



BOARD OF COMMISSIONERS  
**DOUGHERTY COUNTY**  
ALBANY, GEORGIA

Jawahn E. Ware  
County Clerk/Procurement Manager

Attention Viewers of [www.dougherty.ga.us](http://www.dougherty.ga.us):

The following supplemental material pertains to the:

**February 4, 2019 Regular Meeting**

Documents received after 11 a.m., February 1, 2019 are not included.

For questions or concerns pertaining to Commission related items, please call 229-431-2121.

Sincerely,

Jawahn E. Ware  
County Clerk

**A RESOLUTION  
ENTITLED  
A RESOLUTION PROVIDING FOR THE ACCEPTANCE OF A PROCUREMENT RECOMMENDATION  
BETWEEN DOUGHERTY COUNTY, GEORGIA AND CERES ENVIRONMENTAL SERVICES, INC. TO  
PROVIDE DISASTER DEBRIS COLLECTION AND REMOVAL FOR ANY NATURAL, HUMAN-CAUSED  
DISASTER OR EMERGENCY SITUATION OCCURRING WITHIN THE NEXT FIVE YEARS; REPEALING  
RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND FOR OTHER  
PURPOSES.**

**WHEREAS**, the Board of Commissioners of Dougherty County, Georgia is hereby desirous of approving and executing a Procurement Recommendation between Dougherty County and Ceres Environmental Services, Inc. to provide disaster debris collection and removal for any natural, human-caused disaster or emergency situation occurring during the next five years.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of Dougherty County and it is hereby resolved by Authority of same as follows:

**SECTION I** The attached Procurement Recommendation is hereby approved, subject to approval of a written contract between Dougherty County and Ceres Environmental Services, Inc. The County Administrator is hereby authorized to execute any and all other documents necessary for full implementation of the Procurement Recommendation including a contract between the County and Ceres Environmental Services, Inc. with said contract being approved according to form by the County Attorney.

**SECTION II** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 4th day of February, 2019.

BOARD OF COMMISSIONERS OF  
DOUGHERTY COUNTY, GEORGIA

BY: \_\_\_\_\_  
Christopher S. Cohilas, Chairman

ATTEST:

\_\_\_\_\_  
County Clerk



**PROCUREMENT RECOMMENDATION**

DATE: January 28, 2019

TITLE: Disaster Debris Removal Services

DEPARTMENT: DOCO – Public Works

REFERENCE NUMBER: 19-028R

ACCOUNT NUMBER: 26085.7100.02

OPENING DATE: 1/23/2019

BUDGETED AMOUNT: TBD- Task Orders

BUYER: Kimberly M. Allen

DEPARTMENT CONTACTS: Mike McCoy

*Yvette Fields*  
Yvette Fields, Director

**RECOMMENDATION:**

Consider for approval a five-year contract with Ceres Environmental Services, Inc. of Sarasota, FL to perform disaster debris removal services on an as needed basis.

**BACKGROUND INFORMATION:**

Request for Proposals Ref. #19-028R was advertised in the Albany Herald, on the local access channel, and Georgia Procurement Registry. The proposal closing date was January 23, 2019. Responses were received from seventeen (17) firms. The Proposal Analysis Group consisting of Jeremy Brown, County Engineering, Larry Cook, County Public Works Director and Scott Addison, County Solid Waste; evaluated the submittals based on the following criteria: Past Performance, Firm Qualifications & Experience, Project Approach, Technical Approach/Proposal Quality and Price Proposal/Fee Schedule. The recommendation of the PAG is to contract with Ceres Environmental Services, Inc. The County will utilize the unit pricing that was provided in the proposal.

Contract shall be for one (1) year with four (4) options to renew for additional one-year terms per O.C.G.A 36-60-13. This contract will cover any Disaster that might occur.

**COUNTY ADMINISTRATOR ACTION:**

APPROVED

DISAPPROVED

HOLD

COMMENTS: \_\_\_\_\_

1-29-19  
DATE

*[Signature]*  
COUNTY ADMINISTRATOR

- List of Documents Attached:**  
Evaluation Tabulation  
Cost Analysis  
Pricing Schedule-Provided in Bid Package

CENTRAL SERVICES

**"DOCO" DISASTER RELATED DEBRIS REMOVAL SERVICES**

REF. NO. 19-028R

Procurement Division

**EVALUATION CRITERIA**

**POINTS ALLOWED**

**30**

**Past Performance on similar projects**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
Tree Pro	0	0	0	0.00
Ceres	29	30	28	29.00
Ashbritt Inc	29	30	29	29.33
SDR	25	28	26	26.33
Custom Tree Care	8	15	15	12.67
Spenzr Disaster Relief	4	5	5	4.67
Phillips/Jordan	27	29	28	28.00
KDF Enterprises	24	20	25	23.00
D&J Enterprises	27	25	29	27.00
Augies Trucking	6	5	3	4.67
COBRA	5	7	5	5.67
Looks Great Services	21	25	26	24.00
TFR	18	20	15	17.67
Graham	11	5	10	8.67
DRC Emerg	26	25	27	26.00
Arbor Masters	8	5	15	9.33
Bergeron	24	25	28	25.67

**EVALUATION CRITERIA**

**POINTS ALLOWED**

**20**

**Firm qualifications and experience**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
Tree Pro	0	0	0	0.00
Ceres	19	20	20	19.67
Ashbritt Inc	17	20	15	17.33
SDR	16	20	18	18.00
Custom Tree Care	6	10	5	7.00
Spenzr Disaster Relief	8	12	5	8.33
Phillips/Jordan	18	20	20	19.33
KDF Enterprises	15	17	18	16.67
D&J Enterprises	15	19	16	16.67
Augies Trucking	3	5	1	3.00
COBRA	3	5	1	3.00
Looks Great Services	15	17	16	16.00
TFR	14	17	8	13.00
Graham	8	10	5	7.67
DRC Emerg	13	15	10	12.67
Arbor Masters	8	8	10	8.67
Bergeron	17	18	16	17.00

**EVALUATION CRITERIA**

**POINTS ALLOWED**

**20**

**Project approach - understanding of the work to be performed**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
Tree Pro	0	0	0	0.00
Ceres	20	19	19	19.33
Ashbritt Inc	20	19	18	19.00
SDR	17	20	15	17.33
Custom Tree Care	15	15	15	15.00
Spenzr Disaster Relief	5	10	3	6.00
Phillips/Jordan	19	20	20	19.67
KDF Enterprises	17	17	17	17.00
D&J Enterprises	18	19	15	17.33
Augies Trucking	8	5	1	4.67
COBRA	5	5	5	5.00
Looks Great Services	18	18	18	18.00
TFR	18	18	15	17.00

**"DOCO" DISASTER RELATED DEBRIS REMOVAL SERVICES**

REF. NO. 19-028R

**Procurement Division**

Graham	15	15	5	11.67
DRC Emerg	18	15	17	16.67
Arbor Masters	7	5	2	4.67
Bergeron	18	17	19	18.00

EVALUATION CRITERIA

POINTS ALLOWED

20

**Fee Schedule**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
Tree Pro	0	0	0	0.00
Ceres	16	16	16	16.00
Ashbritt Inc	16	16	16	16.00
SDR	16	16	16	16.00
Custom Tree Care	16	16	16	16.00
Spenzr Disaster Relief	12	12	12	12.00
Phillips/Jordan	12	12	12	12.00
KDF Enterprises	12	12	12	12.00
D&J Enterprises	12	12	12	12.00
Augies Trucking	12	12	12	12.00
COBRA	8	8	8	8.00
Looks Great Services	8	8	8	8.00
TFR	8	8	8	8.00
Graham	8	8	8	8.00
DRC Emerg	8	8	8	8.00
Arbor Masters	4	4	4	4.00
Bergeron	4	4	4	4.00

EVALUATION CRITERIA

POINTS ALLOWED

10

**Technical Approach / Quality of Package**

<b>PROPOSER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>AVERAGE</b>
Tree Pro	0	0	0	0.00
Ceres	10	10	10	10.00
Ashbritt Inc	10	10	8	9.33
SDR	9	6	8	7.67
Custom Tree Care	2	6	5	4.33
Spenzr Disaster Relief	5	5	3	4.33
Phillips/Jordan	10	10	10	10.00
KDF Enterprises	6	10	6	7.33
D&J Enterprises	9	10	9	9.33
Augies Trucking	2	4	1	2.33
COBRA	3	5	2	3.33
Looks Great Services	8	9	8	8.33
TFR	7	9	5	7.00
Graham	8	7	4	6.33
DRC Emerg	9	10	9	9.33
Arbor Masters	6	3	5	4.67
Bergeron	9	10	10	9.67

**TOTALS**

**EVALUATORS**

Tree Pro	0.00
Ceres	94.00
Ashbritt Inc	91.00
SDR	85.33
Custom Tree Care	55.00
Spenzr Disaster Relief	35.33
Phillips/Jordan	89.00
KDF Enterprises	76.00
D&J Enterprises	82.33
Augies Trucking	26.67
COBRA	25.00
Looks Great Services	74.33
TFR	62.67

Do.Co. Engineering- Jeremy Brown  
 Do.Co. Public Works Director- Larry Cook  
 Do.Co. Solid Waste Director- Scott Addison

"DOCO" DISASTER RELATED DEBRIS REMOVAL SERVICES  
REF. NO. 19-028R  
Procurement Division

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Graham	42.33
DRC Emerg	72.67

**A RESOLUTION  
ENTITLED  
A RESOLUTION PROVIDING FOR THE APPROVAL AND EXECUTION OF A CONTRACT BETWEEN  
DOUGHERTY COUNTY, GEORGIA AND TETRA TECH, INC RELATIVE TO DISASTER DEBRIS  
MANAGEMENT MONITORING SERVICES; REPEALING RESOLUTIONS OR PARTS OF  
RESOLUTIONS IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Board of Commissioners of Dougherty County, Georgia is hereby desirous of approving and executing a contract between Dougherty County and Tetra Tech, Inc. for the purpose of providing monitoring services for disaster debris management.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of same as follows:

**SECTION I** The attached contract between Dougherty County and Tetra Tech, Inc. providing for a scope of services relative to monitoring services for disaster debris management is hereby approved and the Chairman of the Board of Commissioners is hereby authorized to execute same. Both the Chairman of the Board of Commissioners of Dougherty County and the County Administrator are hereby authorized to execute any and all other documents necessary to full implementation of the contract.

**SECTION II** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 4th day of February, 2019.

BOARD OF COMMISSIONERS OF  
DOUGHERTY COUNTY, GEORGIA

BY: \_\_\_\_\_  
Christopher Cohilas, Chairman

ATTEST:

\_\_\_\_\_  
County Clerk

**DOUGHERTY COUNTY, GEORGIA**  
**TASK ORDER No. 2-2019-H/Michael-Monitoring**

In accordance with the Notice-to-Proceed dated February \_\_\_\_, 2019 issued by Dougherty County, Georgia (the "County") to **Tetra Tech, Inc.** (Tetra Tech), the County hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

**PROJECT:** Disaster Debris Management Services – Phase II  
 2018 Hurricane Michael

**DURATION OF WORK:**

Estimated project term: **February \_\_\_\_ 2019** through **April 30, 2019** or until the funds have been expended in full, whichever first occurs. The period of performance may be extended upon approval by both parties. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team’s control; such unforeseen circumstances may result in an increase in the project timeline and budget.

**SCOPE:**

Tetra Tech shall provide the following services:

- a. Hiring, scheduling, training and managing field monitoring staff.
- b. Certifying contractor vehicles and mutual aid vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- c. Monitoring and documenting debris removal contractor operations.
- d. Developing operational reports to keep the County informed of work progress.
- e. Review and reconciliation of debris removal contractor invoices prior to submission to the County for processing.

**ESTIMATED COST (not to exceed)**

Initial Not-to Exceed Amount: **\$359,179.50**

The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates plus all non-labor expenses as set forth in the Master Services Agreement between the County and Tetra Tech. The table below outlines the anticipated staff positions and level of effort for this assignment.

<b>Position</b>	<b>Hourly Rate</b>	<b>Estimated # of Staff</b>	<b>Estimated # of Hours/Day</b>	<b>Estimated # of Days</b>	<b>Estimated Total</b>
Project Manager	\$65.00	1	12	45	\$35,100.00
Field Supervisor(s)	\$49.00	2	12	40	\$47,040.00
Debris Monitor(s)	\$31.00	14	12	40	\$208,320.00
Data/Invoice Manager(s)	\$49.00	1	6	45	\$13,230.00
Administrative Assistant(s)	\$32.00	1	6	45	\$8,640.00
<b>Estimated Labor</b>					<b>\$312,330.00</b>
<b>Estimated Expenses</b>					<b>\$46,849.50</b>
<b>Estimated Total</b>					<b>\$359,179.50</b>

*The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. Due to the uncertain nature of the work involved, Tetra Tech cannot guarantee that the work will be performed within the estimated amount provided above. If, during the performance of this work, it is determined additional hours, expenses and/or funding is required in order to complete the project, Tetra Tech and the County will mutually agree on a new/revised estimated cost and Tetra Tech will not proceed without written authorization from an authorized representative of the County.*



Non-labor expenses shall be invoiced as follows: (1) travel expenses including airfare and car rental shall be invoiced at cost without mark-up; (2) lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at [www.gsa.gov](http://www.gsa.gov) (3) meals and incidentals shall be invoiced at the GSA per diem rate (no receipts are required); (4) mileage shall be invoiced at the federally published rate; and (5) other required non-labor expenses as may be applicable to the project and pre-approved by the County and Tetra Tech shall be invoiced at cost without mark-up.

**PROJECT ASSUMPTIONS:**

- a. Initial debris estimate of 100,000 cubic yards (CY)
- b. Preliminary cost estimate is based on an average of ten (10) debris contractor loading units operating for 37 days with an average of 45 CY per load and six (6) loads a day.
- c. Assumption of two (2) debris management sites being utilized by the debris contractor
- d. Estimate assumes 10 days of haul-out following completion of ROW Collection
- e. Changes to these assumptions, expansion of scope of work, or debris contractor efficiency may impact the preliminary cost estimate and warrant a request for an increase by Tetra Tech.

**INVOICE AND PAYMENT:**

Monthly Invoices -- Invoices are to be mailed to:

Attn: Michael McCoy, Assistant County Manager  
Dougherty County, Georgia  
222 Pine Avenue, Suite 260  
Albany, GA 31701  
[mmccoy@dougherty.ga.us](mailto:mmccoy@dougherty.ga.us)

Payment terms are Net 30 days -- Payments are to be mailed to:

Tetra Tech, Inc.  
P.O. Box 911642  
Denver, CO 80291-1642  
Phone 321.441.8545 Brad Wesolowski  
Email [brad.wesolowski@tetrattech.com](mailto:brad.wesolowski@tetrattech.com)

**APPROVED BY:**

**TETRA TECH, INC.**

**DOUGHERTY COUNTY, GEORGIA**

Signature: \_\_\_\_\_  
Name: Jonathan Burgiel  
Title: Business Unit President

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_