REQUEST FOR PROPOSALS FOR DISASTER DEBRIS MONITORING

PURPOSE:

Gary, IN is soliciting proposals to provide Disaster Debris Monitoring Services on an as-needed basis in connection with debris removal following significant weather events and other disasters that occur during the contract term. Disaster debris monitoring services are services procured under IC 5-22-6.

KEY PROGRAM DATES & PROCUREMENT SCHEDULE

- **Notice Publish Dates:** October 31, 2026 and November 7, 2026
- **Notice of Intent to Respond:** (optional) November 6, 2026 emailed to csharp@gary.gov
- **Proposal Submission Deadline:** Nov. 16, 2026, 10:00 AM (CST)
  - @ BOW office 401 Broadway Gary, IN 46402
- **Proposal Opening:** November 16, 2026 @ City Hall 401 Broadway Gary, IN 46402 @ 1PM
- **Contract Award:** On November 18, 2026 @ 555 Polk Street Gary, IN 46402 @ 10AM
- **Notice to Proceed / Start Date:** On or before November 21, 2026

INSTRUCTIONS TO PROPOSERS:

It is the sole responsibility of the proposer to ensure that its proposal reaches the Auditor's Office by the deadline. Proposals submitted by email, telephone, or fax will not be accepted. Late proposals will be rejected as non-responsive regardless of the reason for the delay and will be returned unopened.

Questions must be submitted in writing by email to Corrie Sharp at csharp@gary.gov no later than 4:00 p.m. (Central Time) on November 6. Any final addendum will be posted on the City's website no later than November 9, 2026. Proposers must acknowledge all addenda in their proposals.

Proposals will be publicly opened as listed above. Only the names of the proposers will be read aloud. The contents of the proposals will not be disclosed until a contract is awarded. Proposers should identify specifically any information in their proposals that they consider confidential or proprietary and believe to be exempt from disclosure, citing the applicable exemption under the Indiana Access to Public Records Act (IC 5-14-3). Information not identified before submission may be subject to release in response to a public records request.

TERMS AND CONDITIONS:

1. The City reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the City, or to award a contract to the next highest ranked proposer if a successful proposer does not execute a contract within fifteen (15) days after approval of the selection by the City.
2. The City reserves the right to cancel a solicitation at any time prior to approval of the award by the City.
3. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
4. This is a standby, as-needed contract for disasters that occur during the contract term. No work will be performed except under a written task order and Notice to Proceed issued by the City. The contract is non-exclusive, and the

City does not guarantee any minimum quantity of work.

5. Each task order will state a not-to-exceed amount based on the hourly rates in the contractor's pricing schedule. The contractor may not exceed that amount without a written amendment to the task order approved by the City, and any work performed above that amount is at the contractor's own risk. The contractor shall submit daily reports of staff and hours worked by position so that the City can verify all hours billed.
6. A firm that participated in developing the specifications for this RFP, and any affiliate of that firm, is not eligible to submit a proposal.
7. The monitoring contractor must be independent of the City's debris removal contractor. A firm, or any affiliate of a firm, may not hold both this contract and the City's Disaster Debris Removal Services contract. Each proposer shall disclose in its proposal any ownership, management, or contractual relationship with any debris removal contractor.
8. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide to the City the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
9. Costs of preparation of a response to this Request for Proposals are solely those of the proposers. The City assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
10. The proposer receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the City to verify such coverage at the time of contract execution.
    a. Workers' Compensation – The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than $1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the City and its agents, employees, and officials.
    b. Commercial General Liability – The vendor shall provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than $1,000,000.00 per occurrence, with a
    c. $2,000,000 aggregate. Gary, IN, its officials, employees, and agents shall be named as additional insureds.
    d. Business Automobile Liability – The vendor shall provide coverage for all owned, non- owned, and hired vehicles with limits of not less than $1,000,000.00 per occurrence, Combined Single Limits (CSL), or its equivalent. Gary, IN, its officials, employees, and agents shall be named as additional insureds.
    e. Professional Liability (Errors & Omissions) – The vendor shall provide coverage for all claims arising out of the services performed with limits not less than
    f. $1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
11. The entity awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after the City submits the final expenditure report for the FEMA project to which the work relates, or longer if required by law. The City shall have access to all records, documents, and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the City, including the Gary, IN Auditor and/or its designees, for purposes of inspection, reproduction and audit without restriction. The contractor will work with the City to provide all documentation necessary and required for federal reimbursement.

12. It is the intent of the City to enter into a one (1) year agreement, with a renewal option clause for two (2) additional one (1) year renewal terms for services as described herein. Any renewal or increase in the contract amount is subject to approval by the Board of Commissioners and to the appropriation of funds.
13. Proposers shall not submit a draft contract. The City will issue its contract form, including the provisions required by 2 CFR Part 200, by addendum, and the selected proposer will be required to execute it. Any proposed exceptions to the City's contract form must be stated in the proposal.
14. A Notice to Proceed may be issued as early as twenty-four (24) hours after contract execution. The Proposer shall be willing and prepared to start work immediately.

PROPOSAL FORMAT:

Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered.

The following information should be tabbed to identify the required information. Failure to submit this information may render your proposal non-responsive.

1. QUALIFICATIONS OF THE FIRM
    a. Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor will be considered. Firm qualifications will be evaluated based on the following:
        i. Recent experience demonstrating current capacity and current expertise in disaster debris removal monitoring, and knowledge of solid waste and hazardous waste management and disposal requirements.
        ii. Documented knowledge and experience coordinating with federal, state, and local emergency agencies.
        iii. Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA (Federal Emergency Management Agency), IDHS (Indiana Department of Homeland Security), FHWA (Federal Highway Administration), and NRCS (Natural Resources Conservation Services). Experience monitoring special debris programs, including private property/right-of-entry (ROE) work, roadway right-of-way clean-up, leaning tree and hanging limb removal, household hazardous waste, data management, hauler invoice reconciliation, and FEMA appeals assistance on debris costs.
    b. Provide, at a minimum, three (3) references for which the firm has performed services within the past five (5) years that are like the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers, and date of the contract.
2. QUALIFICATIONS OF STAFF
    a. Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, operations manager, field supervisor, data manager, and safety manager) should be full-time employees of the proposing firm and have experience, working for the proposer, in the following:
        i. Experience demonstrating current capacity and current expertise in disaster debris removal monitoring, and knowledge of solid waste and hazardous waste management and disposal requirements.

ii. Documented knowledge and experience of federal, state and local emergency agencies, state and federal programs, funding sources, and reimbursement processes.

iii. Experience monitoring special debris programs, including private property/right-of-entry (ROE) work, roadway right-of-way clean-up, leaning tree and hanging limb removal, household hazardous waste, data management, hauler invoice reconciliation, and FEMA appeals assistance on debris costs.

iv. Debris monitors should have experience working on construction sites and be familiar with safety regulations. It is not necessary to have professional engineers or other certified professionals perform the monitoring duties.

3. TECHNICAL APPROACH

   a. Provide a description of the proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, and billing/invoices reporting procedures to FEMA and the City.

   b. Per FEMA policy document 327 Public Assistance Debris Monitoring Guide, *Recent advances in automated debris management tracking systems have provided real-time and automated tracking and reporting…FEMA embraces technological advancements and recognizes the potential benefits of these automated systems.*

      Proposer must demonstrate ownership or licensing of an automated debris tracking and reporting system. Proposer must demonstrate in its proposal that it maintains on hand sufficient automated debris tracking equipment dedicated to meet the needs of the City. If proposer is licensing such technology, proposer must provide a written letter from licensor acknowledging licensor has a minimum of 100 devices on hand for proposer's use in the event of a disaster and that such devices will be made available for the City's recovery efforts. Proposer shall include graphic illustration and explanation of system capability and be prepared to demonstrate system functionality if requested at the time of proposal evaluation and/or interview. Proposer's hourly rates shall include use of the automated system at no additional cost to the City. Proposer's inability to provide automated system in a timely manner shall be grounds for default.

4. COST PROPOSAL

   a. Each proposer must complete and submit Attachment A, Pricing Schedule. Cost will be evaluated using a total evaluated price. The City will multiply each proposer's hourly rate for each position by the estimated hours for that position stated in Attachment A and add the results. The proposer with the lowest total evaluated price will receive fifteen (15) points. Each other proposer will receive points equal to fifteen (15) multiplied by the lowest total evaluated price and divided by that proposer's total evaluated price. The estimated hours are for evaluation only and do not guarantee any amount of work. Non-labor costs must be approved in advance in a task order and will be billed to the City at cost, without markup, and supported by receipts. Mileage shall be billed at a rate not exceeding the IRS mileage rate. Per diem shall be billed at a rate not exceeding the GSA per diem allowance for the project area.

5. OTHER INFORMATION

   a. All attachments must be completed and included in the proposal. Submittal requirements include:

      i. Proof of Insurance

      ii. W-9

iii. SAM.gov Unique Entity ID and proof of active SAM.gov registration

iv. Attachment A: Pricing Schedule

v. Attachment C: Non-Collusion Affidavit of Vendor

vi. Attachment D: Certification Regarding Lobbying

vii. Attachment E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

viii. Attachment F: Conflict of Interest Certification

ix. Attachment G: Certification Regarding Investment Activities in Iran

x. Attachment H: E-Verify Affidavit

xi. Disclosure of any relationship with a debris removal contractor

xii. Acknowledgment of all addenda and any exceptions to the City's contract form

SELECTION CRITERIA

The following weighted criteria will be utilized to select the contractor awarded this contract.

Qualifications of Firm	25
Qualifications of Staff	25
Technical Approach	35
Cost Proposal	15
	100

SCOPE OF SERVICES

1. BACKGROUND
   The City requires disaster debris monitoring services on an as-needed basis to document debris removal operations performed by the City's debris removal contractor and to support the City's requests for reimbursement from FEMA and other agencies. This RFP does not include general grant management, public assistance consulting, insurance coordination, pre-event planning, or reconstruction services.
2. SCOPE FOR DISASTER DEBRIS MONITORING SERVICES
   The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, and other areas designated as eligible by the City. Specific services may include:

   b. Coordinating daily briefings, work progress, staffing, and other key items with the City.

   c. Providing support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS) locations and other permitting/regulatory issues as requested.

   d. Scheduling work for team members and contractors daily.

   e. Hiring, scheduling, and managing field staff.

   f. Monitoring recovery contractor operations and making recommendations to the City to improve efficiency and speed up recovery work.

   g. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.

h. Utilizing an Electronic Ticketing System – The Debris monitoring company shall utilize an Electronic Ticketing System to generate electronic debris load tickets for each load of debris generated. The Electronic Ticketing System shall capture a digital photograph, GPS coordinates, Electronic Signature, and a timestamp for each load of debris generated as it is loaded and as it dumped. The System shall also capture before and after photos of each Leaner, Hanger, and Stump removed along with GPS coordinates and timestamps. This information shall be transmitted electronically to a central information database that provides real-time access to debris removal activities via a web-based interface. Along with the digital records, the system shall also have the ability to generate paper receipts in the field for redundancy and debris removal crew validation at no additional cost if requested by the City. The System shall also be capable of providing a real-time connection to the City's GIS system and shall be customizable to meet specific needs of the City with no additional cost to the City. The purpose of the Electronic Ticketing System is to provide the City with complete documentation of every load of debris generated for auditing and reimbursement purposes.

i. Developing daily operational reports to keep the City informed of work progress.

j. Development of maps, GIS applications, etc. as necessary.

k. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the City for processing.

l. Report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for debris removal work performed by City staff and the City's debris removal contractor.

m. Final debris report preparation and assistance with appeals related to debris removal and monitoring costs.

n. Debris monitor's roles include:

    i. Measure and certify truck capacities (recertify on a regular basis)

    ii. Complete and physically control load tickets.

    iii. Validate hazardous trees, including hangers, leaners, and stumps.

    iv. Ensure that trucks are accurately credited for their load.

    v. Ensure that trucks are not artificially loaded to maximize reimbursement.

    vi. Ensure that hazardous waste is not mixed in with loads.

    vii. Ensure that all debris is removed from trucks at the debris management site.

    viii. Report to project manager if improper equipment is mobilized and used.

    ix. Report to project manager if contractor personnel safety standards are not followed.

    x. Report to project manager if general public safety standards are not followed.

    xi. Report to project manager if completion schedules are not on target.

    xii. Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.

    xiii. Monitor site development and restoration of the debris management site.

    xiv. Ensure daily loads meet permit requirements.

    xv. Report to project manager if debris removal work does not comply with all local ordinances as well as state and federal regulations.

ATTACHMENT A: PRICING SCHEDULE

The hourly labor rates shall include all applicable overhead and profit. All non-labor project costs must be approved in advance in a task order and will be billed to the City at cost, without markup. All Per Diem expenses shall be billed directly to the City at a rate not to exceed the GSA Per Diem Allowance for the project area. The rates listed below shall be straight-time rate. All hours in excess of 40 hours per week shall be billed at 1.5 times the straight time rate. Overtime will not be included in the total evaluated price.
For evaluation, the City will use the following estimated hours: Principal ___; Project Manager ___; Operations Manager ___; Field Supervisor ___; Field/Site Monitors ___; Tower Monitors ___; Data Manager ___; Safety Manager ___.

DISASTER DEBRIS MONITORING SERVICES

POSITIONS	HOURLY RATES
Principal	$_____
Project Manager	$_____
Operations Manager	$_____
Field Supervisor	$_____
Field/Site Monitors	$_____
Tower Monitors	$_____
Data Manager	$_____
Safety Manager	$_____

ATTACHMENT B

Proposal Ranking Form (For City Use Only; Do Not Submit)

Company _____

Committee Member

_____

Selection Criteria	Points Available	Points Awarded
Qualifications of Firm	25	_____
Qualifications of Staff	25	_____
Technical Approach	35	_____
Cost Proposal	15	_____
Total	**100**	_____

ATTACHMENT C

Non-Collusion Affidavit of Vendor

The following affidavit **MUST** accompany your response to this proposal.

CITY OF _____) SS. STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, that I am lawfully qualified and acting officer and/or agent of _____ (Firm's Name) and that:

6. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including Gary, IN, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Porter, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
7. _____(Firm's Name) has not pled guilty to or been convicted of a felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
8. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____(Firm's Name) has been convicted of a
    a. felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

_____
(Officer or Agent)

Subscribed and sworn to before me this _____day of _____, _____.

(SEAL)

_____ _____
My Commission Expires (Notary Public)

ATTACHMENT D

Byrd Anti-Lobbying Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

ATTACHMENT E

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 180 and 2 CFR Part 3000, the Respondent certifies, to the best of its knowledge and belief, that:

(1) Neither the Respondent nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and the Respondent is not listed as excluded in SAM.gov.

(2) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.

(3) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.

(4) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. If it is later determined that the Respondent knowingly rendered an erroneous certification, the City may pursue all available remedies, including termination of the contract.

Signature	
Printed Name	
Position	
Date	

ATTACHMENT F
Conflict of Interest Certification

In accordance with 2 CFR 200.318(c)(1) and IC 35-44.1-1-4, the Proposer certifies that no member, officer, or employee of the City or its designees or agents, no member of the Gary, IN Board of Commissioners or Gary, IN Council, and no other public official of the City who exercises any functions or responsibilities with respect to this contract during his or her tenure or for one year thereafter, has any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work tobe performed under this contract. The Proposer shall incorporate, or cause to be incorporated, in all subcontracts a provision prohibiting such interest.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. If it is later determined that the Proposer knowingly rendered an erroneous certification, the City may pursue all available remedies, including termination of the contract.

Proposer Name	
Signature	
Printed Name	
Position	
Date	

Attachment G
CERTIFICATION REGARDING INVESTMENT ACTIVITIES IN IRAN

The undersigned certifies under penalties of perjury, pursuant to Ind. Code §5-22-16.5, et seq. that _____(name of proposer) is not engaged in investment activities in Iran (as defined in Ind. Code §5-22-16.5-8). The undersigned further acknowledges that false certification may result in the consequences enumerated in Ind. Code §5-22-16.5-14.

_____
Name of Business

By: _____
Signature

Its: _____
Title

STATE OF INDIANA)
) SS:
CITY OF _____)

Before me, a Notary Public, in and for said City and State, this ____day of ., 2026, personally appeared ____ , and acknowledged the execution of the foregoing instrument to be his/her free and voluntary act.

_____
Notary Signature

_____
Printed Name

My Commission Expires:_____

Attachment H
E-VERIFY AFFIDAVIT

The undersigned, being duly sworn upon his/her oath, does state as follows:

1. He/She has personal knowledge of the facts set forth in this Affidavit.

2. _____(name of proposer) does not knowingly employ any unauthorized aliens as such term is defined by Indiana Code 22-5-1.7-9.

3. _____(name of proposer) is enrolled in and participates in the E-Verify program and will verify the work eligibility status of all newly hired employees through E-Verify, as required by Indiana Code 22-5-1.7-11.

4. This Affidavit is made for the purpose of complying with the requirements of Indiana Code 22-5-1.7, *et seq*.

Further Affiant sayeth not.

Signed: _____

Printed Name:_____

STATE OF INDIANA)
) SS:
CITY OF _____)

Before me, a Notary Public, in and for said City and State, this ____ day of _____, 2026, personally appeared _____ and acknowledged the execution of the foregoing instrument to be his/her free and voluntary act.

_____
Notary Signature

_____
Printed Name

My Commission Expires:_____