

SCORING/SELECTION MEETING AGENDA

**CITY OF WINTER GARDEN
EMERGENCY DEBRIS MONITORING**

RFP 24-003

9:00 to 9:30 am, June 21, 2024

1) PROJECT SCOPE OF WORK:

The City of Winter Garden (City) is requesting proposals from qualified firms to assist in the monitoring of all aspects of disaster debris collection, processing and disposal operations on behalf of the City, ensuring compliance with the FEMA Public Assistance Debris Monitoring Guide, which is incorporated in the proposal by reference and other Federal requirements (including, but not limited to FHWA & OSHA) and the City’s applicant debris management plans as related to contractor operation, oversight, truck measurements/certification, accurate load tracking (ticket or electronic) preparation and issuing, monitoring (including GPS and photograph documentation), report preparation, project administration, and grant (reimbursement) management.

The debris monitoring Contractor shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tracking (ticket or electronic) at debris pick-up loading sites, estimate the volume of debris (in cubic yards) being delivered by trucks to each disposal site licensed and permitted by the State of Florida, and support the operations of the field supervisor(s), debris loading and tower/site monitors, administrative and clerical staff, and grant management.

2) 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

3) EVALUATION PROCEDURE:

- A. Steve Pash – Public Services Director & Assistant City Manager
- B. Laura Zielonka – Finance Director
- C. Rich Fasano – Director of Operations for Public Services
- D. James Monahan – City Engineer

4) 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.

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.

5) 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 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.

6) 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.

7) DISCUSSION OF RANKINGS:

- The City of Winter Garden determination of responsible and responsive proposers and proposals.
- Rankings of Responsible and Responsive Proposers