

PRE-PROPOSAL MEETING AGENDA

**CITY OF WINTER GARDEN
EMERGENCY DEBRIS MANAGEMENT
RFP 24-004
May 13, 2024**

- 1) SIGN-IN SHEET (This is a mandatory meeting so make sure you sign in – Contact and Company name required. By signing in, you are acknowledging you have attended this meeting, have read and understand this agenda, and have had an opportunity to ask questions concerning the project.)

- 2) PROJECT SCOPE OF WORK:

The City of Winter Garden (“City”) is requesting proposals from qualified firms to provide emergency debris management services on behalf of the City, ensuring compliance with FEMA Public Assistance Debris Management Guide, which is incorporated by reference and other Federal requirements (including, but not limited to FHWA & OSHA). It is the City’s intent to award to one (1) primary contractor and one (1) or more secondary contractors.

The City desires to obtain the services of qualified and experienced disaster and debris management service firm(s) that can provide professional technical services in the preparation, response, recovery and mitigation phases of any natural or manmade disaster or emergency situation in accordance with this solicitation as ordered by the City. The scope of the services requested is detailed below. Contractor shall commence performance within twelve (12) hours of issuance of a Notice to Proceed.

The City seeks companies to provide the designated services including operations and management, logistical support, construction and technical assistance before, during or after any potential or actual disaster situations including, but not limited to: tornado, hurricane, severe weather event or any other disaster or emergency.

The provision of personnel, equipment, plans, procedures and other materials and capabilities necessary for both pre-disaster and post-disaster situations will be authorized on an as-needed basis by the City through specific Task Orders issued in writing to Contractor. The Contractor must have available a wide variety of emergency preparedness, response, recovery and mitigation resources, and must respond within the time limits specified above and in each specific project.

All payments under a contract resulting from this Request for Proposal (“RFP”) shall be made only for services requested and approved by the City. No work effort will begin without written authorization (“Task Order”) from the City’s designated representative. These will be stand-by contracts and there shall be no retainer paid in order to keep the contracts in effect.

- 3) SCHEDULE: Upon a Federally Declared Event

4) MANDATORY MINIMUM QUALIFICATIONS:

The following mandatory minimum qualifications have been established. Subject to the City’s right to waive minor irregularities, Proposers that do not meet the mandatory minimum qualifications will be deemed non- responsive and will not be considered for further evaluation.

1. Proposer must have successfully completed a minimum of five (5) projects as a primary contractor for a city or county government agency as a result of federally declared events in the State of Florida, since June 1, 2004, involving the removal and processing of over 750,000 cubic yards of debris.

5) EVALUATION PROCEDURE:

All proposals will be subject to a review and evaluation process. It is the intent of the City that all Proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the following principal selection criteria:

Criteria	Weight	Grade	Maximum Total
Proposer’s Experience	4	1 2 3 4 5	20
Operational Plan	2	1 2 3 4 5	10
Financial Stability	6	1 2 3 4 5	30
Price Proposal Schedule	6	1 2 3 4 5	30
M/WBE Utilization	2	1 3 5	10
Total Possible Points To Be Earned			100

6) Bonding:

Each proposal must be accompanied by a letter from a surety verifying the Proposer’s bonding capacity of \$1,000,000. Upon receipt of a Notice to Proceed from the City, the awarded Contractor shall be required to furnish a Payment and Performance Bond in the amount equal to one hundred twenty percent (120%) of the estimated cost of the services to be rendered.

7) SPECIAL CONDITIONS: Where applicable, please ensure compliance

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| <ol style="list-style-type: none"> 1. Access to Records 2. Americans with Disabilities Act of 1990 (“ADA”) 3. Anti-Kickback 4. Buy America Requirements 5. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (As Amended) 6. Contract Work Hours and Safety Standards Act 7. Convicted Vendor List 8. Davis-Bacon Act 9. Debarment & Ineligibility | <ol style="list-style-type: none"> 10. Disadvantaged Business Enterprise Program 11. Discriminatory Vendor List 12. Energy Efficiency 13. Environment Regulations 14. Equal Employment Opportunity 15. E-Verify Program 16. Fees & Commissions 17. FHWA Requirements 18. Hurricane & Disaster Relief Funding 19. Indemnity of Funding Entities 20. Interest in Contract 21. Lobbying Activities |
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| 22. National Environmental Policy Act | 27. State and Federal Law; Inclusion in Subcontracts |
| 23. Prohibition on Convict Labor | 28. Subcontracting & Payment to Subcontractors |
| 24. Record Retention | 29. Suspension & Debarment |
| 25. Reporting Requirements: Patent & Copyrights | 30. Termination for Convenience |
| 26. Rights to Inventions Made Under a Contract or Agreement | 31. Title VI Compliance |

8) **FEDERAL GRANT MANAGEMENT:**

Contractor shall have experience and be ready to assist City with all aspects of Federal grant management, which shall consist of the following tasks as directed by City: (a) attend the applicant briefing and kick off meeting with the client; (b) assist the City with damage and eligibility assessment (DDIR, etc.); (c) identification of hazard mitigation opportunities; (d) preparation of scopes of work for eligible repairs; (e) preparation of project worksheets and subsequent required documentation; (f) preparation for project closeout and audits; and (g) writing appeals and representing the City when necessary.

9) **PROPOSAL PRICES:**

Shall be for fixed price work or products, including all prices for equipment, labor, and materials required to perform the work or deliver the product(s) specified in the herein. The Proposer, having familiarized itself with the local conditions, and conditions listed herein, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception, for the proper execution and completion of the contract, and if awarded the contract, to complete the required work or deliver the required product(s) as specified within the proposal package set forth by the City of Winter Garden.

10) **CONTRACT AWARD:**

The City reserves the right to make an award consistent with the maximum discretion afforded to the City under Florida law with regard to municipal procurement. The City shall have the right to select who in the opinion of the City will be in the best interest of and/or the most advantageous to the City after considering the criteria set forth in the RFP. The City also reserves the right to reject any Proposer who has previously failed in the proper performance of a contract or to deliver on time contracts of a similar nature with other governmental entities or who, in the City's opinion, is not in a position to perform properly under the intended contract award. The City reserves the right to waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of the City in the City's sole discretion. Additionally, the City reserves the right to reject all Proposers at any time prior to execution of a contract and to resolicit (or not) in its sole discretion. A decision to terminate the solicitation process may be made at any time before the City enters into a contract with a selected Proposer. A recommendation of contract award does not constitute a contract. The award of contract to the selected respondent is subject to City Commission approval and the execution of a contract with terms acceptable to the City. The city staff makes recommendations to the City Commission, and the City Commission ultimately has the authority to award contracts, including the right to re-rank Proposers differently than recommended by the City staff.

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance

with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process.

Firms submitting a proposal along with the required information and documentation will have their proposal evaluated and scored based on the evaluation criteria set forth herein.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the proposers and the terms and conditions set forth within the RFP document. The City will consider the factors set forth in the City of Winter Garden Purchasing Manual in making determinations on the responsibility and responsiveness of proposers and proposals. Proposals will be scored and ranked in accordance with the weighting and grade specified in Section V, Evaluation Procedure. The City is not obligated to make an award to the Proposer with the lowest bid or price submitted. Proposals will be evaluated and an award made to that Proposer who is determined to be responsible and responsive to this Request for Proposal and whose proposal is the most advantageous to the City in terms of price, quality of service, the Proposer's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposal and Contract, and who in the judgment of the City will best serve the needs and interests of the City.

11) ADDENDA:

Addendums will be posted on the City's website. All Proposers should check the City's website or contact Public Services at least seven (7) calendar days before the due date to verify information regarding Addenda. The City of Winter Garden, in its sole discretion, may delay and change the scheduled due dates.

All addenda must be acknowledged on the Signature Sheet to be considered responsive. Failure to acknowledge all addenda may result in the disqualification of the proposal response.

12) RESPONSES DUE:

Proposals will be received at the City Hall Reception Desk, 300 West Plant Street, Winter Garden, Florida 34787, until 2:00 p.m. on June 3, 2024. It is the Proposer's responsibility to ensure that your proposal is delivered at the proper time to the Reception Desk. Proposals which for any reason are not so delivered will not be considered. All proposals received after the date and time specified will not be accepted.

13) Questions from prospective Proposers:
