

**REQUEST FOR PROPOSALS
FOR
HIGHLAND, INDIANA**



**DISASTER DEBRIS
MONITORING SERVICES**

**PROPOSAL DUE
SEPTEMBER 24, 2026
AT 9:00 AM CST**

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HIGHLAND, INDIANA
DISASTER DEBRIS MONITORING
REQUEST FOR PROPOSAL

I. PURPOSE:

The Town of Highland, Indiana (hereinafter, “Town”) was impacted by severe storms in August 2026. In order to recover from this disaster and to respond to disaster events in the future, **the Town of Highland** is soliciting proposals from experienced contractors to provide **Disaster Debris Monitoring** services via this Request for Proposals.

II. SCHEDULE

A. PROPOSAL DEADLINE: **Thursday, September 24, 2026 at 9:00 AM**

B. AWARD DATE: **Monday, September 28, 2026 at 6:30 PM**

III. POINT OF CONTACT:

Dual Point of contact for this proposal: Please copy both contacts on emails.

Mark Knesek, Public Works Director: mknesek@highland.in.gov

ER Assist Grant Manager: in-highland@erassist.com

IV. INSTRUCTIONS TO PROPOSERS:

- A. Proposals and all required documents must be submitted online to the DFS Procurement Portal (hereinafter “DFS Portal” or “Portal”) at dfs.bonfirehub.com no later than **September 24, 2026 at 10:00 AM, local time (CST)**.
- B. Submittals received after the closing time will not be accepted. Multiple submittals from the same entity will not be accepted. Submission is electronic only through the DFS Portal. Hard copy proposals or offers by telephone, fax, or email will not be accepted.
- C. The Town anticipates an award will occur at the Highland Town Council meeting on Monday, September 28, 2026 at 6:30 PM at Town Hall located at 3333 Ridge Road, Highland, IN 46322. The meeting is open to the public.
- D. Addenda regarding this RFP will be posted to the DFS Portal at dfs.bonfirehub.com. Proposers are responsible for obtaining addenda and are advised to check the website frequently.
- E. Questions regarding this RFP are to be submitted within the Portal at dfs.bonfirehub.com. Answers will be provided within the Portal, and all answered questions will be made public within the Portal. Questions submitted outside of the Portal by email or phone will not be answered. Questions submitted within 48 hours of the submission deadline will not be answered. For questions regarding Portal registration or navigation, please email: procurement@erassist.com.

- F. All proposals must be properly certified by the entity bidding for the work and signed by an officer, director or owner that has authority to bind and commit the Contractor to perform said work and services.
- G. Proposals should contain enough information for the Town to make an evaluation; however, overly complex or excessive proposals will be a burden to the proposal scoring committee and should be avoided.
- H. Electronic Submissions: The electronic files shall not be password protected, shall be in Portable Document Format (PDF) and shall be capable of being copied to other media. The electronic copy, shall consist of the following:
 - a) One (1) electronic copy of the complete proposal package, including all attachments in the form as required, and
 - b) If applicable, one (1) Redacted electronic copy of the complete proposal including all attachments in the form as required, (See Section J. Confidential or Exempt Information Instructions & Disclaimer).
- I. The following forms are provided in this RFP. Proposers must review each form and enter their response as directed in the Required Information section of the Portal. The confirmation or declaration statement respondents will be required to respond to for each form is provided in a gray box at the bottom of each form. All responses must be true and accurate and shall be considered legally equivalent to a handwritten signature.
 - 1. Attachment 1: NON-COLLUSION DECLARATION
 - 2. Attachment 2: CERTIFICATION REGARDING LOBBYING
 - 3. Attachment 3: FORM 200.321 AFFIRMATIVE STEPS
 - 4. Attachment 4: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION
 - 5. Attachment 5: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
 - 6. Attachment 6: DRUG-FREE WORKPLACE AFFIDAVIT
- J. **Confidential or Exempt Information Instructions & Disclaimer:** Any offeror claiming that its response contains information exempt from public records acts, freedom of information acts or right to know laws, must submit a second copy of the proposal document in which all information the offeror deems to be confidential commercial and financial information and/or trade secrets is redacted in **black**. Offeror shall also provide a document stating the specific statutory authority for each redaction/exemption. Offeror may be subject to exclusion if the Town or applicable state procurement review determines that redactions made by the Offeror were made in bad faith in order to prohibit public access to the portions of the Proposal which are not exempt from public records acts, freedom of information acts or right to know laws. The redacted version of the Proposal, or **if an Offeror does not produce a redacted version, the full Proposal**

document, will be released at the Town's sole discretion, **without notice** to the Offeror and will be produced as a public record exactly as submitted.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

V. TERMS AND CONDITIONS

- A. The Town has the right to cancel a solicitation at any time prior to approval of the award by the Town.
- B. The Town reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. No oral interpretation of this Request for Proposal shall be considered binding. The Town shall be bound by information and statements only when such statements are written and executed under the authority of the Town.
- D. Costs of preparation of a response to this request for proposals are solely those of the proposers. The Town assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.
- E. 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 ninety (90) days to provide to the Town the services set forth in this Request for Proposals or until one or more of the proposals have been awarded, whichever occurs first.
- F. The Town 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 Town.
- G. The Town, through its own investigation and in its sole discretion, may determine the qualifications, experience, and acceptability of any Respondent submitting a proposal in response to this RFP.
- H. Any action taken by the Town in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award, or in any withdrawal or cancellation of this RFP, either before or after issuance of the notice of intent to make an award, shall be without any expense, liability, or obligation on the part of the Town, or its advisors.

- I. Debris removal is imperative to the health and safety and economic recovery of the Town. **Please do not respond to this RFP if you will not be able to fully provide immediate services to The Town of Highland.**
- J. Work performed under any contract awarded as a result of this RFP will comply with the guidelines of the FEMA Public Assistance Program and Policy Guide (FP 104-009-2). This guide may be found online at the following link: [Public Assistance Program and Policy Guide Version 5](#)
- K. Any contract resulting from this RFP will contain the required “FEMA clauses.” These may be found on FEMA’s website at the following link: [contract provisions template | fema](#).
- L. All hourly costs will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. Rates shall be all-inclusive and shall be billed to the Town as proposed with no rate increases for overtime hours.
- M. Contractors may invoice mileage charges for travel within the town limits at the current GSA rate at the time of travel.
- N. Contractors may invoice per diem at the current GSA rate at the time the per diem was incurred for non-monitoring positions (does not include Field Monitor or Load Site Monitor positions).
- O. If a successful proposer does not execute a contract within two (2) days after approval, the Town may award the contract to the next most qualified proposer as selected by the Town.
- P. The proposer receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the Town to verify such coverage.
 - 1. Workers’ Compensation - including minimum \$1,000,000 for Employers’ Liability.
 - 2. Coverage shall include a waiver of subrogation in favor of the Town and its agents, employees, and officials.
 - 3. Commercial General Liability - minimum \$1,000,000.
 - 4. Business Automobile Liability - “any auto” minimum \$1,000,000 per occurrence.
- Q. A Bid Bond is not required for this RFP.
- R. A performance bond is not required for this RFP.
- S. Awarded contracts may not be re-assigned.
- T. It is the intent of the Town to enter into a contract for a 1-year (one year) period, with the option to extend for four (4) 1-year (one year) period if the Town should determine extended services would be needed.
- U. SIGNED TIMESHEETS WILL BE REQUIRED FOR ALL INVOICED STAFF. Signed timesheets will include name, date, time in, time out, duration (in hours). Properly documented, electronic signatures will be accepted (such as Adobe Sign, or signature capture software).

- V. The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of the grant resulting from this RFP. The Town shall have access to all records, documents, and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardee's place of business to the Town, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

VI. TECHNICAL PROPOSAL FORMAT:

Failure to submit this information may render the proposal non-responsive. Proposers must succinctly respond in the format delineated below. Elaborate, irrelevant, or otherwise unnecessary information will not be considered. Information should be separated and/or tabbed by evaluation area so the Town can identify the required information. Proposal Sections/Tabs should be in the following order: Qualifications of Firm, Qualifications of Staff, Technical Approach.

A. QUALIFICATIONS OF THE FIRM

Provide a description and history of the firm focusing on previous governmental experience with disaster debris monitoring. **Only past experience as the prime contractor will be considered.** Qualifications must include, at minimum, the following:

1. Recent experience demonstrating current expertise in disaster debris removal.
2. Documented knowledge and experience coordinating with Federal, State, and Local governments and/or emergency response and recovery agencies on disaster debris projects (as debris monitor).
3. Experience with relevant disaster recovery program management services including hazardous trees, dangerous limbs, data management, and hauler invoice reconciliation and contracting.
4. Utilization of digital/electronic (paperless) ticketing, time-tracking, and data management systems.
5. Ability to provide daily reports.

B. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff for the Town of Highland debris operations should be full time employees of the proposing firm and have experience working for the proposing firm in the following:

1. Experience with debris monitoring
2. Documented knowledge and experience of Federal, State, and Local emergency

agencies state and federal programs, funding sources, and reimbursement processes, including documentation needed for reimbursement. e.g. FEMA IS Certificates in debris removal

3. Experience with special disaster recovery program management services including leaning tree and hanging limb removal
4. Experience with digital/electronic (paperless) ticketing, time-tracking, and data management systems

C. TECHNICAL APPROACH

Provide a description of the Proposer's approach to the project, to include:

1. Startup procedures/requirements
2. Process/methodology for estimating amount of debris to be collected and the number of trees to be cut
3. Staffing formulas (to include project management staff ratio/oversight to field monitors, and methods to ensure there are an appropriate number of monitors to debris operations)
4. Process/methodology to support learners and hangers as eligible items
5. Methods to ensure there is appropriate communication between debris hauler and monitor
6. Reporting procedures for work completed to date and daily work plans
7. Reconciliation and reporting of the debris recovery contractor's billing/invoices
8. Availability for questions and follow-up documentation after the initial service period
9. Documented ability (statement of ability as well as other documentation such as travel plan) to have 2-3 key staff onsite in Highland within 12 hours of request.

VII. COST PROPOSAL

Each Proposer must complete the Cost Proposal Form/BidTable in the DFS Procurement Portal. The Cost Proposal will be evaluated on the hourly rates submitted on the Portal's Cost Proposal Form for the labor positions listed below with the weighted rates given which is the approximate typical staffing matrix for debris monitoring operations.

Proposer agrees that any service agreement issued under this selection will provide the following terms, such that payment of all invoices will only be made once all supporting documentation has been reviewed and approved by the contract PA administrator and state and federal agency representatives.

Position	Weighted %
Project Manager	2%
Operations Manager	2%
Documentation Manager	5%
Billing/Invoice Specialist	1%
Field Supervisor	10%
Load Site Manager	60%
Debris Site Manager	20%

VIII. PROPOSAL EVALUATION CRITERIA

Selection Criteria	Points Available
Qualifications of Firm • Qualifications of process/ticketless monitoring system • Experience in debris monitoring and federal reimbursement programs • Current and past performance record of firm • Sufficient financial resources to perform the contract operations or the demonstrated ability to obtain sufficient resources. • Contractor integrity and current and past compliance with public policies including affirmative steps for subcontracting and equal opportunity and nondiscrimination laws • All other criteria described in VI.A. of this RFP	20
Qualifications of Staff • Staff qualifications, including all senior staff/supervision that will be on site for this project. • All criteria listed in VI.B of this RFP	20
Technical Approach • Documented ability to have immediate key resources on site • Documented ability to meet or exceed staffing requirements • All other criteria described in VI.C. of this RFP	25
Cost Proposal Contractor's Cost Proposal Score Calculated as Follows: $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ A - the lowest Offeror's cost B - the Offeror's cost being scored C - the maximum number of cost points available <i>Note: If the formula results in a negative number (which will occur when the Offeror's cost is more than twice the lowest cost), zero points shall be assigned.</i>	35
Total Score	100
Possible Interview (Optional at the Town's discretion)	10
Total Score with Interview	110

IX. SCOPE OF SERVICES

A. BACKGROUND

Highland, Indiana requires debris monitoring services, preferably using a ticketless/paperless ticketing system.

B. 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, public property, drainage areas, waterways, and other areas designated as eligible by the Town. The selected firm must monitor all debris removal operations until the Town advises that the services are no longer required for that time period.

CONTRACTOR shall furnish all contractor employees with all applicable and necessary PPE to protect them and the citizens of the Town.

Specific services may include:

1. Coordinating daily briefings to share information regarding work progress, staffing, and other key items with the Town.
 - a. Daily briefing should be for the current day (separate from and in addition to a report of work completed the previous day) and should include the number of cut trucks, number of haul trucks, roads projected to be worked, number of monitors (all staff) working that day.
 - b. Previous day's report should include debris and cuts to date, projected total cuts, collection, processing and haul out; and percent completed in each category.
2. Support with the selection and permitting of Temporary Debris Storage and Reduction Site (TDSRS). This may include site selection and other permitting/regulatory issues as requested.
3. Coordinating with debris contractors, and scheduling work for team members and contractors on an efficient and cost-effective daily basis. Any monitors who bill but do not have more than 2 (two) tickets a day may be subject to additional documentation of services rendered prior to payment of invoice.
4. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed of recovery work.
5. Assisting the Town with responding to public concerns and comments, to include supporting a citizen call in or survey tool form for debris that needs to be cut or collected.

6. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
7. Utilizing 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 is 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 if requested by the Town at no additional cost. The purpose of the Electronic Ticketing System is to provide the Town with complete documentation of every load of debris generated for auditing and reimbursement purposes.
8. Developing and implementing daily operational reports to keep the Town informed of work progress.
9. Development of maps, GIS applications, etc. as necessary. The Town will require access to web-based GIS.
10. Tracking of road clearance progress. A list of completed roads will be turned in by the monitoring firm to the Town on a daily basis. The monitor will ensure the road is clear and clean of disaster debris before putting it on the cleared roads list.
11. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the Town for processing.
12. Final report and appeal preparation and assistance.

Attachment 1: NON-COLLUSION DECLARATION

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the applicable laws that the foregoing is true and correct.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the Non-Collusion declaration and therefore declare under penalty of perjury under the applicable laws that the Non-Collusion Declaration is true and correct? (Y/N)

Attachment 2: CERTIFICATION REGARDING LOBBYING

The undersigned certifies that, to the best of their 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 instruction.
3. The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

DFS Portal Confirmation / Declaration:

Do you, the Contractor, confirm that you have read the Certification Regarding Lobbying form and certify or affirm the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any. (True/False)

Attachment 3: FORM 200.321 AFFIRMATIVE STEPS

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS §200.321

The Town is required to take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. If contractor uses subcontractors, they are also required to take the following affirmative steps:

1. Placing qualified enterprises on solicitation lists.
2. Assuring that enterprises are solicited whenever they are potential sources.
3. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the 200.321 Affirmative Steps Confirmation and agree to take the listed affirmative steps when using subcontractors. (Y/N)

**Attachment 4: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY and VOLUNTARY EXCLUSION**

Neither the entity or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

DFS Portal Confirmation / Declaration:

Do you confirm that neither the entity nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency? (Y/N)

Attachment 5: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

To the best of our knowledge the bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project. [SELECT YES IF TRUE]

OR

The bidder, by attachment, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project. [SELECT NO IF TRUE & UPLOAD DOCUMENTATION]

Failure to answer appropriately may result in disqualification of your bid.

DFS Portal Confirmation / Declaration:

Do you confirm that to the best of your knowledge the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project? (Y/N)

If answered no, documentation must be uploaded containing information regarding what may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Attachment 6: DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned certifies that the responding firm has taken steps to :

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed, a copy of the drug- free workplace statement.
4. In the statement specified in drug-free workplace statement, notify the employees that as a condition of working on the commodities or contractual services that are under bid the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to any violation of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

I certify that this firm complies fully with the above requirements.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the Drug-Free Workplace Affidavit and certify that the responding company complies fully with the listed requirements? (Y/N)

-Upload the contractor's Drug Free Workplace Policy