

**REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS MANAGEMENT AND FINANCIAL RECOVERY SERVICES**

The Oklahoma Environmental Management Authority (The Authority), invites interested parties to submit proposals to provide DISASTER DEBRIS MANAGEMENT AND FINANCIAL RECOVERY SERVICES on a stand-by basis.

Proposals must be submitted no later than 11:00 AM Central Standard time on Monday, November 9, 2026.

Proposals may be submitted to: OEMA
1505 S. Rock Island
El Reno, OK 73036

Proposers must be willing to begin work within 24 hours of a signed Notice to Proceed.

NOTICE TO PROPOSERS

A mandatory pre-proposal conference for this RFP will be held at 1505 S. Rock Island, El Reno, OK and via Zoom at <https://us02web.zoom.us/j/82795331211> on Wednesday, October 28, 2026, at 2:00 P.M. CST which is a prequalification requirement.

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. You may submit inquiries by emailing dgriesel@oemaok.org.

**REQUEST FOR PROPOSALS
FOR
DISASTER DEBRIS MANAGEMENT AND FINANCIAL RECOVERY SERVICES**

PURPOSE:

The Authority is soliciting sealed proposals to provide Disaster Debris Management and Financial Recovery Services.

INSTRUCTIONS TO PROPOSERS:

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit proposals to: OEMA

1505 S. Rock Island

El Reno, OK 73036

Proposals by telephone, fax or email will not be accepted. Also, proposers are instructed NOT to fax their proposal.

It is the sole responsibility of the proposer to ensure that their firm's Proposal reaches the Authority. The time and date for receipt of Proposals will be scrupulously observed. The Authority will not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

Proposals should be limited to 25 pages not including cover, tabs and any requested forms. Resumes may be submitted as an appendix and will also not count towards the page limit.

TERMS AND CONDITIONS:

1. The Authority 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 Authority, or to award a contract to the next most qualified proposers if a successful proposer does not execute a contract within thirty (30) days after approval of the selection by the Authority.

The Authority reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Authority.

2. The Authority reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. 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 Authority the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposers shall label their submittal package with the following information:
 - a. DISASTER DEBRIS MANAGEMENT AND FINANCIAL RECOVERY SERVICES
 - b. Date of Opening – 11-09-2026
 - c. Name and Address of Proposer
5. Costs of preparation of a response to this request for proposals are solely those of the proposers. The Authority assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the Authority bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The proposer receiving the award will obtain or possess the following insurance coverage's and will provide Certificates of Insurance to the Authority to verify such coverage.
 - 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 Authority 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 no less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
 - c. 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.
 - d. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$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.
7. Proposer shall be required to provide a \$1 million performance bond at the time of Notice to Proceed.
8. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFP. The Authority 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 awardees place of business to the Authority, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
9. It is the intent of the Authority to enter into a three (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

PROPOSAL FORMAT:

Proposers must respond in the format delineated below.

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

1. QUALIFICATIONS OF THE FIRM

- a) Provide a description and history of the firm focusing on previous governmental disaster debris monitoring experience. Only corporate experience with local governments as a prime contractor will be considered. Individual personnel experience with firms other than the submitting firm will not be considered.
- b) Firm responses to the section shall include, at minimum, the following:
 - Recent experience demonstrating an in-depth understanding of disaster debris monitoring in accordance with FEMA policies.
 - Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
 - Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA, and NRCS.
 - Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways debris removal, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.
- c) Provide at least five references for which the firm has performed services within the past eight (8) years that are similar to 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

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff must have direct, relevant experience while working for the Proposing firm. Key staff must demonstrate experience in the following areas:

- a) Large scale disaster debris monitoring efforts.
- b) Documented knowledge and experience working with Federal, State and Local government emergency agencies and reimbursement programs.
- c) Documented knowledge and experience with solid and hazardous waste management programs, policies, and procedures.
- d) Experience with special disaster recovery program management services including

private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.

3. TECHNICAL APPROACH

Provide a description of the Proposer's technical approach to the project, to include startup procedures, debris estimate methodology, debris management site permitting, collection and tower monitoring operations, data management and contractor invoice reconciliation, and grant management technical assistance services. Provide under separate cover the Proposers training manual.

4. AUTOMATED DEBRIS TRACKING AND REPORTING SYSTEMS

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 a proprietary 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 Authority. 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 Authority'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 shall be required to submit hourly rates (in fee schedule) for operations with and without use of the automated system. Proposer's inability to provide automated system in a timely manner shall be grounds for default and the calling of performance bond.

5. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. With the exception of the aforementioned automated debris tracking and reporting system, all non-labor projected costs will be billed to the Authority at cost without markup.

6. PROVIDE SAMPLE CONTRACT

Each Proposer shall provide a sample contract.

EVALUATION METHOD AND CRITERIA:

1. General: The Authority shall be the sole judge as to the merits of the proposal, and the resulting agreement. The Authority's decision will be final. The Authority's evaluation criteria will include, but shall not be limited to considerations listed in this RFP.
2. Selection: The Authority will subject each proposal to the same review and assessment process. As such, The Authority's Board of Trustees will select the proposal based on the criteria and requirements outlined in the RFP. Price will be a factor but is not the sole factor and will not, in and of itself be determinative.
3. Award: The Authority intends to award one (1) contract to the best scoring Proposer based on the evaluation process.

SCOPE OF SERVICES

I. BACKGROUND

The Authority requires disaster debris management, financial recovery, and consulting services to support the oversight and management of debris recovery contractors and other damages incurred by the Authority. As such, the Consultant should be capable of providing a range of related services including damage assessment, environmental assessment/permitting, emergency planning and response, field monitoring, grant management, infrastructure restoration, and other services as needed and ordered by the Authority.

II. SCOPE

A. 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, drainage areas, waterways, and other public, eligible, or designated areas. Specific services may include:

- a. Coordinating daily briefings, staffing, and other key items with the Authority and reporting on work progress.
- b. Assistance with any permitting/regulatory issues as necessary.
- c. Hiring, training, scheduling, and managing field staff.
- d. Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and assure all debris removal work meets FEMA eligibility guidelines.
- e. Assisting the Authority with responding to public concerns and comments.
- f. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- g. Entering load tickets into a database application.
- h. Digitization of source documentation (such as load tickets).
- i. Furnishing and operating an automated/electronic (paperless) debris tracking system.
- j. Developing daily operational reports to keep the Authority informed of work progress.
- k. Development of maps, GIS applications, etc. as necessary.
- l. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the Authority for processing.
- m. Project Worksheet and other pertinent report preparation required for

reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by Authority staff and designated debris removal contractors.

B. GRANT MANAGEMENT CONSULTING SERVICES

As directed by the Authority, the consultant shall provide:

- a. Identification of eligible emergency and permanent work (Category A-G);
- b. Damage Assessment;
- c. Assistance in attaining Immediate Needs Funding;
- d. Prioritization of recovery workload;
- e. Loss measurement and categorization;
- f. Insurance evaluation, documentation adjusting and settlement services;
- g. Project Worksheet formulation, generation and review;
- h. FEMA, FHWA, HMGP, CDBG, NRCS and additional reimbursement support;
- i. Staff augmentation with experienced Public Assurance Coordinators and Project Officers;
- j. Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
- k. Appeal services and negotiations;
- l. Reconstruction and long-term infrastructure planning; and
- m. Final review of all emergency and permanent work performed.

END OF SCOPE

COST PROPOSAL FORM

RFP # N/A

The hourly labor rates shall include all applicable overhead and profit. Lodging, meals, and incidentals will be billed at the most current GSA per diem rate for the area. Mileage will be reimbursed at the most recent IRS published rate. All other direct project expenses will be reimbursed at cost without mark-up.