



City of Tacoma, WA

**ENVIRONMENTAL SERVICES  
REQUEST FOR PROPOSAL  
DISASTER DEBRIS MONITORING SERVICES  
SPECIFICATION NO. ES21-0657F**



**City of Tacoma  
Environmental Services/Solid Waste Management**

**REQUEST FOR PROPOSALS ES21-0657F  
Disaster Debris Monitoring Services**

**Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, December 14, 2021**

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, [bids@cityoftacoma.org](mailto:bids@cityoftacoma.org), as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals.

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[bids@cityoftacoma.org](mailto:bids@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

**Bid Opening:** Held virtually each Tuesday at 11AM. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to a RFP will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** The City of Tacoma Environmental Services Department seeks to establish a contract with a qualified firm to provide on-call, as needed services in preparation for and in response to natural disaster or other debris generating events. The primary scope of services include debris monitoring for debris removal, debris management and reduction and disposal operations following a natural disaster.

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum Employment Standards Paid Sick Leave webpage](#).

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

**Title VI Information:**

"The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Tad Carlson, Senior Buyer by email to [tcarlson@cityoftacoma.org](mailto:tcarlson@cityoftacoma.org)

**Protest Policy:** City of Tacoma [protest policy](#), located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.



**Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.**


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## 2. SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Proposal page.

<b>The following items make up your submittal package:</b>	
Electronic copy of your complete submittal package emailed to bids@cityoftacoma.org	
Signature Page (Appendix A)	
Cost Proposal Form (Appendix A)	
Reference Forms (Appendix A)	
Information in Section 12 - Content To Be Submitted	
<b>After award, the following documents will be executed:</b>	
Services Contract (Appendix B)	
Certificate of Insurance and related endorsements (Appendix C)	

## 1 BACKGROUND

The City of Tacoma Environmental Services Department (City) seeks to establish a contract with a qualified firm ("Consultant and/or Contractor", herein after referred to as Consultant) to provide on-call, as needed services in preparation for and in response to natural disasters or other debris generating events. The primary scope of these services will be to provide debris monitors and debris monitoring services to assist the City with monitoring debris removal, debris management and reduction, and disposal operations conducted by others under contract by the City.

The City will also consider Proposals utilizing services provided by an Automated Debris Management System (ADMS) that meets FEMA's documentation requirements and policies specific to *FEMA 325 Public Assistance Debris Management Guide* and *FEMA 327 Public Assistance Debris Monitoring Guide*. The section in the RFP for **Automated Debris Management System** reference the general requirements for any ADMS to be considered as part of the Proposal and for inclusion in the contract.

The City anticipates awarding a single contract for two years with three one-year options to extend. The Contract to be issued to the Consultant(s) will require written authorization from the City when work needs to be executed. The City, in entering into this Contract, does not guarantee that any services, nor any specific dollar amount of work, will be performed during the terms of this Contract.

This is a contingency contract, which will only be used in the event of natural disaster confirmed by presidential declaration thus allowing FEMA reimbursement for expenditures. The City would cover up to \$3,750,000 in expenditures from ES Solid Waste Cost Center 514510 Tacoma CARES during the interim period as the City waited on anticipated reimbursements from FEMA and State of Washington.

Submittals and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

To learn more about the City of Tacoma, visit [www.cityoftacoma.org](http://www.cityoftacoma.org).

## 2 MINIMUM REQUIREMENTS

In order to be eligible to submit a proposal in response to this RFP, responding firms must clearly demonstrate compliance with the following minimum qualifications:

- 2.1** A minimum of 2 years specific experience providing the specified services following a natural disaster, as outlined in the Summary of Scope of Services and Deliverables.
- 2.2** Vendor and all proposed subcontractors may not have be debarred or suspended from Federal programs.

- 2.2** Must have not been prohibited from doing business with any government entity for any reason within the last 10 years.
- 2.3** Must not be operating under Chapter 11 or any other financial restraints that would preclude their ability to complete work outlined in the Summary of Scope of Services and Deliverables.

### **3 SUMMARY OF SCOPE OF SERVICES AND DELIVERABLES**

The City is seeking the services of qualified firms or individuals (“Debris Monitoring Consultant”) with extensive knowledge and background in providing disaster debris management and monitoring services (“Disaster Debris Monitoring Services”) to include all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris being delivered to the Temporary Debris Storage Sites (TDSS) and final disposal site(s), and support the operations of the field supervisor(s), debris loading and observation tower monitors and clerical staff. Monitoring services may include those services related to eligible debris generated from the public rights-of-way, private property, drainage structures, public use areas, parks, City and other eligible local government public facilities. It is the City’s intent to select a Consultant based on qualifications and abilities of the firm and key project individuals.

### **4 CONTRACT TERM**

The contract will be for a two-year period with the option to renew the contract three additional one-year terms. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

### **5 CALENDAR OF EVENTS**

This is a tentative schedule only and may be altered at the sole discretion of the City.

Contract may be issued after City Council approval.

The anticipated schedule of events concerning this RFP is as follows:

Pre-Submittal Questions:	<b>11/29/2021</b>
Response to Questions:	<b>12/6/2021</b>
Submittal Due Date:	<b>12/14/2021</b>
Submittal Evaluated:	<b>1/14/2022</b>
Interviews/presentations, on or about:	<b>January 2022</b>
Award Recommendation:	<b>February 2022</b>
City Council Approval:	<b>April 2022</b>

## 6 INQUIRIES

- 6.1 Please submit questions concerning this solicitation to Tad Carlson, Senior Buyer, via email to [tcarlson@cityoftacoma.org](mailto:tcarlson@cityoftacoma.org).

Subject line of email to read: ES21-0657F – Disaster Debris Monitoring Services – VENDOR NAME.

- 6.2 Questions marked confidential will not be answered or included.
- 6.3 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 6.4 The answers are not typically considered an addendum.
- 6.5 The City will not be responsible for unsuccessful submittal of questions.
- 6.6 Written answers to questions will be posted alongside these specifications at [tacomapurchasing.org](http://tacomapurchasing.org) as indicated in the Calendar of Events above.

## 7 PRE-PROPOSAL MEETING

No pre-proposal meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the [inquiries](#) section.

## 8 DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a submittal submitted in response to this RFP, for conducting any presentations to the City, or any other activities related to responding to this RFP, or to any subsequent requirements of the contract negotiation process.

## 9 EVALUATION CRITERIA

A Selection Advisory Committee (SAC) will review and evaluate submittals. After the evaluation, the SAC may conduct interviews of the most qualified Respondents before final selection.

The relative weight of each scoring criteria is indicated in the table below.

Criteria	Max Points
Technical Approach	25
Training and Safety Plan	10
Firm Qualifications & Experience	10
Client References	5
Staff Qualifications & Experience	10
Other Requirements	10
Cost Proposal	20
Sustainability	5



Equity in Contracting	5
<b>Total</b>	<b>100</b>

- 9.1** The SAC may select one or more respondent to provide the services required.
- 9.2** The City reserves the right to request documentation utilized by the firm in execution of similar contracts with other entities for the purposes of evaluating work product.
- 9.3** The SAC may use references to clarify information in the submittals and interviews, if conducted, which may affect the rating. The City reserves the right to contact references other than those included in the submittal.
- 9.4** A significant deficiency in any one criteria is grounds for rejection of the submittal as a whole.

## **10 INTERVIEWS / ORAL PRESENTATIONS**

An invitation to interview may be extended to Respondents based on SAC review of the written submittals. The SAC reserves the right to adjust scoring based on additional information and/or clarifications provided during interviews. The SAC may determine additional scoring criteria for the interviews following evaluation of written submittals.

The City reserves all rights to begin contract negotiations without conducting interviews.

Respondents must be available to interview within three business days' notice.

If interviews are conducted, the SAC will schedule the interviews with the contact person provided in the SOQs. Additional interview information will be provided at the time of invitation. At this time, it is anticipated that the main objective of the interview will be for the SAC to meet the project manager and key personnel that will have direct involvement with the project and hear about their relevant experience and expertise. The City does not intend to meet with firm officials unless they are to be directly involved with the project.

Following interviews, responses will be rescored using the same criteria as above.

## **11 RESPONSIVENESS**

Respondents agree their submittal is valid until a contract(s) has been executed.

All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of this RFP may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial.

The final selection, if any, will be that submittal which, after review of submissions and potential interviews, in the sole judgement of the City, best meets the requirements set forth in this RFP.

## **12 CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.**

Proposals should be formatted as 8 ½ inch by 11 inch. A “page” is defined as one single side of a document that has written text or graphics. The font should be Times New Roman or Arial with font size no smaller than 11 and margins shall be 0.75 inch or greater. Submittals should be limited to a maximum of 20 pages, double sided, or 40 pages total, excluding any required forms or resumes. All pages that exceed the specified page limit will not be part of the evaluation.

Information that is confidential must be clearly marked and provide an index identifying the affected page number(s) and location(s) of such identified materials. See Standard Terms and Conditions for complete information on confidential material.

A full and complete response to each of the “CONTENT TO BE SUBMITTED” items is expected in a single location. Do not cross reference to another section in your submittal. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFP, or not in conformity with law, may be rejected as being non-responsive. The City will not accept any submittal containing a substantial deviation from the requirements as outlined in this RFP.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the respondent's/team's abilities to meet the requirements of the RFP. Emphasis will be on completeness of content. The written submittals should be prepared in sequential order as outline below.

The city reserves the right to request clarification of any aspect of a firm's submittal, or request additional information that might be required to properly evaluate the submittal. A firm's failure to respond to such a request may result in rejection of the firm's submittal. Firms are required to provide response to any request for clarifications within two (2) business days.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City's retention of this right shall no way diminish a Proposer's responsibility to submit a submittal that is current, clear, complete and accurate.

### **12.1 Introduction – Executive Summary and Company Information**

**12.1.1** Executive Summary – Provide information about the proposing Consultant and Consultant's approach to this Contract. Specifically, utilize non-technical language that can be understood by all types of City officials. Include the following:

- A. Consultant's name and business address, including telephone, email address and website address.
- B. Type of business entity (individual, partnership, corporation, etc.) and list of all the partners, principals, etc.

- C. Year established. Include former Consultant name(s) and year(s) established, if applicable.
- D. The name, title, address, email and telephone number of the Consultant's primary contact for this Contract. The person identified must be empowered to make bonding commitments for the Consultant and its subcontractors, if any.
- E. A copy of the most recently audited financial statement. Confirm not operating under Chapter 11 or any other financial restraints that would preclude the ability to complete work outlined in the Summary of Scope of Services and Deliverables.

## **12.2 Technical Approach**

**12.2.1** Provide a general description of the Consultant's technical approach including startup procedures and requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recover contractors, billing/invoicing reporting procedures to FEMA, FHWA and the City.

**12.2.2** Demonstrate understanding of the requirements and project approach to include:

- A. FEMA Policy 9580.204 Documenting and Validating Hazardous Trees, Limbs and Stumps.
- B. FEMA 325 Debris Management Guide, latest edition.
- C. FEMA 322 Public Assistance Guide, latest edition.
- D. FEMA 327 Debris Monitoring Guide, latest edition.
- E. FHWA ER program monitoring and documentation requirements
- F. Demonstrate your familiarity with the Alternative Procedures Pilot Program for Debris Removal (Sandy Recovery Improvement Act)

## **12.3 Training and Safety**

**12.3.1** Provide a copy of the Consultant's internal training program.

**12.3.2** Provide via separate document the Consultant's Debris Removal and TDSS Monitors' Training Manual.

**12.3.3** Operations Plan including Health and Safety Plans for all operations.

## **12.4 Firm Qualifications and Experience**

**12.4.1** Provide evidence of satisfactory completion of disaster debris monitoring in past at jurisdictions similar in size to the City of Tacoma including:

- A. Type of disaster (earthquake, hurricane, storm, etc.)
- B. Type of jurisdiction (local, state or federal or combination)
- C. Collection and TDSS debris monitoring assignments including number of monitors deployed
- D. Scope, budget and operational duration
- E. FEMA/FHWA reimbursement actions and issue resolution

**12.5 Provide claims, litigation history, claims resolution and status of claims (must not be prohibited from doing business with any governmental entity for any reason within the past 10 years)**

**12.6 References – Use Form in Appendix A**

**12.6.1** Provide references from existing contracts and/or past clients/ for which the Consultant has actively performed disaster removal services work. Include at least five (5) references where the Consultant successfully performed services that are equivalent or similar to the Scope of Services outlined herein. Two (2) of the references should be from governmental entities involving debris monitoring for a minimum of 500,000 cubic yards or more.

**12.6.2** Reference to include company name, contact person, address, telephone number, email address, project value, number of years in service to company, and a brief summary of services provided.

**12.7 Staff Qualifications & Experience**

**12.7.1** Key project staff including all staff roles identified below in the Scope of Services. Provide the following detailed information, as applicable:

- A. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
- B. Demonstrate Project Manager and Debris Monitoring Field Supervisor has experience managing debris monitoring for at least two (2) government entities involving a minimum of 500,000 cubic yards of debris for each client.
- C. Provide knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- D. Demonstrate experience with special disaster recovery program management services including private property right of entry work and hauler invoice reconciliation.
- E. Provide sub-consultant(s) or sub-contractor(s) expected to be used under this Contract, including firm name, location and experience related to the scope of work to be performed.

**12.8 Other Requirements**

**12.8.1** Provide a timeline detailing the pre-event planning (based on hours/days required following award).

**12.8.2** Provide a conceptual Operations Plan and Budget that would be required after a disaster declaration with an estimated 500,000 cubic yards of debris removal in the City of Tacoma. Assumptions for the Task Order are as follows:

- A. Emergency debris clearance monitoring of fifteen (15) contractors debris clearing crews for seven (7) ten (10) hour days followed by;
- B. Debris removal monitoring of forty (40) contractor debris removal crews based on average load of 38 cubic yards/load and 10 loads/day;
- C. TDSSS monitoring for four (4) sites;
- D. Monitoring of 500 hazardous trees;
- E. Monitoring of 2,000 hazardous limbs;
- F. Monitoring of 250 hazardous stumps;
- G. Clerical staff to support data entry of emergency clearance time and equipment tickets. Loading site tickets, final disposal load tickets, assimilation of monitors' daily documents and summary reports, and contractor invoice reconciliation;
- H. GIS support to provide Debris Removal Contractors' physical daily progress on the project, physical location (origin) of hazardous tree, limb and stumps geo-coded; and
- I. List of any resources and budget required to provide monitoring services to complete the project.

## **12.9 Project Management**

**12.9.1** Consultant must provide a proposed organizational chart for service to be provided to the City to include:

- A. Resumes of key professional staff anticipated to work on the projects.
- B. Description of the type of involvement by individuals listed in the organizational chart to work on City projects.
- C. Information regarding the current workload for key staff to address the company's ability to supply adequate staffing for the contract.

**12.9.2** Detailed information on the staff's experience demonstrating current capacity and current expertise in debris removal management and disposal.

## **12.10 Current Workload/Existing Contracts**

**12.10.1** List all existing contracts Consultant has in the continental United States, including name, location of agency, contract description, term and value.

## **12.11 Cost Proposal (Hourly Rates and Fees)**

**12.11.1** Submit the Cost Proposal Form found in Appendix A.

**12.11.2** Submit an hourly billing rate schedule for all required staff that will be assigned to work on this Contract. Rates shall include all applicable overhead and profit. No separate cost for per-diem, lodging, communications, mobilization and de-mobilization, and travel may be considered.

## **12.12 Sustainability**

**12.12.1** Demonstrate your firm's commitment to providing the services identified in the scope of a work in a sustainable manner, including but not limited to, the items referenced in Section 24 below. What measures will your firm take to minimize negative impacts to the environment in the delivery of services? Provide details of efforts, practices and/or processes.

### **12.13 Contract**

A copy of the proposed Service Agreement to attach to the final scope of work and budget is provided in Appendix B. Provide any exceptions to the Contract Terms and Conditions or any other part of these specifications, in your response to this RFP.

### **12.14 Equity in Contracting**

Is your firm, or the firm you are partnering with, certified with Washington State for any of the below categories (select all that apply)? Selecting any item below will award all points for this category.

- ☐ Combination Business Enterprise (CBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority Business Enterprise (MBE)
- ☐ Minority/Women Business Enterprise (MWBE)
- ☐ Small Business Enterprise (SBE)
- ☐ Socially and Economically Disadvantaged Business Enterprise (SEDBE)
- ☐ Women Business Enterprise (WBE)

## **13 ACCEPTANCE / REJECTION OF SUBMITTALS**

Respondents are advised that the City reserves the right to cancel award of this Contract at any time before execution of the Contract by both parties if cancellation is deemed to be in the City's best interest. In submitting a Submittal, Respondents agree that the City is not liable for any costs or damages for the cancellation of an award. The Respondent assumes the sole risk and responsibility for all expenses connected with the preparation of this submittal.

The City reserves the right and holds at its discretion the following rights and options:

- To waive any or all informalities
- To award one or more contracts
- To not award a contract
- To issue subsequent solicitation

## **14 ACCEPTANCE OF SUBMITTAL CONTENTS**

The Submittal contents of the successful Respondent will become contractual obligations if a contract ensues.

## **15 CONTRACT OBLIGATION**

The selected Respondent(s) will be expected to execute a contract with the City. As part of the negotiation process, Respondents may propose amendments to the contract, but the City, at its sole option, will decide whether to open discussion on each proposed amendment and determine the final contract to be used. At a minimum, any contract will incorporate the terms and conditions contained herein.

## **16 STANDARD TERMS AND CONDITIONS**

City of Tacoma [Standard Terms and Conditions](#) apply.

## **17 INSURANCE REQUIREMENTS**

Successful proposer will provide proof and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements document applicable to the services, products, and deliverables provided under the RFP. The City of Tacoma Insurance Requirements document is fully incorporated into the RFP by reference.

## **18 PAID LEAVE**

Effective February 1, 2016, the City of Tacoma requires all employers to provide Paid Leave and Minimum Wage, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit <http://www.cityoftacoma.org/employmentstandards>.

## **19 PARTNERSHIPS**

The City will allow firms to partner in order to respond to this RFP. Respondents may team under a Prime Respondent's submittal in order to provide responses to all sections in a single submission; however, each Respondent's participation must be clearly delineated by section. The Prime Respondent will be considered the responding vendor and the responsible party at contract award. All contract negotiations will be conducted only with the Prime Respondent. All contract payments will be made only to the Prime Respondent. Any agreements between the Prime Respondent and other companies will not be a part of the agreement between the City and the Prime Respondent. The City reserves the right to select more than one Prime Respondent.

## **20 COMMITMENT OF FIRM KEY PERSONNEL**

The Respondent agrees that key personnel identified in its submittal or during contract negotiations as committed to this project will, in fact, be the key personnel to perform during the life of this contract. Should key personnel become unavailable for any reason, the selected Respondent shall provide suitable replacement personnel, subject to the approval of the City. Substantial organizational or personnel changes within the agency are expected to be communicated immediately. Failure to do so could result in cancellation of the Contract. Specific language pertaining to personnel substitution is contained within the sample contract in Appendix B.

## **21 AWARD**

After the Respondent(s) is selected by the SAC and prior to award, all other Respondents will be notified via email by the Payment and Procurables Division.

Once a finalist (or finalists) has been selected by the Selection Advisory Committee, contract negotiations with that finalist will begin, and if a contract is successfully negotiated, it will, if required, be submitted for final approval by the City Council.

## **22 ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the City's Sustainable Procurement Policy, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures
- Waste management reduction plans
- Potential impact on human health and the environment

## **23 EQUITY IN CONTRACTING**

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

## **24 PROPRIETARY OR CONFIDENTIAL INFORMATION**

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFP shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.



Information that is confidential or proprietary must be clearly marked. For complete information on confidentiality or proprietary content, see the Standard Terms and Conditions.

## **25 ADDENDUMS**

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted alongside these specifications on [tacomapurchasing.org](http://tacomapurchasing.org). Failure to acknowledge addendum(s) on the required Signature Page may result in a submittal being deemed non-responsive by the City.

## **26 SCOPE OF WORK AND DELIVERABLES**

### **26.1 The Disaster Debris Monitoring Services to be provided under any Contractor awarded include, but are not limited to:**

- A. Provide debris monitors and debris monitoring services to assist City of Tacoma with monitoring debris removal, debris management and reduction activities, and disposal operations conducted by parties under contract with the City.
- B. Other monitoring services may include debris removal contract compliance, documentation of contractors' field and Temporary Debris Storage Sites (TDSS) activities, coordination and inspection. All debris monitoring activities are to be in compliance with FEMA 321, FEMA 322, FEMA 325, FEMA 327, FEMA Recovery Policy 9500 series, event issued Disaster Specific Guidance, FHWA Emergency Relief Program grant requirements, NRCS Emergency Watershed grant requirements, and local, state and federal guidelines.
- C. Coordinating daily briefings, work progress, staffing, and other key items with the City's Project Manager or authorized representative, City and Debris Removal Contractor.
- D. Scheduling work with all team members and contractors on a daily basis.
- E. Hiring, scheduling and managing field staff.
- F. Monitoring Debris Removal Contractor's operations and making/implementing recommendations to improve debris removal and monitoring efficiency to expedite recovery work.
- G. Assisting the City with responding to public concern and comments.
- H. Certifying contractor hauling units for debris removal and final disposal using methodology and documentation practices provided in the Federal Emergency Management Agency's (FEMA's) Public Assistance Debris Monitoring Guide (October 2010).
- I. Entering load tickets into Consultant's monitoring database application.
- J. Digitization of source documentation (e.g. load tickets).
- K. Developing daily operational reports to keep the City informed of work progress (Refer to Section XX of this RFP for reports and documentation requirements).
- L. Development of maps, GIS applications compatible with the City's GIS systems, etc. as necessary.

- M. Comprehensive review, reconciliation, and validation of Debris Removal Contractor(s) invoices prior to submission to the City for processing.
- N. Assimilation of City's copies (original and loading site monitor) of load tickets, Daily Debris Loading Site Monitor Log and Daily Report, TDSS Monitoring Log, Debris Removal Contractor truck certification, Debris Collection Summary Spreadsheet and any other documents in support of Debris Removal and Debris Monitoring Project Worksheets.
- O. Consultant shall supply sufficient numbers of trained monitors and field supervisors to accommodate the volume of debris to be removed at the loading sites, TDSS(s) and final disposal sites.
- P. The Consultants/ resources and costs should be proportional to the eligible debris required to be removed.
- Q. Consultant shall provide one field supervisor to oversee no more than ten (10) loading, TDSS, or final disposal site(s) monitors. The City's Project Manager or authorized representative will approve the number of specific personnel assigned to the project by written instruction.
- R. Consultant shall remove and replace employees immediately upon written notice from the City, City's Project Manager or authorized representative for conduct or actions not in keeping with this Contract. Consultant's personnel are expected to be safe, courteous, and professional in a manner by which they interact with the Debris Removal Contractor's personnel, general public and City's personnel.

**26.2 The Debris Monitoring Consultant may be requested to provide the following services if tasked by the City:**

- A. Procurement assistance for Debris Removal Contractor(s) and other services as requested.
- B. Project management to include formulation and management of permanent work projects and management of task forces or other City groups.
- C. Selection and permitting of Temporary Debris Storage Sites (TDSS(s)) locations and other permitting or regulatory issues as necessary.
- D. Technical support and assistance in developing public information.
- E. Other training and assistance as requested by the City.
- F. Other debris management/consulting services identified or required as tasked by the City.
- G. If requested, the Consultant may be tasked to assist with post disaster damage assessment services for support of Preliminary Disaster Assessment (PDA).

**26.3 The Debris Monitoring Consultant may be asked to provide the following pre-event services:**

- A. Provide assistance to the City in preparation for disasters through participation in meetings, workshops and the establishment of data management or other integrated systems.
- B. Consultant will provide a half-day debris management training session that meets the minimum requirements for debris monitors as outline in the most current FEMA

327 Public Assistance Debris Monitoring Guide. This session will be provided via webinar unless required by the City to be in person.

## **APPENDIX A**

Signature Page

Price Proposal Form

Reference Form

## PRICE PROPOSAL FORM

**ES21-0657F**

### NOTE:

1. The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (travel costs, hotels, meals, supplies, etc.) will be billed to the City at costs without markup. Be sure to include the number of each position you are proposing will be needed.
2. Contractors must comply with 44 CFR Part 13 and 2 CFR Parts 215, 220, 225 and 230. Contractor's failure to comply according to FEMA guidelines will result in City having no obligation to make payments under the Contract

Postions	Number of Postions Needed	Hourly Rates
Project Manager		\$ _____
Debris Monitoring Field Supervisor		\$ _____
Debris Loading Site Monitors		\$ _____
Clerical / Data Entry Supervisor		\$ _____
Clerical / Data Entry Clerk		\$ _____
GIS Technician		\$ _____
Debris Site (TDSS) / Tower Monitors		\$ _____
<b>Add additional staff members below, if applicable</b>		
		\$ _____
		\$ _____
		\$ _____
<b>PROPOSERS NAME</b> _____		

## REFERENCE FORM – PAGE 1

(NOTE: References are to be comparable to services as described in RFP)

### Reference 1

<b>Name of Business, City, County or Agency</b>	<b>Street Address</b>	<b>City &amp; State</b>	<b>Contract Dates</b>
<b>Contact Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email Address</b>
<b>Description of Work Performed:</b>		<b>Contract Amount: \$_____</b>	

### Reference 2

<b>Name of Business, City, County or Agency</b>	<b>Street Address</b>	<b>City &amp; State</b>	<b>Contract Dates</b>
<b>Contact Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email Address</b>
<b>Description of Work Performed:</b>		<b>Contract Amount: \$_____</b>	

**REFERENCE FORM – PAGE 2****Reference 3**

<b>Name of Business, City, County or Agency</b>	<b>Street Address</b>	<b>City &amp; State</b>	<b>Contract Dates</b>
<b>Contact Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email Address</b>
<b>Description of Work Performed:</b>		<b>Contract Amount: \$_____</b>	

**Reference 4**

<b>Name of Business, City, County or Agency</b>	<b>Street Address</b>	<b>City &amp; State</b>	<b>Contract Dates</b>
<b>Contact Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email Address</b>
<b>Description of Work Performed:</b>		<b>Contract Amount: \$_____</b>	

**REFERENCE FORM - PAGE 3****Reference 5**

<b>Name of Business, City, County or Agency</b>	<b>Street Address</b>	<b>City &amp; State</b>	<b>Contract Dates</b>
<b>Contact Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Email Address</b>
<b>Description of Work Performed:</b>		<b>Contract Amount:</b> \$ _____	

**Additional Contractor Data:**

Years in Business supplying like services as outlined in the RFP \_\_\_\_\_ years \_\_\_\_\_ months.

Business Location: In the event of a disaster proposed response time to be on site. \_\_\_\_\_

Proposers maintain that he/she is able to provide qualified personnel, working equipment, specified materials, storage of materials/equipment, etc. within a reasonable period of time to the job-site in order to complete the described work in an effective and efficient manner.

Hours of Operation: \_\_\_\_\_

Describe briefly company's size and organization: \_\_\_\_\_

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**REFERENCE FORM – PAGE 4**

Alternative Contacts for Firm: print clearly the data for the following alternative contacts:

**Email**

**Address:** \_\_\_\_\_

**Cell**

**Phone:** \_\_\_\_\_

Upon contract award the firm shall provide, as available, the above alternative contracts for key personnel and supervisors responsible for the project.

## **APPENDIX B**

### Sample Contract

## SERVICES CONTRACT

THIS CONTRACT, made and entered into effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (EFFECTIVE DATE) by and between the CITY OF TACOMA, a municipal corporation of the State of Washington (hereinafter referred to as the "CITY"), and **[INSERT legal name of Supplier exactly as it appears in Ariba]**, (hereinafter referred to as "CONTRACTOR");

In consideration of the mutual promises and obligations hereinafter set forth, the Parties hereto agree as follows:

### 1. Scope of Services/Work

The CONTRACTOR agrees to diligently and completely perform the services and/or deliverables consisting of [INSERT A BRIEF DESCRIPTION OF THE WORK TO BE PERFORMED] as is described in Exhibit XXXXX [A, B, ETC., if needed] attached hereto and incorporated herein.

### 2. Order of Precedence

To the extent there is any discrepancy or conflict between and/or amongst the terms of this Contract and Exhibit(s) \_\_\_\_\_, the controlling terms for this Contract will be interpreted in the following order of precedence, with the first listed being the most controlling, and the last listed being the least controlling: Contract, Exhibit \_\_\_\_, Exhibit \_\_\_\_\_. [INSERT EXHIBIT REFERENCES IN ORDER OF WHICH IS MOST CONTROLLING]

### 3. Changes to Scope of Work

The CITY shall have the right to make changes within the general scope of services and/or deliverables upon execution in writing of a change order or amendment hereto. If the changes will result in additional work effort by CONTRACTOR, the CITY will agree to reasonably compensate the CONTRACTOR for such additional effort up to the maximum amount specified herein or as otherwise provided by City Code.

### 4. On Call Contracts

If the services and deliverables performed under this Contract are on an on call or as assigned basis, service and deliverables may be assigned by Task Authorization or Statements of Work, are subject to Section 9, and cannot augment any other work that the CONTRACTOR is doing for the CITY on another Contract. Actual compensation will depend upon the actual purchases made by the City during the life of this Contract and will be paid at the rates set in Exhibit A

### 5. Term

All services shall be satisfactorily completed on or before [INSERT CONTRACT TERMINATION DATE] and this Contract shall expire on said date unless mutually extended by a written and executed Amendment to this Contract.

### 6. Renewals

At CITY's sole option, the Term of this Contract may be renewed for additional [INSERT THE RENEWAL PERIOD - 1 YEAR, ETC] periods, not to exceed [INSERT THE MAXIMUM NUMBER OF RENEWAL PERIODS]. CITY will provide written notice of its intent to exercise any renewal options at least 30 days prior to the then existing Term and a written Amendment to this Contract will be mutually executed.

## **7. Delay**

Neither party shall be considered to be in default in the performance of this Contract to the extent such performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party and, in such event, the time for performance shall be extended for a period equal to any time lost as a result thereof. In the event CONTRACTOR is unable to proceed due to a delay solely attributable to CITY, CONTRACTOR shall advise CITY of such delay in writing as soon as is practicable.

## **8. Compensation**

The CITY shall compensate the CONTRACTOR for the services and deliverables performed under this Contract [in accordance with OR on the basis of] [INSERT DESCRIPTION OF COMPENSATION ARRANGEMENTS – REFERENCE EXHIBIT, TIME AND MATERIALS, LUMP SUM ETC.]

## **9. Not to Exceed Amount**

The total price to be paid by CITY for CONTRACTOR'S full and complete performance of the Scope of Work hereunder shall not exceed \$ [INSERT TOTAL AMOUNT OF CONTRACT] plus applicable taxes without a written and executed Amendment to this Contract. Said price shall be the total compensation for CONTRACTOR'S performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, subcontractor's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by CONTRACTOR.

In the event the CONTRACTOR incurs cost in excess of the sum authorized for service under this Contract, the CONTRACTOR shall pay such excess from its own funds, and the CITY shall not be required to pay any part of such excess, and the CONTRACTOR shall have no claim against the CITY on account thereof.

## **10. Payment**

CONTRACTOR shall submit XXXXXXXX {monthly, weekly, annual, Contract milestone, etc.} invoices for services completed and/or deliverables furnished during the invoice period. Upon CITY'S request, CONTRACTOR shall submit necessary and appropriate documentation, as determined by the CITY, for all invoiced services and deliverables.

Payment shall be made through the CITY'S ordinary payment process, and shall be considered timely if made within 30 days of receipt of a properly completed invoice. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced. The CITY may withhold payment to the CONTRACTOR for any services or deliverables not performed as required hereunder until such time as the CONTRACTOR modifies such services or deliverables to the satisfaction of the CITY.

## **11. Payment Method**

The City's preferred method of payment is by ePayables (Payment Plus), followed by credit card (aka procurement card), then Electronic Funds Transfer (EFT) by Automated Clearing House (ACH), then check or other cash equivalent. CONTRACTOR may be required to have the capability of accepting the City's ePayables or credit card methods of payment. The City of Tacoma will not accept price changes or pay additional fees when ePayables (Payment Plus) or credit card is used. The City, in its sole discretion, will determine the method of payment for this Contract.

## **12. Independent Contractor Status**

The services and deliverables shall be furnished by the CONTRACTOR as an independent Contractor, and nothing herein contained shall be construed to create an employer and employee relationship. The CONTRACTOR shall provide at its sole expense all materials, office space, and other necessities to perform its duties under this Contract, unless stated otherwise in this Contract. No payroll or employment taxes of any kind shall be withheld or paid by the CITY with respect to payments to CONTRACTOR. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal income tax, state personal income tax, state disability insurance tax and state unemployment insurance tax. By reason of CONTRACTOR's status as an independent Contractor hereunder, no workers' compensation insurance has been or will be obtained by the CITY on account of CONTRACTOR. CONTRACTOR may be required to provide the CITY proof of payment of these said taxes and benefits. If the CITY is assessed or deemed liable in any manner for those charges or taxes, the CONTRACTOR agrees to hold the CITY harmless from those costs, including attorney's fees.

## **13. Services Warranty**

The CONTRACTOR warrants that all services performed pursuant to this Contract shall be generally suitable for the use to which CITY intends to use said services and deliverables as expressed in the Scope of Work. In the performance of services under this Contract, the CONTRACTOR and its employees further agree to exercise the degree of skill and care required by customarily accepted good practices and procedures followed by professionals or service providers rendering the same or similar type of service. All obligations and services of the CONTRACTOR hereunder shall be performed diligently and completely according to such professional standards.

## **14. Reliance on CITY Provided Data or Information**

If the CONTRACTOR intends to rely on information or data supplied by the CITY, other CITY contractors or other generally reputable sources without independent verification, such intent shall be brought to the attention of the CITY.

## **15. Contract Administration**

[INSERT NAME TITLE AND DEPARTMENT OF CONTRACT ADMINISTRATOR] for the CITY shall have primary responsibility for contract administration and approval of

services to be performed by the CONTRACTOR, and shall coordinate all communications between the CONTRACTOR and the CITY.

#### **16. Specific Personnel**

If before, during, or after the execution of this Contract, CONTRACTOR represents to the CITY that certain personnel would or will be responsible for performing services and deliverables under this Contract, then the CONTRACTOR is obligated to ensure that said personnel perform said Contract services to the maximum extent permitted by law. This Contract provision shall only be waived by written authorization by the CITY, and on a case-by-case basis.

#### **17. Right to Audit**

Upon CITY's request, CONTRACTOR shall make available to CITY all accounts, records and documents related to the performance of this Contract for CITY's inspection, auditing or evaluation during normal business hours as reasonably needed by CITY to assess performance, compliance and quality assurance under this Contract or in satisfaction of City's public disclosure obligation, as applicable.

#### **18. Records Retention**

The CONTRACTOR shall establish and maintain records in accordance with requirements prescribed by the CITY, with respect to all matters related to the performance of this Contract. Except as otherwise authorized by the CITY, the CONTRACTOR shall retain such records for a period of \_\_\_\_\_[INSERT THE TIME THE RECORDS SHOULD BE KEPT. MOST COMMON IS 6 YEARS] years after receipt of the final payment under this Contract or termination of this Contract.

#### **19. Notices**

Except for routine operational communications, which may be delivered personally or transmitted by electronic mail all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

<b>CITY:</b>	<b>CONTRACTOR:</b>
Name:	Name:
Title:	Title:
Address:	Address:
Telephone No.:	Telephone No.:
E-mail:	E-mail:

## **20. Termination**

Except as otherwise provided herein, the CITY may terminate this Contract at any time, with or without cause, by giving ten (10) business days written notice to CONTRACTOR. In the event of termination, all finished and unfinished work prepared by the CONTRACTOR pursuant to this Contract shall be provided to the CITY. In the event CITY terminates this Contract due to the CITY's own reasons and without cause due to the CONTRACTOR's actions or omissions, the CITY shall pay the CONTRACTOR the amount due for actual work and services necessarily performed under this Contract up to the effective date of termination, not to exceed the total compensation set forth herein. Termination of this Contract by CITY shall not constitute a waiver of any claims or remaining rights the CITY may have against CONTRACTOR relative to performance hereunder.

## **21. Suspension**

The CITY may suspend this Contract, at its sole discretion, upon seven (7) business days' written notice to the CONTRACTOR. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the CONTRACTOR'S reasonable expenses and shall be subject to verification. The CONTRACTOR shall resume performance of services under this Contract without delay when the suspension period ends. Suspension of this Contract by CITY shall not constitute a waiver of any claims or remaining rights the CITY may have against CONTRACTOR relative to performance hereunder.

## **22. Taxes**

Unless stated otherwise in Exhibit A, CONTRACTOR is responsible for the payment of all charges and taxes applicable to the services performed under this Contract, and CONTRACTOR agrees to comply with all applicable laws regarding the reporting of income, maintenance of records, and all other requirements and obligations imposed pursuant to applicable law. If the CITY is assessed, made liable, or responsible in any manner for such charges or taxes, the CONTRACTOR holds CITY harmless from such costs, including attorney's fees.

If CONTRACTOR fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including by Tacoma City ordinance, and including by a court of law, CITY will deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the CONTRACTOR's total compensation.

## **23. Licenses and Permits**

The CONTRACTOR, at its expense, shall obtain and keep in force any and all necessary licenses and permits. The CONTRACTOR shall obtain a business license as required by Tacoma Municipal Code Subtitle 6B.20 and shall pay business and occupation taxes as required by Tacoma Municipal Code Subtitle 6A.30. If applicable, CONTRACTOR must have a Washington state business license.

## **24. Indemnification**

CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers, from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses and costs arising out of the subject matter of this Contract; provided that this provision shall not apply to the extent that damage or injury results from the sole negligence of the CITY, or its officers, agents, or employees. This indemnification shall extend to and include attorneys' fees and the cost of establishing the right of indemnification hereunder in favor of the CITY. This indemnification shall survive the termination of this Contract.

It is expressly agreed that with respect to design professional services performed by CONTRACTOR herein, CONTRACTOR's duty of indemnification, including the duty and cost to defend, against liability for damages arising out of such services or out of bodily injury to persons or damage to property shall, as provided in RCW 4.24.115 apply only to the extent of CONTRACTOR's negligence.

## **25. Title 51 Waiver**

CONTRACTOR specifically assumes potential liability for actions brought by the CONTRACTOR'S own employees against the CITY and, solely for the purpose of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the state industrial insurance law, Title 51 RCW. THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS THE SUBJECT OF MUTUAL NEGOTIATION.

## **26. Insurance**

During the course and performance of the services herein specified, CONTRACTOR will maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements as is applicable to the services and deliverables provided under this Contract. The City of Tacoma Insurance Requirements documents are fully incorporated herein by reference.

Failure by City to identify a deficiency in the insurance documentation provided by Contractor or failure of City to demand verification of coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

## **27. Nondiscrimination**

The CONTRACTOR agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding non-discrimination and equal employment opportunities. The CONTRACTOR shall not discriminate in any employment action because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. In the event of non-compliance by the CONTRACTOR with any of the non-discrimination provisions of this Contract, the CITY shall be deemed to have cause to terminate this Contract, in whole or in part.



## **28. Conflict of Interest**

No officer, employee, or agent of the CITY, nor any member of the immediate family of any such officer, employee, or agent as defined by City ordinance, shall have any personal financial interest, direct or indirect, in this Contract, either in fact or in appearance. The CONTRACTOR shall comply with all federal, state, and City conflict of interest laws, statutes, and regulations. The CONTRACTOR represents that the CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Contract pertains which would conflict in any manner or degree with the performance of the CONTRACTOR'S services and obligations hereunder. The CONTRACTOR further covenants that, in performance of this Contract, no person having any such interest shall be employed. The CONTRACTOR also agrees that its violation of the CITY'S Code of Ethics contained in Chapter 1.46 of the Tacoma Municipal Code shall constitute a breach of this Contract subjecting the Contract to termination.

## **29. City ownership of Work/Rights in Data and Publications**

To the extent CONTRACTOR creates any Work subject to the protections of the Copyright Act (Title 17 U.S.C) in its performance of this Contract, CONTRACTOR agrees to the following: The Work has been specially ordered and commissioned by CITY. CONTRACTOR agrees that the Work is a "work made for hire" for copyright purposes, with all copyrights in the Work owned by CITY. To the extent that the Work does not qualify as a work made for hire under applicable law, and to the extent that the Work includes material subject to copyright, CONTRACTOR hereby assigns to CITY, its successors and assigns, all right, title and interest in and to the Work, including but not limited to, all patent, trade secret, and other proprietary rights and all rights, title and interest in and to any inventions and designs embodied in the Work or developed during the course of CONTRACTOR'S creation of the Work. CONTRACTOR shall execute and deliver such instruments and take such other action as may be required and requested by CITY to carry out the assignment made pursuant to this section. Any documents, magnetically or optically encoded media, or other materials created by CONTRACTOR pursuant to this Contract shall be owned by CITY and subject to the terms of this subsection. To the maximum extent permitted by law, CONTRACTOR waives all moral rights in the Work. The rights granted hereby to CITY shall survive the expiration or termination of this Contract. CONTRACTOR shall be solely responsible for obtaining releases for the performance, display, recreation, or use of copyrighted materials.

## **30. Public Disclosure**

This Contract and documents provided to the CITY by CONTRACTOR hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act). Thus, the CITY may be required, upon request, to disclose this Contract and documents related to it unless an exemption under the Public Records Act or other laws applies. In the event CITY receives a request for such disclosure, determines in its legal judgment that no applicable exemption to disclosure applies, and CONTRACTOR has complied with the requirements herein to mark all content considered to be confidential or proprietary, CITY agrees to provide CONTRACTOR ten (10) days written notice of impending release. Should legal action thereafter be initiated by CONTRACTOR to enjoin or otherwise prevent such release, all expense of any such litigation shall be borne by CONTRACTOR, including any

damages, attorneys fees or costs awarded by reason of having opposed disclosure. CITY shall not be liable for any release where notice was provided and CONTRACTOR took no action to oppose the release of information. Notice of any proposed release of information pursuant to Chapter 42.56 RCW, shall be provided to CONTRACTOR according to the "Notices" provision herein.

### **31. Confidential or Proprietary Records Must be Marked**

If CONTRACTOR provides the CITY with records that CONTRACTOR considers confidential or proprietary, CONTRACTOR must mark all applicable pages of said record(s) as "Confidential" or "Proprietary." If CONTRACTOR fails to so mark record(s), then (1) the CITY, upon request, may release said record(s) without the need to satisfy the notice requirements above; and (2) the CONTRACTOR expressly waives its right to allege any kind of civil action or claim against the CITY pertaining to the release of said record(s).

### **32. Approval for Release of Information Related to Contract**

If requested by CITY, CONTRACTOR shall not release any information or documentation concerning the work under this Contract or any part thereof for marketing, advertising, or other commercial activities or publication including, but not limited to, news releases or professional articles without CITY's prior written approval. CONTRACTOR may submit at any time for review and approval a generic abstract describing the component parts of the completed Scope of Services ("Project Abstract"). After receiving written approval of the Project Abstract from the CITY, the CONTRACTOR may make minor insignificant changes to the Project Abstract and use all or parts of the Project Abstract in proposals.

This Section shall survive for six (6) years after the termination or expiration of this Contract.

### **33. Dispute Resolution**

In the event of a dispute pertaining to this Contract, the parties agree to attempt to negotiate in good faith an acceptable resolution. If a resolution cannot be negotiated, then the parties agree to submit the dispute to voluntary non-binding mediation before pursuing other remedies. This provision does not limit the CITY'S right to terminate authorized by this Contract.

### **34. Miscellaneous Provisions**

#### **Governing Law and Venue**

Washington law shall govern the interpretation of this Contract. Pierce County shall be the venue of any mediation, arbitration, or litigation arising out of this Contract.

#### **Assignment**

The CONTRACTOR shall not assign, subcontract, delegate, or transfer any obligation, interest or claim to or under this Contract or for any of the compensation due hereunder without the prior written consent of the CITY.

### **No Third Party Beneficiaries**

This Contract shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.

### **Waiver**

A waiver or failure by either party to enforce any provision of this Contract shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Contract.

### **Severability and Survival**

If any term, condition or provision of this Contract is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Contract, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Contract, shall survive termination of this Contract.

### **Entire Agreement**

This Contract and the attached Exhibits, as modified herein, contain the entire agreement between the parties as to the services to be rendered hereunder. All previous and contemporaneous agreements, representations or promises and conditions relating to the subject matter of this Contract are superseded hereby. The Parties hereto mutually acknowledge, understand and agree that the terms and conditions set forth herein shall control and prevail over any conflicting terms and conditions stated in any attachments hereto.

### **Modification**

No modification or amendment of this Agreement shall be effective unless set forth in a written and executed Amendment to this Contract.

IN WITNESS WHEREOF, the Parties hereto have accepted and executed this Contract, as of the Effective Date stated above, which shall be Effective Date for bonding purposes as applicable. The undersigned Contractor representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Contract for and on behalf of Contractor.

CITY OF TACOMA:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CONTRACTOR:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(City of Tacoma use only - blank lines are intentional)**

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Director of Finance: \_\_\_\_\_

Deputy/City Attorney (approved as to form): \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approved By: \_\_\_\_\_

## **APPENDIX C**

### Insurance Requirements

## SIGNATURE PAGE

### **CITY OF TACOMA ENVIRONMENTAL SERVICES/SOLID WASTE MANAGEMENT**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Proposal page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

#### **REQUEST FOR PROPOSAL SPECIFICATION NO. ES21-0657F Disaster Debris Monitoring Services**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

#### **Non-Collusion Declaration**

*The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).*

\_\_\_\_\_  
Bidder/Proposer's Registered Name

\_\_\_\_\_  
Signature of Person Authorized to Enter Date  
into Contracts for Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
(Area Code) Telephone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
State Business License Number  
in WA, also known as UBI (Unified Business Identifier) Number

\_\_\_\_\_  
E.I.No. / Federal Social Security Number Used on Quarterly  
Federal Tax Return, U.S. Treasury Dept. Form 941

\_\_\_\_\_  
State Contractor's License Number  
(See Ch. 18.27, R.C.W.)

\_\_\_\_\_  
E-Mail Address for Communications

Addendum acknowledgement #1\_\_\_\_\_ #2\_\_\_\_\_ #3\_\_\_\_\_ #4\_\_\_\_\_ #5\_\_\_\_\_

***THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.***



# CITY OF TACOMA

## INSURANCE REQUIREMENTS FOR CONTRACTS

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The Contractor (Contractor) shall maintain at least the minimum insurance set forth below. By requiring such minimum insurance, the City of Tacoma shall not be deemed or construed to have assessed the risk that may be applicable to Contractor under this Contract. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

### 1. GENERAL REQUIREMENTS

The following General Requirements apply to Contractor and to Subcontractor(s) of every tier performing services and/or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- 1.1. City of Tacoma reserves the right to approve or reject the insurance provided based upon the insurer, terms and coverage, the Certificate of Insurance, and/or endorsements.
- 1.2. Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by City of Tacoma.
- 1.3. Contractor shall keep this insurance in force during the entire term of the Contract and for Thirty (30) calendar days after completion of all work required by the Contract, unless otherwise provided herein.
- 1.4. Insurance policies required under this Contract that name "City of Tacoma" as Additional Insured shall:
  - 1.4.1. Be considered primary and non-contributory for all claims.
  - 1.4.2. Contain a "Separation of Insured provision and a "Waiver of Subrogation" clause in favor of City of Tacoma.
- 1.5. Section 1.4 above does not apply to contracts for purchasing supplies only.
- 1.6. Verification of coverage shall include:
  - 1.6.1. An ACORD certificate or equivalent.
  - 1.6.2. Copies of all endorsements naming the City of Tacoma as additional insured and showing the policy number.
  - 1.6.3. A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.
- 1.7. Liability insurance policies, with the exception of Professional Liability and Workers' Compensation, shall name the City of Tacoma and its officers, elected officials, employees, agents, and authorized volunteers as additional insured.
  - 1.7.1. No specific person or department should be identified as the additional insured.
  - 1.7.2. All references on certificates of insurance and endorsements shall be listed as "City of Tacoma".
  - 1.7.3. The City of Tacoma shall be additional insured for both ongoing and completed operations using Insurance Services Office (ISO) form CG 20 10 04 13 and CG 20



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## INSURANCE REQUIREMENTS FOR CONTRACTS

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37 04 13 or the equivalent for the full available limits of liability maintained by the Contractor irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract and irrespective of whether the Certificate of Insurance describes limits lower than those maintained by the Contractor.

- 1.8. Contractor shall provide a Certificate of Insurance for each policy of insurance meeting the requirements set forth herein when Contractor provides the signed Contract for the work to City of Tacoma. Contractor shall provide copies of any applicable Additional Insured, Waiver of Subrogation, and Primary and Non-contributory endorsements. Contract or Permit number and the City Department must be shown on the Certificate of Insurance.
- 1.9. Insurance limits shown below may be written with an excess policy that follows the form of an underlying primary liability policy or an excess policy providing the required limit.
- 1.10. Liability insurance policies shall be written on an "occurrence" form, except for Professional Liability/Errors and Omissions, Pollution Liability, and Cyber/Privacy and Security
- 1.11. If coverage is approved and purchased on a "Claims-Made" basis, Contractor warrants continuation of coverage, either through policy renewals or by the purchase of an extended reporting period endorsement as set forth below.
- 1.12. The insurance must be written by companies licensed or authorized in the State of Washington pursuant to RCW 48 with an (A-) VII or higher in the A.M. Best's Key Rating Guide [www.ambest.com](http://www.ambest.com).
- 1.13. Contractor shall provide City of Tacoma notice of any cancellation or non-renewal of this required insurance within Thirty (30) calendar days.
- 1.14. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract, otherwise it shall constitute a material breach of the Contract, upon which City of Tacoma may, after giving Five (5) business day notice to Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith; with any sums so expended to be repaid to City of Tacoma by Contractor upon demand, or at the sole discretion of City of Tacoma, offset against funds due Contractor from City of Tacoma.
- 1.15. Contractor shall be responsible for the payment of all premiums, deductibles and self-insured retentions, and shall indemnify and hold the City of Tacoma harmless to the extent such a deductible or self-insured retained limit may apply to the City of Tacoma as an additional insured. Any deductible or self-insured retained limits in excess of Twenty Five Thousand Dollars (\$25,000) must be disclosed and approved by City of Tacoma Risk Manager and shown on the Certificate of Insurance.
- 1.16. City of Tacoma reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has changed.





# CITY OF TACOMA INSURANCE REQUIREMENTS FOR CONTRACTS

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- 1.17. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made by City of Tacoma to Contractor.
- 1.18. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of Contractor or Subcontractor(s).
- 1.19. Failure by City of Tacoma to identify a deficiency in the insurance documentation provided by Contractor or failure of City of Tacoma to demand verification of coverage or compliance by Contractor with these insurance requirements shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- 1.20. If Contractor is a State of Washington or local government and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached hereto and be incorporated by reference and shall constitute compliance with this Section.

## **2. CONTRACTOR**

As used herein, "Contractor" shall be the Supplier(s) entering a Contract with City of Tacoma, whether designated as a Supplier, Contractor, Vendor, Proposer, Bidder, Respondent, Seller, Merchant, Service Provider, or otherwise.

## **3. SUBCONTRACTORS**

It is Contractor's responsibility to ensure that each subcontractor obtain and maintain adequate liability insurance coverage. Contractor shall provide evidence of such insurance upon City of Tacoma's request.

## **4. REQUIRED INSURANCE AND LIMITS**

The insurance policies shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve Contractor from liability in excess of such limits.

### **4.1 Commercial General Liability Insurance**

Contractor shall maintain Commercial General Liability Insurance policy with limits not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) annual aggregate. The Commercial General Liability Insurance policy shall be written on an Insurance Services Office form CG 00 01 04 13 or its equivalent. Products and Completed Operations shall be maintained for a period of three years following Substantial Completion of the Work related to performing construction services.

This policy shall include product liability especially when a Contract solely is for purchasing supplies. The Commercial General Liability policy shall be endorsed to include:

- 4.1.1 A per project aggregate policy limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

### **4.2 Commercial (Business) Automobile Liability Insurance**

Contractor shall maintain Commercial Automobile Liability policy with limits not less than One Million Dollars (\$1,000,000) each accident for bodily injury and property damage and bodily injury and property damage coverage for owned (if any), non-owned, hired, or leased vehicles. Commercial Automobile Liability Insurance shall be written using ISO form CA 00 01 or



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## INSURANCE REQUIREMENTS FOR CONTRACTS

equivalent. Contractor must also maintain an MCS 90 endorsement or equivalent and a CA 99 48 endorsement or equivalent if "Pollutants" are to be transported.

### 4.3 Workers' Compensation

4.3.1 Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington, as well as any other similar coverage required for this work by applicable federal laws of other states. The Contractor must comply with their domicile State Industrial Insurance laws if it is outside the State of Washington.

### 4.4 Employers' Liability Insurance

Contractor shall maintain Employers' Liability coverage with limits not less than One Million Dollars (\$1,000,000) each employee, One Million Dollars (\$1,000,000) each accident, and One Million Dollars (\$1,000,000) policy limit.

### 4.5 Professional Liability Insurance or Errors and Omissions

Contractor and/or its subcontractor shall maintain Professional Liability or Errors and Omissions with limits of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate covering acts, errors and omissions arising out of the professional services under this Contract.

If the policy limit includes the payment of claims or defense costs, from the policy limit, the per claim limit shall be Two Million Dollars (\$2,000,000).

If the scope of such design-related professional services includes work related to pollution conditions, the Professional Liability policy shall include Pollution Liability coverage.

If provided on a "claims-made" basis, such coverage shall be maintained by policy renewals or an extended reporting period endorsement for not less than three years following the end of the Contract.

### 4.6 Excess or Umbrella Liability Insurance

Contractor shall provide Excess or Umbrella Liability Insurance with limits not less than Five Million Dollars (\$5,000,000) per occurrence and in the aggregate. This coverage shall apply, at a minimum, in excess of primary underlying Commercial General Liability, Employer's Liability, Pollution Liability, Marine General Liability, Protection and Indemnity, and Automobile Liability if required herein.

### 4.7 Other Insurance

Other insurance may be deemed appropriate to cover risks and exposures related to the scope of work or changes to the scope of work required by City of Tacoma. The costs of such necessary and appropriate Insurance coverage shall be borne by Contractor.