

Requirements and Specifications  
Hidalgo County  
Debris Monitoring & Management Services  
RFP No: 26-0239-07-01-03

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**OVERVIEW:**

Hidalgo County is seeking to establish a “pre-event” contract with a qualified firm to provide disaster debris monitoring and management services to ensure that debris removal operations are efficient, effective, and eligible for FEMA Public Assistance grant funding. The contract will be dependent upon the number of disasters and does not guarantee an annual minimum (as-needed basis). The awarded disaster debris monitoring management contractor shall advise and support the County during a disaster recovery effort and shall be responsible for coordinating with, and overall monitoring of, the County’s debris removal contractor(s) and recommending efficiencies to improve and expedite DRC recovery work. **The County reserves the right to enter into contracts with more than one Prime Contractor in the event that no one firm can provide all of the necessary services.**

**SCOPE OF SERVICES**

Monitoring debris removal operations requires comprehensive observation and documentation of the debris removal work performed from point of collection to final disposal. In the event of a disaster or emergency, the debris monitoring contractor(s) (DMC) shall service the County first and be on-call to provide disaster debris monitoring management services necessary to ensure the safety and well-being of all Hidalgo County residents. Response will be activated only in the event of an emergency and in accordance with an awarded contract.

**REQUIREMENTS:**

The response of the DMC to the disaster recovery process must be immediate, rapid, and efficient with acceptable cost controls, accountability procedures, written reports, and submittals to ensure compliance with Texas Commission on Environmental Quality (TCEQ) regulations, Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA), FEMA reporting requirements, and any other federal, state or local regulation to ensure that the county shall have the means to be reimbursed for all eligible disaster recovery costs from the appropriate federal, state, and private agencies. The DMC shall monitor the debris removal contractor’s (DRC) progress and suggest and assist with implementing recommendations to improve efficiency.

The contractor and personnel shall stay current with FEMA and FHWA policies and procedures and promptly notify the County’s debris manager or designee as changes occur.

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**DESCRIPTION OF SERVICES:**

The DMC shall provide disaster debris monitoring and management services to support the County in the management of disaster debris removal and recovery resulting from, but not limited to, catastrophic events such as hurricanes, floods, tornadoes and/or manmade disasters. When a major disaster occurs or is imminent, the County will contact the DMC to advise them of the intent to activate the contract. Monitoring Services will generally be limited to monitoring of debris in, upon, or brought to public streets and roads, right's-of-way, County properties, municipal properties and facilities, and other public sites. In preparation for and/or in response to an imminent threat or natural disaster (environmental or manmade), monitoring crews may be asked to stage outside the strike area (site pre-designated by Hidalgo County at activation of services). In this case, the DMC should be prepared to respond immediately after the imminent threat has been identified. The contractor shall be capable of assembling, directing, and managing a workforce that can complete the debris monitoring operations in a maximum of 120 calendar days.

The DMC shall monitor DRC activities to ensure satisfactory performance. Monitoring includes: verification that all debris picked up is from county property or right-of-way and is a direct result of the disaster; measurement and inspection of trucks to ensure they are fully loaded; on-site inspection of pick-up areas, debris traffic routes, temporary storage sites, and disposal areas; verification that the contractor is working efficiently and in its assigned contract areas; verification that all debris management sites have access control and security.

These services will include the following activities, but are not limited to;

**1. Project Manager Responsibilities:**

- a. Ensure a sufficient number of trained debris monitors are available to monitor the "first push", cut and toss debris clearance operations;
- b. Ensure a sufficient number of trained debris monitors are available to monitor all "first pass" and subsequent passes of debris removal and hauling activities;
- c. Provide tower/disposal site monitors to observe and record all debris loads entering the debris management sites;
- d. Provide tower/disposal site monitors to observe and record all debris loads exiting the debris management sites for final disposal;
- e. Provide data entry and document processing personnel if applicable;
- f. Conduct safety meetings with field staff as necessary;
- g. Respond to, and document issues regarding complaints, damages, accidents, and incidents involving the DMC or DRC personnel and ensure that they are fully documented and reported to the County's Debris Manager or designee;

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- h. Coordinate daily briefings with the County and the DRC, daily status reports of work progress and staffing;
  - i. Ensure the timely acquisition and retention of documentation of environmental authorizations and or permits for debris management sites and final disposal;
  - j. Review and reconcile debris removal contractor invoices submitted to the County; and,
  - k. Ensure preparation and submission of interim operations and status reports and a final report, as directed by the County.
- 2. **Field Monitoring Staff Responsibilities** - DMC shall provide trained staff in sufficient numbers to adequately monitor all operations supervised by the Field Managers. Duties of monitors shall include, but are not limited to, the following:
  - a. Accurately measure and certify truck capacities (recertify on a regular basis);
  - b. Quality assurance/control of truck certification measurements throughout the life of the project;
  - c. Provide documentation for all eligible debris removal activities from Federal Aid eligible roadways – first push (cut & toss) and first pass and for second and subsequent passes on all roadways, as directed by the County;
  - d. Properly and accurately complete and physically control load tickets (in tower and field);
  - e. Ensure that trucks are accurately credited for their load;
  - f. Ensure that trucks are not artificially loaded (ex: debris is wetted, debris is fluffed or not compacted);
  - g. Validate hazardous trees, including hangers, leaners, and stumps;
  - h. Ensure that hazardous wastes are not mixed in loads;
  - i. Ensure that all debris is removed from trucks at Debris Management Sites (DMS);
  - j. Report if improper equipment is mobilized and used;
  - k. Report if contractor personnel safety standards are not followed;
  - l. Report if general public safety standards are not followed;
  - m. Report if completion schedules are not on target;
  - n. Ensure that only debris specified in the contract is collected (and is identified as eligible or ineligible);
  - o. Assure that force account labor and/or DRC work is within the assigned scope of work;
  - p. Monitor site development and restoration of DMS;
  - q. Report to supervisor if debris removal work does not comply with all local ordinances as well as State and Federal regulations (i.e., proper disposal of hazardous wastes);
  - r. Record the types of equipment used (Time & Materials contract);

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- s. Record hours equipment was used, including downtime of each piece of equipment by day (Time & Materials contract);
  - t. Disposal Site / Tower Monitors shall observe and record truck quantity estimates of inbound and outbound debris;
  - u. Exit Site Monitors shall observe that all outbound trucks are fully discharged of their loads prior to exit from DMS;
  - v. Ensure that accurate, legible, and complete documentation is provided through load tickets, truck certifications and/or other logs and reports, as required;
  - w. Maintain photographic documentation of debris removal trucks and activities, specifically hazardous stump removal process, hangers, leaners or tree removal and/or other special or unusual occurrences in the field;
  - x. Document and report activities to the County which may require remediation such as fuel spills, hazardous materials collection locations, and other similar environmental concerns;
  - y. Document and report to the County damages which occur on public or private property as a result of DRC operations;
  - z. Document and report to the County any violations of TCEQ debris site conditions; and
  - aa. If TCEQ debris site conditions are violated, the DMC shall oversee tasks to satisfy the TCEQ.
3. Data collection/documentation.
4. Management of designated debris staging and processing sites.
5. Review and validate DRC invoices prior to submission to County for processing and payment.
6. Provide other project management services including emergency communications.
7. FEMA compliance monitoring/audit oversight, and reimbursement support, including but not limited to:
- a. Field monitoring;
  - b. Truck and trailer certification;
  - c. Load ticket process development, validation, and all accounting services;
  - d. Filing/reporting of documents for FEMA reimbursement process; and
  - e. Infrastructure damage and repair assessments.

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**DATA MANAGEMENT AND DOCUMENTATION**

The DMC shall ensure all necessary documentation is provided to the County as follows:

1. Ensure all eligible debris removal operation activities are documented and tracked specifically to the FEMA Public Assistance program or other applicable federal, state or local agencies.
2. Documentation of the number of crews and types of equipment utilized, actual hours of operation and locations of work performed during the time and materials phase of operations.
3. Completion of truck certifications, equipment certifications, and establishment of a Quality Assurance and Quality Control (QA/QC) program throughout the life of the project.
4. Load tickets documenting the eligible debris removal and/or disposal activities by the applicable program e.g., FEMA PA, other federal, state or local programs, etc.
5. Documentation of eligible hazardous stump removal, hangers, leaners or tree removal which includes photographic records, GPS coordinates, street or milepost identifier and/or other information as available and applicable.
6. Environmental authorizations and/or permits as applicable.
7. Daily electronic spreadsheet summaries of cubic yards/tons collected, specified by governing federal public assistance program. The daily summary shall be communicated to the County Debris Manager or designee.
8. Production in electronic format (scanned) and paper copies of all documentation for submittal to federal and/or state agencies.
9. Provide a certified weighmaster if requested.
10. Assist the County in creating field maps using GIS or equivalent, as well as track and present contractor progress in GIS, or equivalent.
11. Organize, maintain and provide to the County electronic copies of cost justification documentation in a satisfactory manner. All documentation and information related to the project shall be surrendered to the County upon completion of the project.

**REPORTING**

The DMC shall provide daily status reports, unless otherwise specified, of the debris removal operations, preparation of interim reports (as directed by the County), as well as a final report of the debris removal operations.

The daily status report shall include at a minimum: the daily cubic yards/tons collected by material, cumulative totals in cubic yards/tons by debris type, number of debris removal crews and equipment operating, number of debris monitors in the field, cubic yards/tons by debris type

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hauled to final disposition and location of final disposal, and total cubic yards/tons hauled to recycling or salvage facilities.

An interim status report may be required at the discretion of the County. A final report covering the history of the operations; the locations of debris management sites; remediation and debris management site closure activities, including any environmental reports or authorizations generated; and the locations of final disposal sites and permits, recycling facilities and salvage facilities used during operations. The report may include the identification of weaknesses in the operations and recommendations for future debris activities.

**MEETINGS/COMMUNICATIONS**

- Conduct daily meetings with the County and the DRC;
- Conduct field meetings as needed; and
- Provide phone consultations and reference information to County staff upon request.

**PERMITS**

DMC shall:

- Assist the County with permit applications and coordination with environmental agencies, clarifying and resolving any compliance issues;
- Assist the County with any pre/post-sampling of soil and groundwater; and,
- Monitor compliance by the DRCs to any permit requirements.

**COMMUNITY RELATIONS SUPPORT SERVICES**

In addition, the DMC will be required to provide comprehensive community relations support during all phases of the disaster debris recovery including but not limited to:

- Providing the County with comprehensive progress reports;
- Damage complaint investigations and resulting resolution reports;
- Media relations;
- Preparing any necessary audio/visual products, including fact sheets;
- Establishing telephone call centers; and
- Participate in public meetings.

**ANNUAL SERVICES**

DMC shall provide the following annual services at no additional cost to the County:

- Attend one (1) meeting annually for pre-event planning;

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- Prepare and present at the annual meeting a written plan of operations to the County including a clear description of the percentage of work DMC may subcontract out and a list of subcontractors; and
- Review and visit with County staff, the DMS location(s) to be used (as applicable).

**MONITORING LOCATIONS**

Anticipated locations to be monitored:

1. Public rights-of-way within the County
2. Debris Management Site(s) designated at each County Precinct

**INVOICING/PAYMENT**

- DMC shall submit invoices on a monthly basis to the County.
- DMC shall ensure all contract quantities for both DRC and DMC are documented and recorded according to current federal requirements, including time at disposal sites and estimating loads on incoming and outgoing debris loads.
- Maintain a database of all contract quantities and perform DRC invoice verification for the County and resolve any discrepancies that may exist.
- All invoices shall be submitted in an acceptable format to the County in an electronic and hard copy format with daily reports as supporting documentation. The invoices shall be submitted in accordance with federal, state, and local rules, regulations, and laws.
- Payment Schedule: Invoices will be processed for payment only after approval by the County's Debris Manager or designee. Approval for payment shall not be granted until appropriate deliverables are received and determined to be correct, accurate and consistent by the County's Debris Manager or designee.
- All labor rates are to be fully burdened to include benefits, handling charges, equipment, mileage, rentals, per diem, housing, reproduction, clerical/administrative tasks, record-keeping tasks, reporting tasks, quality control, overhead, profits and any other expenses necessary to the execution of a contract to be developed as a result of this RFP.
- No administrative, reporting and/or clerical expenses will be paid. Administrative, reporting and/or clerical expenses are to be burdened to labor rates for the Project Manager, Supervising Monitors, Loading Site Monitors, Debris Management Site Monitors, and Roving Debris Monitors. Billable time shall be limited to hours when debris-hauling trucks are in operation. The County's Debris Manager or designee shall determine the hours of truck operation and shall specify a starting time for truck operation. The ending time of truck operation shall be determined by the truck load tickets.



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- All load tickets, forms, reports, and other deliverables shall be accurately and correctly submitted in the initial instance of submittal. The DMC shall not bill and shall not be paid for time spent by any personnel to correct a load ticket, form, report, or other deliverables.
- No overtime rates will be paid.
- The final invoice shall be submitted to the County no later than thirty (30) calendar days following final acceptance of the individual task requested by the County.
- Payment of expenses considered incidental to the execution of the contract is at the sole discretion of the County. Examples of such expenses include but are not limited to the following: radio and/or television advertising, mass mailings, hanging of doorknockers, and roadside signs. Typically, those expenses related to public information on a County-wide basis would be considered incidental. In determining if an expense is considered incidental, the County will review all documentation and determine how easily the expenses could have been foreseen by the County or DMC. The more difficult to predict the expense(s), the more likely the expense will be considered incidental to the contract and paid separately from the contract. The County reserves the right to be the sole judge in determining if an expense is considered incidental to the execution of this contract.

**DEFINITIONS**

- Data Manager: Manager of data collected from monitoring operations and employed by the DMC.
- Debris Removal Contractor (DRC): Contractor(s) under contract with the County to remove storm deposited debris according to state and federal guidelines.
- Debris Management Site (DMS): A Texas Commission on Environmental Quality authorized site where debris is stored, reduced, burned, grinded, or sorted. Debris resides at the site for a relatively short period prior to the final disposal.
- Disposal Site/Tower Monitor: Employee of DMC assigned to the debris management site to monitor DRC performance. Duties include, but are not limited to, ensuring the debris is eligible, to quantify and accurately document debris loads consistent with FEMA and FHWA guidelines.
- Debris Monitoring Contractor (DMC): Debris monitoring contractor, including employees, partners, principals, agents and assignees who are a party to the agreement for the purposes of providing services.
- TCEQ: Texas Commission on Environmental Quality.
- TxDOT: Texas Department of Transportation.
- FEMA (Federal Emergency Management Agency): A funding source to the County through the State of Texas for activities during an event declared a disaster by the President of the United States.
- Field Supervisor: Employee of the DMC who oversees field monitor crews.
- Field Monitor: Employee of the DMC who oversees the DRC's debris removal activities and issues load tickets.



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- FHWA (Federal Highway Administration): The FHWA, through the Emergency Relief Program administered by the Texas Department of Transportation, is a federal funding source for work on Federal-Aid (“on-system”) roadways and facilities.
- Project Manager (PM): Employee of the DMC who functions as the primary point of contact for the County and is responsible for the overall project management and coordination of the debris monitoring services.

**SECTION II: UNDERSTANDING OF THE PROJECT** (limited to 5 pages)

This section should demonstrate the proposer’s understanding of the project needs, the services required, and any local issues or concerns to demonstrate the company’s familiarity with Debris Monitoring and Management Services. Provide demonstrated knowledge, experience, and expertise in all requirements and regulations established by the Federal Emergency Management Agency (FEMA) Reimbursement Rules & Procedures, Federal Highway Administration (FHWA), Texas Department of Transportation (TxDOT), Natural Resources Conservation Service (NRCS), U.S/ Army Corp of Engineers (USACE), Federal Aid Construction requirements, and any other governmental agency with jurisdiction over the scope of services described in this RFP.

**SECTION III: PROPOSER QUALIFICATIONS**

- A. Proposer History** – This section should include the proposer’s history, the company’s background and identify the principal officers. It should include an organizational chart, and a description of project team organization and names of team members. Additionally, it should state the company’s commitment and ability to commence services immediately after successfully negotiating a contract for services. Past Performance. Provide a list of firm’s disaster debris monitoring projects completed within the past ten (10) years (include all projects within the State of Texas) that are the same or larger to the magnitude for this RFP, including the public agency, their contact information, FEMA contacts, name of the project, and the dollar value. Documentation of past safety performance. Include the company’s safety log summaries submitted to OSHA and those of proposed subcontractors for 2019, 2020, and 2021 calendar years. Describe the types of problems your firm has encountered on similar projects, and explain what your firm did to resolve the problems and what steps were taken to avoid such problems on future projects. List of all closed, active, and pending FEMA disputes, audits, or lawsuits, and the judgment or outcome of each. List and provide an explanation of all unrecovered FEMA reimbursements that occurred on Disaster Debris Monitoring projects for which the Proposer served as the primary contractor during the last five (5) years. Provide a statement of any litigation or regulatory action that has been filed against your firm(s) in the last three (3) years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was

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litigated, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect.

- B. Resources and Availability** – The proposer should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Subcontractors: Provide a list of subcontractors and the percentage of work to be performed by each one. Indicate participation by local subcontractors. Equipment: Provide details of the firm’s fleet, inventory of equipment, and supplies that will be available following a disaster event. Include the location of the warehouse(s) used to store the firm’s equipment and supplies. The County expects that the supporting equipment will be sufficiently maintained so as to be available to operate in a safe and reliable manner. Provide an estimate of the current workload and future commitments to other emergency response contracts both in man-hours per year and a percentage of total workload for all key project personnel. Current Contracts: Provide a list of all of the firm’s contractual obligations within Texas for similar disaster debris monitoring services. Include the name of the public agency, their contact information, and FEMA contacts (if available). Describe the firm’s ability to manage the activation of multiple contracts. Provide reasonable assurance that such contracts will not interfere with or preclude the awarded firm from responding to the County with the firm’s full force of manpower and equipment.
- C. Project Approach and management-** The information presented shall be in enough detail to enable the County to ascertain the Proposer understands the effort to be accomplished and should essentially outline the steps in the total services proposed.
1. Provide your firm’s procedures for disaster debris monitoring including but not limited to:
    - a. Mobilizing procedures (including subcontractors). Provide a breakdown of the time required to each associated task.
    - b. DMS monitoring procedures, including, truck capacity monitoring, truck load verification, ineligible debris, C & D debris, hazardous waste, HHW, e-waste, white goods, wet debris, soil/mud/sand, vehicles/vessels, putrescent debris, infectious waste, chemical/biological/radiological/nuclear-contaminated debris, and site safety plan.
    - c. Tracking source location, debris type, and documentation to County and FEMA.
    - d. Managing subcontractors and field staff
    - e. Specialized debris removal services
    - f. Data management
    - g. Incident Reporting

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- h. Quality Control program
  - i. Vehicle certification procedures
  - j. Complying with requirements of FEMA, FHWA, TxDOT, NRCS, USACE, Federal Aid Construction and any other governmental agency with jurisdiction
  - k. Load tickets and associated reporting processes
  - l. Documenting, tracking, and resolving issues or damages
  - m. Documenting, tracking and resolving complaints
  - n. Reporting (daily progress reports, etc.)
  - o. DRC invoice reconciliation and data management
  - p. Communications during a disaster event recovery
  - q. Demobilization
  - r. Audit support
2. Provide additional pertinent information as needed.
3. Describe materials and assistance needed from the County.

**D. Proof of Licenses and Certifications** – This section will contain copies of any and all current state certifications and licenses, and any other applicable licenses and certifications as required by the State of Texas.

**SECTION IV: PROPOSAL**

Attach a copy of a contract proposed by your corporation with fee information.