

# H-GAC Disaster Debris Clearance and Removal



## Disaster Debris Management

Houston-Galveston Area Council (H-GAC) recognizes the need for communities to perform efficient and timely cleanup of debris generated by natural disasters and/or major storm events. Storms create problems as they are usually costly to clean up and require a large amount of space in area landfills for debris.

## New Program Benefits End Users

In an effort to streamline the procurement process for End Users (i.e. municipalities, counties, school districts, etc.), H-GAC has developed a comprehensive procurement process for Debris Removal Services. H-GAC's decision to pursue the development of a Debris Removal Services procurement program was based in large part on:

- ◆ H-GAC's ongoing commitment to assist End Users in reducing costs and streamlining the procurement processes through their government-to-government procurement services;
- ◆ FEMA policy statements encouraging local governments to develop pre-event debris hauler contracts; and
- ◆ Discussions with FEMA Debris Policy Group regarding recently issued Public Assistance Pilot Program that offers a 5% increase in federal cost-share if local governments meet the necessary requirements concerning debris management.

## Benefits of Program

- ◆ Reduces costs and expedites the procurement process
- ◆ Maximizing eligible FEMA reimbursement
- ◆ Top-notch, quality vendors ensured through screening process

## Select Vendors

- ◆ AshBritt, Inc.
- ◆ Byrd Brothers
- ◆ Ceres Environmental Services, Inc.
- ◆ CrowderGulf
- ◆ DRC Emergency Services, LLC
- ◆ Phillips & Jordan, Inc.
- ◆ T.F.R. Enterprises, Inc.



For additional information email: [swinformation@h-gac.com](mailto:swinformation@h-gac.com)

# H-GAC Disaster Debris Clearance and Removal

## How it Works

H-GAC developed a two-phase comprehensive procurement process for Debris Clearance and Removal Services. This program provides End Users with a procurement process based on the latest FEMA policies to limit the entities exposure to potential non-reimbursement following a presidential disaster declaration.

The first phase encompassed all the typical aspects of Debris Removal contracting process, other than pricing. H-GAC issued a Request for Proposal (RFP) for Debris Clearance and Removal Services to qualified firms interested in providing this service to an End User. This process was designed to gather information regarding the firms experience and qualifications resulting in a pool of "most qualified contractors" who meet the minimum requirements. Having being selected, the firm is now an approved vendor.

The second phase focuses on the "procurement" of a disaster debris hauler service agreement with an End User. This process begins when an End User expresses interest in procuring debris hauling services through a formal End User service request form providing information regarding the unique attributes of the End User service area and specialized requirements. Once the service request form is received by H-GAC we will submit it to the pool of pre-selected debris haulers to elicit prices for each of the rate categories. H-GAC will present the findings to the End User for final selection and contract award. The final selection is up to the End User.

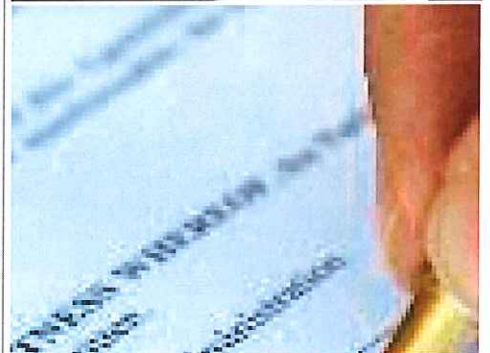
Let H-GAC streamline the procurement process for you. Contact us so that we can guide you through the process and help you learn more about what H-GAC can do for your jurisdiction.

## What Does it Cost?

All local governments have free access to the procurement services. This procurement service is available nationwide.

## For More Information

Visit the H-GAC Storm Debris webpage for detailed information on our vendors and more information on storm debris management. To view our clearinghouse of storm debris management publications and workshop presentations go to [www.h-gac.com/stormdebris](http://www.h-gac.com/stormdebris).



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# Disaster Debris Clearance and Removal Services

Recognizing the need for communities to perform efficient and timely cleanup of debris generated by natural disasters, H-GAC has developed the **Disaster Debris Clearance and Removal Services Program**.

Program Brochure

By having pre-event debris hauler contracts in place, cleanup can be quicker and less costly. Procuring reputable and experienced firms can be challenging. H-GAC's **Disaster Debris Clearance and Removal Services Program** has simplified the process and ensures access to a pool of "most qualified debris removal contractors." H-GAC has handled all the procurement issues. The program can save you time and money associated with the procurement process and can help maximize eligible FEMA reimbursement.

There are seven nationally recognized vendors to select from:

- AshBritt, Inc.
- Byrd Brothers Emergency Services
- Ceres Environmental Services, Inc.
- CrowderGulf
- DRC Emergency Services, LLC
- Phillips & Jordan, Inc.
- T.F.R. Enterprises, Inc.

## How does it work?

For more detailed information on the program and to find out how to get started please see: [Disaster Debris Hauler Guidance](#)

To enroll in the procurement program, please download and complete both of these forms:

[End User Service Request Form](#)

["Standard Services Requested" Checklist](#)

These forms will be provided to the pool of debris hauling vendors for detailed pricing. If you need further information please contact us at [swinformation@h-gac.com](mailto:swinformation@h-gac.com), and we will guide you through the process.

## Debris Monitoring Services

Through an HGACBuy membership, local governments can directly contract with any of the eleven firms listed below for debris monitoring services. For more information members of HGACBuy can contact:

### **AMEC Environmental & Infrastructure, Inc.**

Clay Pacheco  
Phone: (904) 391-3781  
Fax: (904) 396-5703  
[clay.pacheco@amec.com](mailto:clay.pacheco@amec.com)

### **Arcadis U.S., Inc.**

Sam Rosania  
Phone: (813) 505-1313  
Fax: (866) 323-1673  
[sam.rosania@arcadis-us.com](mailto:sam.rosania@arcadis-us.com)

### **Atkins North America, Inc.**

Bert Shipman  
Phone: (919) 431-5304  
Fax: (919) 876-6848  
[bertram.shipman@atkinglobal.com](mailto:bertram.shipman@atkinglobal.com)

### **Dewberry Consultants LLC**

Shandi Treloar  
Phone: (855) 792-8335  
Fax: (703) 206-0803  
[streloar@dewberry.com](mailto:streloar@dewberry.com)

### **Innovative Emergency Management, Inc. (IEM)**

Sean Fontenot  
Phone: (225)252-1474  
[sean.fontenot@iem.com](mailto:sean.fontenot@iem.com)

### **Integrated Solutions Consulting Corp.**

Danniel Martin, Ph.D., CEM  
Phone: (618)307-5111  
Fax: (877)684-0557  
[dan.martin@i-s-consulting.com](mailto:dan.martin@i-s-consulting.com)

**Metric Engineering, Inc.**

Jared George  
Phone: (850) 890-9700  
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**Tetra Tech**

John Buri  
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**Tetra Tech**

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**Thompson Consulting Services**

Nate Counsell  
Phone: (407) 792-0018  
Fax: (407) 878-7858  
ncounsell@thompsoncs.net

**True North Emergency Management, LLC**

K. Nelson Lucius  
Phone: (817) 870-2422  
Fax: (817) 870-2489  
nelson.lucius@neel-schaffer.com

**Witt O'Brien's LLC**

Andrew Sachs  
Phone: (207) 449-1724  
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**Witt O'Brien's LLC**

Dan Timmins  
Phone: (281) 923-5277  
dtimmins@wittobriens.com



## **COOPERATIVE PURCHASING PROGRAM DISASTER DEBRIS CLEARANCE AND REMOVAL SERVICES DISASTER DEBRIS HAULER GUIDANCE**

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The Houston-Galveston Area Council (H-GAC) Purchasing Program is a government-to-government procurement service available nationwide. The disaster debris clearance and removal procurement is designed to assist End Users with procuring a pre-disaster debris hauling contractor. Disaster debris hauling contractors are vendors with pre-negotiated contracts on-call to the End User at any time. Such contracts may be activated in the event debris generated from a disaster exceeds the End Users capabilities to manage the debris internally.

### **Federal Guidance for Debris Hauler Procurement**

Debris hauler contracts may be reimbursed by federal grant programs, such as FEMA's Public Assistance Grant Program, for costs associated with disaster debris removal. Throughout the selection process, it is imperative that all End Users understand and follow federal procurement guidelines to mitigate the risk of non-reimbursement. It is also important to note that these contracts may not be contingent on federal reimbursement, and is at the discretion of the End User to activate these contracts.

Title 44 Code of Federal Regulations, Chapter 13.36(b)(1) – Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

Title 44 Code of Federal Regulations, Chapter 13.36(f) - Grantees and subgrantees must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, grantees must make independent estimates before receiving bids or proposals.

FEMA encourages municipalities to identify disaster debris clearance and removal service providers prior to an emergency. The H-GAC Disaster Debris Clearance and Removal Program (Program) is intended to be utilized following disasters and during normal operations.

### **Debris Hauler Selection Process**

H-GAC has developed a two-phase comprehensive procurement process for disaster debris removal services. The H-GAC Program provides End Users with a procurement process based on the latest FEMA policies and Disaster Specific Guidance (DSG) to limit the End User's exposure to potential non-reimbursement following a Presidential disaster declaration.

The first phase of the procurement process encompasses the typical aspects of the debris removal contracting process, other than pricing. H-GAC issued a request for proposals (RFP) for disaster debris services to qualified firms interested in providing this service to an End User.

The selection process was designed to gather information regarding the contractor's experience and qualifications. This included the following criteria:

- Qualifications of the contractor, including recent debris removal experience
- Documented knowledge of Federal, State, and Local emergency management agencies
- Verifiable references for similar contracts
- Qualifications and experience of key personnel and other staff
- Financial resources and stability
- Ability and capacity to perform
- Technical ability
- Project management and reporting systems
- Equipment and sub-contractor resources
- Bonding capacities and insurance coverage

Based on the responses by potential vendors, H-GAC selected a pool of qualified contractors who scored above the minimum threshold. Each contract (unless altered by End Users in the final contract) will be a four-year blanket contract. H-GAC has the ability to extend two, one-year intervals beginning January 2017. H-GAC selected seven contractors. These contractors include:

- Ashbritt, Inc.
- Byrd Brothers Emergency Services
- CERES Environmental Services, Inc.
- CrowderGulf
- DRC Emergency Services, Inc.
- Phillips & Jordan, Inc.
- TFR Enterprises, Inc.

## **End User Debris Hauler Selection Process**

Phase Two begins when an End User submits a request for pricing and End User Survey and Standard Service Request Checklist for pre-event debris hauling services to H-GAC. The request is then processed by H-GAC and sent to the pre-qualified vendors, where each vendor is notified and given up to two-weeks to complete the pricing table.

Once the End User receives the pricing schedule from the pre-qualified vendors (through H-GAC), the End User will evaluate the proposals and select a vendor.

Recommend actions for the End User to consider:

- Define selection criteria/method: Clearly designate a scoring system in which vendors will be evaluated. Price must be a component of the selection criteria (failure to do so may risk non-

reimbursement by federal funding agencies). An End User may choose to implement the following selection criteria:

Type 1		Type 2		Type 3		Type 4	
H-GAC		End User		H-GAC		Pricing	100 %
Evaluation Score	X %	Evaluation Scores	X %	Evaluation Score	X %		
End User							
Evaluation Scores	Y %	Pricing	Y %	Pricing	Y %		

H-GAC understands that the selection methods listed above may not be all-inclusive and some jurisdictions may have alternate selection methods.

**End User selection criteria may vary:** In the Type 1 and Type 2 selection methods described in the table above, the End User chooses to review the contractor’s qualifications independently and incorporate those scores into the selection criteria. The End User has the discretion of applying the appropriate percentages of the selection criteria based on their needs. This should be based on a percentage or point system (i.e. 100% or 100 points) and divided into relevant components such as:

- Experience
- Qualifications
- Vendor owned assets
- Other contractual obligations
- References
- Oral interview

For example, Qualifications may be assigned 50% (or points), Oral Interview – 20% and Experience/Qualifications – 30% to reach the 100% threshold. Once a scoring system has been developed, the End User must maintain the documentation from the selection criteria and scoring sheets.

**Use of H-GAC qualifications scoring:** During Phase One, H-GAC scored each contractor based on qualifications, experience, and checked references. Should an End User choose the Type 1 or 3 selection method, an End User may choose to utilize the H-GAC scoring sheet as a component of the local government selection criteria. An End User may request the evaluation matrix and scoring sheet through the End User Service Request Form.

**Include Purchasing Department during selection process:** End User Purchasing Department staff are familiar with contracting procedures and are a valuable resource for those unfamiliar with the procurement process.

**Develop selection committee:** A selection committee should include more than one staff person from the End User. A selection committee may include several representatives from departments who may be involved in the disaster recovery process such as: Public Works, Solid Waste, Parks, Emergency Management, Administration, Finance, and/or Purchasing.

**Oral interviews are at the discretion of the End User:** In order for an End User to familiarize themselves with the disaster debris contractors, oral interviews with all or a portion of the pre-qualified vendors may be necessary. The format of these interviews may vary by jurisdiction and consulting your purchasing staff about a format (open forum, question and answer) is recommended.

**Document all activities:** All activities conducted throughout the procurement process should be documented and included in the End User's Debris Management Plan or Emergency Operations Plan (possibly Annex K – Public Works and Engineering).

## Vendor Selection

Once the evaluation process is complete, the End User and most-qualified debris hauler will enter into a contractual agreement for the provision of these services. The finalization of the contract will be based on the normal procurement practices of the End User. The End User is strongly encouraged to make awards to between three and four back-up debris haulers as alternates. Federal guidance, through the FEMA 325 – Debris Management Guide and the Public Assistance Pilot Program, encourages this practice for local governments. Prior to award, H-GAC will provide the End User with the following documents to develop the final contract:

- Sample Contract (based on the H-GAC Contract between H-GAC and the Debris Hauler)
- Exhibit A – H-GAC Request for Proposals
- Exhibit B – End User Survey with Standard Services Requested Checklist
- Exhibit C – Debris Cost Analysis Worksheet (from selected contractor)

The final contract awarded will be binding between the End User and the debris hauling contractor(s).

## Procurement Documentation

Following an activation of this contract and potential Presidential disaster declaration, to include the Public Assistance Grant Program and Category A – Debris Removal reimbursement expenses, FEMA will require an End User to produce records of the contractor procurement process. The documentation should include, but is not limited to: a copy of request to H-GAC, End User Survey and Standard Service Requested Checklist, Selection Criteria, Scoring Sheets, Selection Committee members, and pricing sheets.

Again, should a disaster occur and a contract is activated, federal reimbursement agencies (i.e. FEMA, NRCS) will need to review all relevant procurement documentation.

## Supplemental Guidance

The following list of documents that should be reviewed by the End User to gain a greater understanding of debris management and the Public Assistance Grant Program:

- Various H-GAC Storm Debris Publications
- Reference: <http://www.h-gac.com/community/publications.aspx#stormdebris>
- Code of Federal Regulations – Title 44
- FEMA Guidance Documents – FEMA 321: Policy Digest, FEMA 322 – Public Assistance Guide, FEMA 323 – Applicant Handbook, FEMA 325 – Debris Management Guide
- Public Assistance Pilot Program Guidance Document
- FEMA Fact Sheet RP9580.201 – Debris Removal Applicant’s Contracting Checklist

You are here: [Home](#) > Storm Debris Removal & Clearance Contracts

## GREEN PROCUREMENT

### STORM DEBRIS REMOVAL & CLEARANCE CONTRACTS

**\*\*Special Note\*\***

Recognizing the need for communities to perform efficient and timely cleanup of debris generated by natural disasters, H-GAC has developed the Disaster Debris Clearance and Removal Services Program. We are happy to share our storm debris management experience, expertise, and vendor contacts for this emergency event. Please contact Cheryl Mergo at 713.993.4520 or [cmergo@h-gac.com](mailto:cmergo@h-gac.com).

To access the [H-GAC Debris Hauler Procurement Program](#) information sheet, click on the highlighted link.

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