



THE HONORABLE ERROLL G. WILLIAMS
ORLEANS PARISH ASSESSOR'S OFFICE
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**REQUEST FOR PROPOSALS FOR
DEBRIS REMOVAL, DISPOSAL SERVICES AND LEVELING
OF VACANT LAND**

Issued By:

ORLEANS PARISH ASSESSOR
1300 Perdido Street
City Hall – Room 4E01
New Orleans, LA 70112

Date Issue:

April 27, 2022, at 4:00 pm

PROPOSAL DUE DATE/TIME FOR RECEIPT OF PROPOSAL:

May 25, 2022, at 4:00 pm

RFP NO. 2022

**PROPOSED REQUEST FOR PROPOSALS (RFP) SCHEDULE
DEBRIS REMOVAL, DISPOSAL SERVICES AND LEVELING OF VACANT LAND**

Orleans Parish Assessor will rely on the expertise of the selected firm in outlining an approach and methodology. Below are critical dates associated with the Orleans Parish Assessor’s vendor selection process:

RFP Milestone	Anticipated Timeline
Requests for Proposals (RFP) distributed and posted at: http:// www.nolaassessor.com	April 27, 2022
Deadline for Notice of Intent and written questions on RFP Notice of Intent and written questions should be directed to: DeLois Johnson 1300 Perdido St, Room 4E01 New Orleans, LA 70112 Email: dljohnson@orleansassessors.com	May 4, 2022
Answers to written questions posted on Orleans Parish Assessor’s Office website: http:// www.nolaassessor.com	May 11, 2022
Deadline for proposals Two (2) original hardcopies or One (1) electronic copy to: DeLois Johnson 1300 Perdido St, Room 4E01 New Orleans, LA 70112 Email: dljohnson@orleansassessors.com	May 25, 2022
Evaluation of Proposals	
Conduct interviews with top proposals if Orleans Parish Assessor’s Office deems necessary	
OPAO contractor selected	June 1, 2022
Expected commencement of engagement	June 8, 2022

**REQUEST FOR PROPOSAL
DEBRIS REMOVAL, DISPOSAL SERVICES AND LEVELING OF VACANT LAND**

The Orleans Parish Assessor, requests proposals from qualified contractors for Debris Removal, Disposal Services and Land Leveling. This solicitation by the Orleans Parish Assessor will result in the selection of a qualified and experienced firm to level, remove and lawfully dispose of all existing debris on the property, located at 758 South Prieur Street, New Orleans, LA 70113. The land must be cleared of all trees and debris and levelled to accommodate the construction of a facility to be used as a small office and storage warehouse location. Only the front fence should be removed and replaced.



SECTION 1: GENERAL INFORMATION

1.1 Objective

The objective of the RFP and subsequent contracting activity is to secure the services of a qualified, experienced contractor(s) who is capable of efficiently leveling, removing, and disposing a significant volume of debris on the vacant lot located at 758 South Prieur St, in a timely and cost-effective manner. The successful Proposer(s) must be capable of assembling, directing, and managing a workforce that can complete the debris management operations in a maximum of 120 hours, followed by a site inspection.

1.2 Definitions

- a) **Assessor or Owner** – Orleans Parish Assessor’s Office
- b) **Contractor(s)** – The successful Proposer(s), with whom a contract is entered by Orleans Parish Assessor
- c) **Debris Management Team** – The team staffed by the Orleans Parish Assessor, Debris Management Consultant and the Contractor
- d) **Debris Management Consultant or Consultant** – If applicable, a consultant that may be retained by the Orleans Parish Assessor to manage administrative aspects of the recovery process and includes the Debris Monitor
- e) **Debris Monitor** – The firm, including representation thereof, retained by the Orleans Parish Assessor to monitor and document debris removal and disposal activities of the Contractor
- f) **Debris** – Scattered items and materials (Example: vegetative material such as trees, stumps and limbs, construction and demolition material, personal property.)
- g) **DMS** – Debris Management Site
- h) **Landfill** – 10200 Almonaster Avenue | New Orleans, LA
- i) **Proposer or Respondent** – Person or entity which submits a Proposal in response to this Request for Proposal
- j) **RFP** – This Request for Proposal
- k) **Services** – Debris Removal, Disposal Services and Leveling of Vacant Land

SECTION 2: SCOPE AND STATEMENT OF WORK

The work to be undertaken includes but is not limited to the following:

2.1 Debris Removal

- a) **Debris Removal from Public Property** – Removal of debris from public rights of way (“ROW”). Removal of debris beyond public ROW as necessary to abate imminent and/or significant threats to the public health and safety of the community. These areas may include vacant public lands, operational facilities, utility facilities and other land owned by the Orleans Parish Assessor. It may be necessary to make several trips through a neighborhood or area as debris is moved from the ROW. All loads will need to be documented separately, per the instructions of the Orleans Parish Assessor, the Debris Management Consultant and/or the Debris Monitor.
- b) **Debris Removal from Private Property** – Should an imminent threat to life, safety, and health to the general public be present on private property, the Contractor, as directed by the Orleans Parish Assessor, will accomplish the removal of debris from private property.
- c) **Fence Removal**- The contractor shall remove the chain link fence (only) along the front entrance side of the subject property
- d) **Hazardous Tree Stumps** – The Contractor shall remove all stumps that are determined to be hazardous to public access and as directed by the Orleans Parish Assessor. Stumps shall be hauled to the Landfill where they shall be inspected and categorized by size.
- e) **Possible Water Lines**- If there are any water lines, a licensed plumber must secure a separate permit from the Sewerage and Water Board of New Orleans to cap off sewer lines and remove water meters.
- f) **Fill Dirt** – The Contractor shall place compacted fill dirt in ruts created by equipment, holes created by removal of hazardous stumps and other areas that pose a hazard to public access upon direction of the Assessor.

2.2 Debris Disposal

Contractor shall dispose of all debris, and other products of the debris removal process at the Landfill or at a designated DMS in accordance with all applicable Federal, State, and local laws, standards and regulations. The Contractor shall be responsible for paying all landfill-tipping fees.

Within this scope, the Orleans Parish Assessor wishes NOT to preserve any debris in an attempt to avoid future excavation of this property located at 758 South Prieur St, New Orleans, La; the existing legal description is SQ 492 Portion Lot Y-1; the land size is an estimated 18,367SqFt

SECTION 3: PROPOSAL RESPONSE REQUIREMENTS

3.1 Information and Format

A prospective Proposer's response to this RFP should include the following information at a minimum. The proposal should address the requirements in a clear and concise manner in the order stated herein. Proposals must be tabbed and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the Orleans Parish Assessor. The Orleans Parish Assessor reserves the right to seek additional/supplemental information on specific issues as needed.

a) Executive Summary

Provide in brief, concise terms, a summary level description of the contents of the proposal, the company and its capabilities. Provide the names of the person(s) who will be authorized to make representations for the Proposer, as well as to answer questions or provide clarification concerning the firm's proposal, their title(s), address(es), and telephone and fax number(s) and email address(es). The summary must be limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Proposer.

b) Experience and Ability

Provide pertinent information needed to determine the Proposer's experience and ability to perform the anticipated work. The Proposer shall supply sufficient information that the Proposer is familiar with all facets of debris removal and disposal work as well as project management.

c) Past Performance

Provide a list of relevant debris removal projects completed within the past ten years. The scoring criteria will be based off the information provided. Include any pertinent information needed to determine the Proposer's past performance regarding this/these projects.

Provide at least three (3) references for contracts of a similar size and scope, including at least two references for current contracts or those awarded during the past five years if available. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person and provide a description of any conflicts occurring over the last five years with these or any other contract for similar work.

d) Understanding of Project Requirements

Provide the Proposer's interpretation of what is required to meet the needs of the Orleans Parish Assessor for the project. The Proposer will use this RFP and their knowledge and experience to develop their understanding of the project. The Proposer is urged to develop scenarios or examples to fully explain their position.

e) Approach and Method

Provide an Operational Plan reflecting how the work will be accomplished, quality control, and how safety requirements will be met. Include the operational processes for any DMS. Identify the resources that will be mobilized and the commitment and timeframe to deploy these resources when called upon. Provide the

management processes anticipated to be used including the interaction between the Orleans Parish Assessor, the Consultant and the Proposer.

f) DBE Participation

Provide a plan for identifying and efforts to use Disadvantaged Business Entities subcontractors in the project.

g) Conflicts of Interest Disclosure

Disclose any existing or potential conflicts of interest between the scope of work required by Orleans Parish Assessor and your firm’s other business activity.

h) Cost

This section should disclose all charges that will be assessed to Orleans Parish Assessor as a result of the services provided by Proposer.

Quote an estimated total fee and total hourly fees for completing all requirements outlined in the Scope of Work.

Quote rates for additional, optional consulting hours that may be required for special projects/consulting work, including updates and maintenance.

SECTION 4: PROPOSAL SUBMITTAL

4.1 Proposal Submittal

Proposals shall be submitted to the Assessor:

By Electronic Copy

Must be submitted to:

DeLois Johnson
Email: dljohnson@orleansassessors.com

Proposals and modifications to proposals may be submitted via electronic copy in PDF or MS Word format;

or

at: Orleans Parish Assessor’s Office
Attention: DeLois Johnson
1300 Perdido Street,
City Hall – Room 4E01
New Orleans, LA 70112

Proposals shall be submitted no later than 4:00 P.M. on May 25, 2022. Late proposals will be rejected. Failure to comply with this or any other provision of this RFP shall be sufficient reason for rejection of the proposal.

Mark the written proposal envelope(s) as follows:

Debris Removal, Disposal Services and Leveling of Vacant Land Proposal

RFP No. 2022

Time and Date _____

The front of each proposal envelope/container shall contain the following information for proper identification:

- The name and address of the Proposer
- The word "Proposal" and the RFP number
- The time and date specified for receipt of proposals
- The number of each envelope/container submitted (i.e., "1 of 3", "2 of 3", "3 of 3")

ALL PROPOSALS MUST BE RECORDED (CLOCKED - IN) WITH THE ASSESSOR'S OFFICE ON OR BEFORE THE TIME AND DATE INDICATED IN THIS RFP. The responsibility for submitting the proposal to the Assessor's Office on or before the above stated time and date is solely that of the Proposer. The Assessor will not be responsible for delays in mail delivery or delays caused by any other occurrence.

All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Proposer.

The Assessor shall not be liable for any costs incurred by a Proposer prior to entering into a contract. Of submissions, and the resulting negotiated agreement, in all instances the Assessor's decisions will be final.

SECTION 5: EVALUATION CRITERIA AND SELECTION

5.1 Evaluation Criteria

The Orleans Parish Assessor's evaluation criteria will include, but not be limited to, consideration of the following:

- Proposer's Operational Plan **35%**
- Proposed price for work to be accomplished **25%**
- Past performance of work of a similar nature, financial capabilities, corporate history and team organization **25%**
- Proposer's DBE consideration **15%**

Other criteria the Orleans Parish Assessor frequently uses to evaluate submissions include:

- Verification of availability of qualified personnel to perform the services requested
- Interviews with references provided by Proposer.

5.2 Selection

The Assessor will evaluate the written proposals submitted by the Proposers regarding the proposed project in connection with the selection process.

5.3 Presentations

The Assessor may require oral and visual presentations from those firms that are ranked or short-listed. This shall be done at the Assessor's sole discretion when it feels presentations are an essential part of the evaluation process and in the best interest of the Orleans Parish Assessor.

SECTION 6: RIGHT OF WAIVER, REJECTION AND ACCEPTANCE

6.1 Reservations by Orleans Parish Assessor

The Assessor reserves the right to:

- a) waive any informality in any proposal;
- b) reject any or all proposals in whole or in part, with or without cause and/or
- c) accept the proposal that in its judgment will be in the best interest of the Assessor

SECTION 7: INFORMATION AND ADDENDA

7.1 Inquiry Contact

Orleans Parish Assessor's Office
Attention: DeLois Johnson
1300 Perdido Street,
City Hall – Room 4E01
New Orleans, LA 70112
Telephone: (504) 754-8826
E-Mail: dljohnson@orleansassessors.com

7.2 Inquiry Deadline

Questions regarding the RFP are to be submitted in writing to the above listed email address by 4:00 P.M. on May 4, 2022.

7.3 Orleans Parish Assessor Responses

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the Orleans Parish Assessor's official response and will be transmitted to all Respondents that submitted a Notice of Intent.

7.4 Issuance of Addenda

(a) If this RFP is amended, the Orleans Parish Assessor will issue an appropriate addendum to the RFP. If any addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

(b) Proposers shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- (i.) By signing and returning the addendum; or

(ii.) By responding directly to the transmittal of the addendum by email or facsimile.

The Orleans Parish Assessor must receive the acknowledgment by the time and date, and at the location specified for the receipt of proposals.

SECTION 8: CONTRACT AND GENERAL REQUIREMENTS

8.1 Contract

The successful Proposer(s) shall enter into a Contract with the Orleans Parish Assessor for the Services. The Contract will include standard provisions. Other requirements, without limitation, are referred to below.

8.2 Payment and Performance Bond

Successful Proposer shall furnish within ten (10) business days after written notice of being awarded the contract, a Payment Bond and Performance Bond in an amount equal to 100% of the total amount or estimated amount of the contract as determined by the Orleans Parish Assessor and Proposer.

8.3 Contractor's License

Contractor shall certify that Contractor is licensed under La. R.S. 37:2150-2164.

8.4 Indemnification

The Proposer shall indemnify, defend and hold harmless the Orleans Parish Assessor, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgements of any kind whatsoever brought or asserted against, or incurred by the Orleans Parish Assessor, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the Proposer, its subcontractors, or by the employees, officers, directors, or agents of the Proposer, or its subcontractors, related to the Services.

8.5 Insurance

8.5.1 The Contractor shall procure, pay for, and maintain for the duration of the contract, including any extensions, the following insurance coverages against claims for injuries to persons or damages to property which may arise from or connection with the performance of the work hereunder and the results of that work by the Contractor, its subcontractors, or by the employees, officers, directors, or agents of the Contractor.

8.5.2 Insurance required herein shall be evidenced by delivery to the Orleans Parish Assessor, prior to commencing work, of (i) certificates of insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by the Owner, and listing all carriers issuing said policies; and (ii) upon the Orleans Parish Assessor's request a certified copy of each policy, including all endorsements, the policy declaration page, and/or other verification of coverage including confirmation from the agent and/or company verifying the coverage is and/or has been continually in effect.

8.5.3 Coverage shall be at least as broad as:

8.5.3.1 Commercial General Liability (CGL) – Insurance Services Office (ISO) Form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than One Million Dollars (\$1,000,000.00) per occurrence. The general aggregate limit shall either

apply separately to this project or shall be at least twice the required occurrence limit.

8.5.3.2 Automobile Liability – ISO Form CA 00 01 covering any automotive equipment to be used in performance of the Services, with a minimum limit in the amount of One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage. Also, physical damage insurance covering owned or rented machinery, tools, equipment, office trailers, and vehicles.

8.5.3.3 Worker's Compensation – as required by the State of Louisiana Contractor shall provide the City with a copy of its Certificate of Insurance.

8.5.3.4 Employer's Liability Insurance – with limits no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

8.5.4 Subcontractor's Insurance - The Contractor shall require and verify that all Subcontractors maintain insurance meeting all the requirements stated herein, and the Contractor shall ensure that the Orleans Parish Assessor is an additional insured on insurance required from subcontractors

8.6 Non-Discrimination and Equal Opportunity

(a) By submitting a proposal in response to this RFP, the Proposer agrees to not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin.

(b) Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontractors, that the respondent is an "Equal Opportunity Employer".

8.7 Disability Compliance Requirements

All Vendors hired by the Assessor's Office are required to abide by the regulations of the U.S. Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The Vendor will not discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and training. The ADA also requires Vendors associated with the Orleans Parish Assessor to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. Vendors also agree to post in a conspicuous place, accessible to employees and applicants, notices of their policy on non-discrimination.

In the event of the Vendor's noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, and the Vendor may be declared ineligible by the Orleans Parish Assessor.