

**NOTICE
CITY OF WEST MONROE, LOUISIANA
REQUEST FOR PROPOSALS (RFP)
EMERGENCY DEBRIS MONITORING SERVICES
WINTER STORM FERN**

Issue Date: January 30, 2026
Proposals Due: February 2, 2026, by 5:00 p.m.; email to apate@westmonroe.la.gov

1. PURPOSE

The City of West Monroe (“City”) is soliciting competitive proposals from qualified contractors to provide comprehensive Emergency Debris Monitoring Services resulting from Winter Storm Fern.

The selected firm(s) will provide independent monitoring, documentation, and technical support for debris removal, hauling, reduction, disposal, and right-of-way clearing operations to ensure compliance with FEMA Public Assistance requirements, applicable state and federal regulations, and City policies.

The City intends to seek reimbursement under FEMA Public Assistance Program, Category A – Debris Removal and/or Category B – Emergency Protective Measures, as applicable, and therefore seeks contractors with demonstrated experience performing work in compliance with FEMA eligibility, documentation, and monitoring requirements.

2. DISASTER CONTEXT AND EXPEDITED PROCUREMENT

Winter Storm Fern caused widespread damage throughout West Monroe, including downed trees, storm debris, blocked roadways, and hazardous conditions affecting emergency response, utilities, and essential services.

Although federal and state law authorize noncompetitive procurement under emergency or exigent circumstances, the City has determined that an expedited competitive solicitation is practicable and in the City’s best interest.

Accordingly, this RFP is issued on an accelerated schedule to obtain documented competition while minimizing delay to critical response operations.

3. SCOPE OF SERVICES

The Contractor shall furnish all labor, supervision, management, materials, equipment, software, and incidentals necessary to provide comprehensive debris monitoring and documentation services, including but not limited to:

A. Operational Monitoring

- Monitor debris loading sites, collection routes, right-of-way clearing operations, reduction sites, temporary debris management sites (TDMS), and final disposal facilities.
- Verify that debris being collected is eligible, disaster-generated, and properly segregated by type.
- Verify truck capacity certifications and maintain a registry of certified truck bed capacities.
- Observe and document compliance with safety, environmental, and operational requirements.
- Monitor route-based collection operations established by the City or its representative.

B. Load Ticket Management

- Issue, track, and reconcile load tickets or electronic load records.
- Verify pickup location, debris type, truck ID, capacity, and disposal location.
- Ensure tickets are properly signed and complete.

C. Electronic Data Systems

- Provide an electronic debris tracking system capable of recording load data, GPS location, timestamps, and photographs.
- System must have offline capability and paper backup procedures.
- System shall support geo-referenced photographs and GPS capture associated with each load record.
- All data, photographs, GIS layers, load tickets, reports, and electronic records generated under this contract shall be the property of the City of West Monroe and shall be provided to the City upon request and at contract closeout in native format.

D. Documentation and Reporting

- Maintain daily logs of labor, equipment, locations, and activities.
- Prepare daily, weekly, and cumulative summary reports.
- Maintain photographic documentation of operations.
- Maintain GIS-based mapping of collection progress if available.

E. Financial and Technical Support

- Reconcile contractor invoices with monitoring data.
- Assist City with preparation of FEMA Project Worksheets (PWs), summaries, and supporting documentation.
- Support audits, site inspections, and appeals as requested.
- Contractor shall not approve or recommend approval of any invoice that cannot be fully supported by monitoring documentation.

F. Closeout Support

- Prepare final documentation packages.
- Assist with FEMA closeout and audit resolution.

4. PERFORMANCE STANDARDS

- Monitoring coverage shall be sufficient to ensure that no loads are paid without proper monitoring and documentation.
- All data shall be accurate, legible, complete, and submitted within timeframes established by the City.
- Monitors shall be identifiable and present at assigned locations during operations.
- Loads of debris that are not properly monitored and documented shall not be eligible for payment.
- The City shall determine the level and locations of monitoring coverage required.

5. SEPARATION OF DUTIES / CONFLICT OF INTEREST

- The same firm, including any parent, subsidiary, affiliate, or related entity, shall not provide debris removal, hauling, reduction, disposal, or debris hauling brokerage or marketing services for the City during the term of this contract. Contractor shall not subcontract with any entity that is performing debris removal, hauling, reduction, disposal, or debris hauling brokerage or marketing services for the City.
- Proposers must disclose any existing or potential conflicts of interest.

6. CONTRACT TERM

- Initial contract term: up to thirty (30) days, with City options to extend in additional thirty (30) day increments based on operational need.
- The City may award to one or multiple firms.

7. MOBILIZATION REQUIREMENTS

- Proposers must demonstrate ability to:

- Mobilize project management staff within twenty-four (24) hours of written or electronic Notice to Proceed.
- Mobilize field monitoring staff within seventy-two (72) hours of written or electronic Notice to Proceed.
- Failure to meet mobilization commitments may be grounds for termination.

8. PRICING

- Pricing shall be submitted using Attachment A – Fee Schedule and shall be based on hourly rates by labor category.
- Rates shall be fully burdened and inclusive of overhead, profit, travel, lodging, per diem, and incidentals.
- Lump sum pricing is not permitted.
- The City may reject rates determined to be unbalanced or unreasonable.

9. PROPOSAL CONTENTS

- Proposals should be concise and include:
 - Firm information and contact details.
 - Description of relevant debris monitoring and FEMA PA experience.
 - Project approach and staffing plan.
 - Mobilization plan.
 - Description of electronic tracking system.
 - Resumes of key staff.
 - Description of proposed monitor-to-hauler, monitor-to-load site, and monitor-to-disposal site staffing ratios.
 - Completed Attachment A – Fee Schedule.
 - Debarment & Suspension Certification (Attachment B).
 - Conflict of Interest Certification (Attachment C).
 - Three (3) references for similar projects.

10. EVALUATION AND SELECTION

- Proposals will be evaluated based on:
 - Experience with FEMA debris monitoring.
 - Project approach and understanding.
 - Qualifications of proposed staff.
 - Mobilization capability.
 - Pricing reasonableness.
- The City may seek clarifications and may negotiate limited terms.

11. INSURANCE

Contractors shall maintain insurance meeting City requirements and provide certificates of insurance prior to contract execution and upon request.

12. FEDERAL COMPLIANCE REQUIREMENTS

- Contracts funded in whole or in part with FEMA assistance must comply with 2 C.F.R. Part 200, including §§ 200.317–200.327, and all applicable federal contract clauses.
- Contractors must maintain records, allow audits, and comply with monitoring requirements. Contractor shall retain all records related to this contract for a minimum of five (5) years after final closeout, or longer if required by law or FEMA.

13. RESERVATION OF RIGHTS

- The City reserves the right to reject any or all proposals, waive informalities, make multiple awards, and cancel this RFP. The City may assign work among contractors in its sole discretion.
- Contractor shall not subcontract any portion of the work without prior written approval of the City.

14. NO GUARANTEE OF FUNDING

Issuance of this RFP or award of any contract does not guarantee FEMA reimbursement or availability of grant funds.

15. SUBMISSION INSTRUCTIONS

Proposals must be received by email to apate@westmonroe.la.gov no later than 5:00 p.m. on Monday, February 2, 2026.

Late proposals may be rejected.

ATTACHMENT A

**PRICE SCHEDULE
CITY OF WEST MONROE – WINTER STORM FERN**

A. PRICING INSTRUCTIONS

1. All rates shall be hourly, fully burdened, and all-inclusive, including wages, fringe benefits, overhead, profit, travel, lodging, per diem, software, equipment, supplies, and incidentals.
2. Rates shall remain firm for the duration of the contract unless modified by written amendment executed by the City.
3. The City makes no guarantee of minimum hours.
4. Only positions authorized by the City will be eligible for payment.
5. Lump sum pricing is not permitted.
6. The City reserves the right to limit or cap billable hours by position.
7. Any exceptions, additions, or changes to this form shall be specifically noted.
8. Proposers are only required to bid items they intend to provide for use in connection with their services. Proposers may add or substitute items depending upon operational need.

B. Management and Technical Staff

Position	Unit	Rate
Project Manager	Hour	\$
Deputy / Operations Manager	Hour	\$
Documentation / Compliance Manager	Hour	\$
Quality Control / QA Manager	Hour	\$
Safety Officer	Hour	\$
FEMA Public Assistance Specialist	Hour	\$

C. Field Supervision

Position	Unit	Rate
Field Supervisor	Hour	\$
Lead Monitor	Hour	\$
Site Supervisor (TDMS/Disposal)	Hour	\$

D. Site Monitors

Position	Unit	Rate
Load Site Monitor	Hour	\$
Disposal Site Monitor	Hour	\$
Reduction Site Monitor	Hour	\$
ROW / Cutting Operations Monitor	Hour	\$

E. DATA/GIS Systems

Position	Unit	Rate
GIS / Mapping Specialist	Hour	\$
Data Analyst	Hour	\$
Electronic Ticketing System Administrator	Hour	\$

F. Financial & Administrative Support

Position	Unit	Rate
Invoice Reconciliation Specialist	Hour	\$
Financial Analyst	Hour	\$
Administrative Support Staff	Hour	\$

ATTACHMENT B

**DEBARMENT AND SUSPENSION CERTIFICATION
CITY OF WEST MONROE – WINTER STORM FERN**

The undersigned certifies, to the best of its knowledge and belief, that neither the Contractor nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have within the preceding three (3) years been convicted of, or had a civil judgment rendered against them for:
 - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
 - b. Violation of federal or state antitrust statutes relating to the submission of offers; or
 - c. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses listed above; or
4. Have within the preceding three (3) years had one or more public transactions terminated for cause or default.

The undersigned further certifies that it has checked the System for Award Management (SAM.gov) and that neither the firm nor its principals are listed as excluded.

If the Contractor is unable to certify to any of the statements in this certification, it shall attach a written explanation to this certification.

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT C

**CONFLICT OF INTEREST CERTIFICATION
CITY OF WEST MONROE – WINTER STORM FERN**

Firm certifies no conflicts of interest exist that would impair independent monitoring services.

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____

Date: _____