR and hauling the reduced debris to final disposal – there is not a payment mechanism for collecting eligible debris from the ROW and haul to a TDSR. Will the Parish provide an updated pricing form that includes a line item for collecting debris from the ROW and haul to TDSR?



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- e. Will the Parish consider creating separate line items for the collection of vegetative debris, C&D Debris, Marsh Grass and Sediment from ROW and haul to TDSR?

Answer 4: a-i. Louisiana law now requires vegetative storm debris be reduced 50% by volume and 50% by weight before final disposal at a permitted landfill. The Parish will pay for the haulout of ash and mulch (woodchips) from vegetative debris reduction sites. The LDEQ permits for the reduction sites will determine which activities may occur at any given site.

a-ii. Refer to the *La. DEQ Comprehensive Plan for Disaster Clean-up and Debris Management (April 2019)* for reduction methods for marsh grass/debris. The Debris Management Plan promotes reduction of all types of debris streams utilizing various methods such as chipping, grinding, incineration, recycling, or other methodologies as directed in LA R.S. 30:2413.1.

<https://www.deq.louisiana.gov/assets/docs/Solid-Waste/DebrisManagementPlan040219.pdf>

a-iii. Refer to the *La. DEQ Comprehensive Plan for Disaster Clean-up and Debris Management (April 2019)* for reduction methods for C&D debris. The Debris Management Plan promotes reduction of all types of debris streams utilizing various methods such as chipping, grinding, incineration, recycling, or other methodologies as directed in LA R.S. 30:2413.1.

<https://www.deq.louisiana.gov/assets/docs/Solid-Waste/DebrisManagementPlan040219.pdf>

b. Item 00001B should include costs of reduction operations including related labor/equipment/materials etc; management of the TDSR including associated operational & regulatory costs; and haulout of reduced ash from the TDSR to final disposal site.

b-i. The LDEQ permits for the various LDEQ Approved Emergency Debris Sites (TDSRs) will determine which activities may occur at any given site.

c. item 00001C should include costs of reduction operations including related labor/equipment/materials etc; management of the TDSR including associated operational & regulatory costs; and haul out of reduced woodchips/mulch from the TDSR to final disposal site.



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c-i. Item 0001C is for eligible vegetative debris which has been reduced by chipping/grinding.

d. Item 00001A is for the collection of all debris types from the public Right of Way and transported to either a final disposal site or a TDSR site.

e. No lines will be added. Item 00001A is for the collection of debris at the Right of Way and haul to a TDSR or final disposal site.

Question 5: Where does the Parish currently dispose of RACM debris – what is the approved final disposal site for RACM?

Answer 5: RACM can be disposed of at any landfill permitted to receive RACM debris. The Parish does not specify which landfill to use - only that the landfill be properly permitted for the debris stream(s) taken to it. The contractor shall provide proof of the landfill's permitting to ensure compliance. Landfills in Mississippi have been used most recently. King Landfill, Central Landfill.

Question 6: If a large scale event is activated, would the small scale event be activated as well?

Answer 6: No, only one contract will be activated per event.

Question 7: Would the Parish consider tipping fees as a “pass through” cost?

Answer 7: The Parish has historically included tipping fees in the contracted Cubic Yard rates. Tipping fees are to be included in the rates proposed on Attachment A. Proposers can suggest other options in their responses to the RFP, but Attachment A must include tipping fees, and other costs, etc in the rate.

Question 8: What landfill does the Parish utilize for disposal?

Answer 8: Landfills in Mississippi have been used most recently. King Landfill, Central Landfill for example. The Parish does not specify which landfill to use, only that the landfill be properly permitted for the debris stream(s) taken to it.

Question 9: Will a list of evaluators become available?

Answer 9: No, the list of evaluators can be requested via a public records request after the award of the contract.



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Question 10: After Katrina did the Parish burn or chip the debris?

Answer 10: Both burnings and chipping occurred for Katrina. Louisiana law now requires vegetative storm debris be reduced by 50% volume and 50% by weight before final disposal at a permitted landfill.

Question 11: Who does the Parish use for a monitoring company?

Answer 11: Monitoring RFP is currently being advertised. Thompson was previous monitoring firm.

Question 12: We are in the process of reviewing the RFP documents for the above referenced RFP documents for the above RFP and had questions regarding the tipping/disposal fees. Can you please clarify if the Parish will be reimbursing the contractor for disposal/tipping fees at cost with no markup, which is customary for a pre-event contract? Or if we need to include the current disposal/tipping fees in our cubic yardage rate on the bid schedule?

Answer 12: Tipping fees are to be included in the rates proposed on Attachment A. The Parish has historically included tipping fees in the contracted Cubic Yard rates. Proposers can suggest other options in their response to the RFP, but Attachment A must include tipping fees, and other costs, etc in the rate for all items listed.

Question 13: Can you please provide the bid tabulations and evaluation scores from the previous bidding cycle (RFP# 319-00-16-22-3)?

Answer 13: You must submit a public records request to obtain this information.

Question 14: Please explain specifically how the pricing of one proposal will be evaluated against the pricing from another proposal, including the answer to these questions:

- a. Will each pricing proposal be analyzed and refined to become one total number which can then be compared to the other proposals, and if so, what is the formula that will be used to derive that total number?
- b. Will all pricing line items be evaluated equally or will some line items receive more importance in the evaluation?

Answer 14: a-b. The total for all line items on Attachment A will be used to award points. All items must be priced for Attachment A to be considered. Points for each price



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proposal received will be prorated based on the lowest offer received. See attached “How To Allocate RFP Price Points For All Respondents”.

Question 15: Is it allowable to note on the pricing sheet that tipping fees will be negotiated at the time of the event and will be charged at cost (with no markup) to the Parish?

Answer 15: Tipping fees are to be included in the rates proposed on Attachment A. The Parish has historically included tipping fees in the contracted Cubic Yard rates. Proposers can suggest other options in their response to the RFP, but Attachment A must include tipping fees, and other costs, etc in the rates for all items listed.

Question 16: P.5 Tab K Financial Stability Statement

- a. This section states that we should complete one Attachment J for each of the last 3 years and have all three notarized.
  - i. Attachment J is the Disadvantaged Business Enterprises, Women-Owned & Labor Surplus Area Firms Compliance Form. Is it meant to read Attachment K Contractor’s Uniform Information Form?
    1. If Tab K Financial Stability Statement is referring to Attachment K Contractor’s Uniform Information Form, it has three years on the form. Please confirm that this form only needs to be filled out, signed, and notarized once as it contains three years of financial information.

Answer 16: Attachment K-Contractor’s Uniform Information form is the correct form for Proposer’s financial stability statement. Yes, fill out and notarize one (1) copy.

Question 17: P.7 Section 2.4 Deliverables

- a. This section states that the deliverables listed in this section are desired from the successful proposer. The deliverables are as follows:
  - i. Emergency Debris removal and disposal plan for a small scale event
    1. Mobilization Plan: Pre-event truck & equipment staging locations, number of operators, trucks & equipment available upon Contract activation and Notice to Proceed, TDSR/disposal site arrangements, other pre-event preparations, etc.
    2. Daily Operating Plan: work schedules, quality and safety protocols, subcontractor deployment and management protocols, environmental compliance protocols, etc.



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3. De-Mobilization and Project Completion Plan: TDSR/disposal site restoration & remediation, LDEQ TDSR/disposal site inspections; resolution of damage claims; project documentation transmittals; resolution of outstanding issues, etc.

The section then states that the plan above is to be submitted as a separate attachment to our proposal submittal. A lot of the above is already covered in the technical approach asked for in Tab D Proposed Solution/Technical Response. Is this plan to be submitted post award by the successful bidder or with the proposal submittal as a separate attachment?

**Answer 17:** The Proposers' *"Emergency Debris Removal & Disposal Plan for a Small Scale Event (EDR&D – Small Scale Plan)"* is to be provided with the response to the RFP. The Proposer may reference information contained in its EDR&D-Small Scale Plan in response to other/overlapping RFP Sections as long as all information required by the RFP is provided.

- Question 18:** Attachment A Unit Item Price Proposal
- a. The top of the page states that the form must be submitted in a sealed envelope to the St. Tammany Parish Office. P.5 states that we are to submit Attachment A under Tab G Financial Proposal.
    - i. Please confirm that Attachment A price proposal is not to be submitted separately in its own envelope.
    - ii. Please confirm that Attachment A price proposal is to be submitted under Tab G in the proposal.

**Answer 18:** All responsive information/responses to the RFP, including Attachment A, is to be submitted in one sealed envelope.

- Question 19:** Please confirm that Attachment B Sample Contract is not to be signed and submitted with the proposal.

**Answer 19:** Attachment B Sample Contract is not to be signed and submitted with the proposal.



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- Question 20: The following forms are asked to be included in the proposal submittal:
- a. Attachment A Price Proposal
  - b. Attachment C Acknowledgment and Waiver
  - c. Attachment I-1 Acknowledgment Regarding Federal Assistance with Debris Removal
  - d. Attachment I-2 Byrd Anti-Lobbying Certification
  - e. Attachment I-3 Suspension and Debarment Certification by Contractor
  - f. Attachment J Disadvantaged Business Enterprises, Women-Owned & Labor Surplus Area Firms (DBEWOLS) Compliance
  - g. Attachment K Contractor's Uniform Financial Information Form

**Answer 20: The above forms are required to be submitted along with any other information or forms requested by the RFP.**

- Question 21: Are the following forms required with the proposal submittal?
- h. Attachment E Hold Harmless Agreement
  - i. Attachment F Affidavit Pursuant to LA R.S. 38:2224 and Ethics Provisions for Professional & Essential Service Contracts & Affidavit Pursuant to LA R.S. 38:2212.10 Confirming Registration and Participation in a Status Verification System
  - j. Attachment G Sample Scoring Matrix

**Answer 21: h. Form must be executed and returned upon award of contract.**

**i. Form must be executed and returned upon award of contract.**

**j. Provided for informational purposes only and should not be returned.**

- Question 22: On page 1 of the document it states, the Respondent must be in Good Standing and licensed to do business in the State of Louisiana. With that being said, are you going to require the Respondent to hold a General Contractors license with the State of Louisiana in order to meet this requirement, even though the Contractor is licensed to perform this work in states other than Louisiana? To clarify the licensing, AshBritt currently holds a Class A General Engineering Contractor's License for the State of California. Under the reciprocity agreements for the State



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of Louisiana, the major classification is listed as Building Construction, with a note that must have held the corresponding state license for the past five years. Please confirm if our Class A License in effect with the State of California would meet the license requirements under this Solicitation.

**Answer 22:** A current contractor's license from a state with a reciprocity agreement with Louisiana is acceptable. Provide copy of current out-of-state license.

Other licenses may be required as specified in the RFP, or as required by other state and/or federal agencies regulating the work. (including but not limited to: arborist, burn manager, asbestos work, hazardous materials handling and transport, etc.).

**Question 23:** To clarify it appears that the Contractor is to pay disposal fees for the collected storm debris and is to include those fees in their pricing, prior to an event. As you are likely aware landfill fees are sometimes adjusted upward when a disaster occurs due to the additional cost the landfills may need to take on due to their need to add additional equipment and personnel. This allows the landfill to provide adequate service so the debris collection trucks can get in and out expediently thus expediting the project. If the Parish allows for the disposal fee to be a "pass through" to them then they will only pay actual disposal costs. If the winning contractor has to make adjustments to their pricing based on having to make allowance that a tipping fee may be increased above its current rate then the Parish, the taxpayers and FEMA may overpay for the services that were rendered. If the disposal fee does not change then the Contractor overcompensates for the unknown with his pricing, thus causing the Parish, FEMA, and the taxpayers to pay a higher rate than if the Parish allowed for the disposal fees to be a passthrough. Based upon this reasoning, would the Parish consider adjusting this requirement?

**Answer 23:** Tipping fees are to be included in the rates proposed on Attachment A. The Parish has historically included tipping fees in the contracted Cubic Yard rates. Proposers can suggest other options in their response to the RFP, but Attachment A must include tipping fees, and other costs, etc in the rate.

**Question 24:** In the Payment and Performance Bond sections it looks as if you are requiring those who receive awards to have to put up a Payment bond of 100% of the contract value and a Performance Bond of \$500,000 upon award. Typically, due to no immediate work being necessary for these pre-event type of awards, the performance and payment bonds are not due until activation of the contract. With that being the case would the Parish consider changing the need for these bonds until actual activation of the contract?



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**Answer 24:** The Proposal Guarantee (bid bond) shall be included with the Response to the RFP.

The Performance Bond shall be due within ten (10) days of contract execution.

A Payment Bond is not required for the Small Scale Event project.

**Question 25:** What was the last event that impacted the Parish which required activation and performance by the Parish's disaster debris management contractor?

**Answer 25:** March 2016 Floods (FEMA DR-4263)

**Question 26:** How many cubic yards of debris was collected in that event?

**Answer 26:** Approximately 9,815 CY

**Question 27:** Will this contract be used to perform services on state roads in lieu of the LADOTD performing those services?

**Answer 27:** State Roads will not generally be cleared under this contract. A written agreement between the State and STP to remove debris from state roads may be contemplated depending on facts and circumstances arising during an event. If such an Agreement is made with the State, the Contracted rates on Attachment A will be used for pickup of debris along state roads.

**Question 28:** If the answer to question 27 is yes, does the Parish and/or any municipalities have a pre-existing memorandum of understanding with NC DOT that authorizes them to perform debris removal on state roads?

**Answer 28:** The State of Louisiana has refused to "pre-position" such an MOU with the Parish; but may consider it depending on facts and circumstances arising during the event.

**Question 29:** How many miles of public roads (State, Parish, and municipal) are within the Parish?



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**Answer 29:** 1569.05 miles of Parish maintained roads in unincorporated St. Tammany Parish.

Question 30: How many miles of State roads are within the Parish and municipalities?

**Answer 30:** Please consult with Louisiana State DOTD.

Question 31: Does the Parish have Memorandums of Understanding (MOU) in place with the cities within the Parish to perform disaster debris management services?

**Answer 31:** No.

Question 32: Does the Parish intend to allow the cities within the Parish to utilize this contract?

**Answer 32:** Piggybacking of Parish contract is not desired or planned.

Question 33: Does the Parish own any self-loading grapple trucks, if so, how many?

**Answer 33:** No, Parish vehicles or equipment will be available for use under this Contract.

Question 34: Regarding the evaluation of the pricing, does the Parish intend on adding up all unit price line items to get a total figure to compare against other proposers?

**Answer 34:** The "total" for all line items on Attachment A will be compared. A price must be provided for each item for Attachment A to be considered. Points for each proposal/ offer received will be prorated based on the lowest offer received.

Question 35: If you are able, please provide the names and titles of the evaluation committee members?

**Answer 35:** Not able to provide this information.

Question 36: If you are able, please provide the date, time and location when the evaluation committee meeting will be held to evaluate proposals?

**Answer 36:** Not able to provide this information.

Question 37: Where will the evaluation committee meeting notice be posted?

**Answer 37:** Not able to provide this information.

Question 38: When will intent to award be made and how will it be communicated to proposers?



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Answer 38: This is to be determined.

### ATTACHMENTS:

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1. How To Allocate RFP Price Points For All Respondents.pdf

**End of Addendum # 1**

## HOW TO ALLOCATE RFP PRICE POINTS FOR ALL RESPONDENTS (Illustration Only – Actual RFP Price Points Available may differ)

The total cost of each technically responsive offer will be calculated as shown in the Evaluation of Price. The lowest total cost will achieve the maximum points. All other offers will be prorated using the lowest cost and the following formula. (Note: the Price Points Available will vary by RFP Project):

Total Price Points Available in RFP Evaluation Criteria = **40**

$$40 - [(40 \text{ points} \times (\text{total cost} - \text{lowest total cost})) / \text{lowest total cost}]$$

or

$$\text{TOTAL EVAL PTS minus } \frac{(\text{total points} \times (\text{total cost} - \text{lowest total cost}))}{\text{lowest total cost}}$$

Note: If the result is a negative number, the score assigned will be 0

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Example: Three technically compliant offers are received:

Offer 1: \$100,000

Offer 2: \$130,000

Offer 3: \$167,600

Offer 1 being the lowest, would achieve a score of **40 points**

Offer 2 would achieve a score of 28 points, calculated as follows:

$$40 - [(40 \times (\$130,000 - \$100,000)) / \$100,000] = 28 \text{ points}$$

Or

$$40 - \frac{(40 \times (\$130,000 - \$100,000))}{\$100,000} = \mathbf{28 \text{ pts}}$$

Offer 3 would achieve a score of 12.9 points, calculated as follows:

$$40 - [(40 \times (\$167,600 - \$100,000)) / \$100,000] = 12.9 \text{ points}$$

Or

$$40 - \frac{(40 \times (\$167,600 - \$100,000))}{\$100,000} = \mathbf{12.9 \text{ pts}}$$

See excel worksheet located at X:\Abitner\\_RFP RATING SHEETS – PROF SVCS\\_RFP POINTS ALLOC WORKSHEET.xls