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Subject: Request for Proposals for Disaster Debris Monitoring

The Town of Sawmills invites qualified firms to respond to this request for proposals (RFP) by providing their qualification and experience for consideration to provide Disaster Debris Monitoring Services on an as-needed basis.

BID SCHEDULE:

Publication Dates: February 10, 2026 & February 17, 2026

Submission Deadline: 12:00 PM, Friday, February 27, 2026

Reviewal Date: March 2, 2026

DISASTER DEBRIS MONITORING SERVICES

The scope of services shall include, but not be limited, to the following:

The Town of Sawmills seeks qualified firm(s) to assist in the monitoring of disaster debris collection and disposal operations on behalf of the Town of Sawmills, ensuring compliance with Federal requirements and Applicant debris management plans as related to contractor oversight, truck measurements, load ticket preparation and issuing, report preparation, and project administration.

The Debris Monitoring Contractor shall provide personnel to monitor at least 5 debris loading sites and up to 4 personnel to monitor debris management sites (DMS)/disposal sites located at the Foothills Regional Landfill. Each site will operate approximately 12 to 14 hours per day, 7 days per week. The exact number and location of sites will be determined by the Debris Manager.

The Debris Monitoring Contractor's on-site Project Manager shall also assign a field supervisor who will be assigned to provide oversight of up to 10 loading sites and tower/site debris monitors.

The Debris Monitoring Contractor shall provide all management, supervision, labor, transportation, and equipment necessary to initiate load tickets at debris loading sites, estimate the volume of debris (in cubic yards) being delivered by trucks to each DMS/disposal site, and support the operations of the field supervisor(s), debris loading and tower/site monitors, and clerical staff.

The RFP should be limited to 10 pages and address the following:

- Office location responsible for this project. Offices must be located within a 100-mile radius of Town of Sawmills.

- Key personnel
- Evidence of satisfactory completion of disaster debris monitoring in the past 5 years at similar jurisdictions.
- The scope, project budget, and operational duration (include the firm's contract manager, and phone number and e-mail address for each disaster response or project, if available).

Summarized past relevant experience for each response should include the following:

- Type of disaster (hurricane, tropical storm, tornado, etc.)
- Type of jurisdiction (city, county, district, or combination)
- Collection debris monitoring assignments
- DMS debris monitoring assignments
- Final disposal debris monitoring functions
- FEMA reimbursement actions and issue resolution
- List of references
- Knowledge and experience with Applicant solid waste regulations and the disaster debris
- Management policies
- Sub-consultant(s)/subcontractors that may be used on this project
- 3-year claims/litigation history and status

Any material received that is not requested may be discarded. Bindery (except removable fasteners) in any form is not preferred, nor are specially prepared covers, dividers, tables of content, organizational charts, reference letters, etc.

The evaluations made as a result of reviewing the above information from each firm will be part of the basis for developing a short list of firms who may be scheduled to make presentations before Town Council and may serve as continuing information for the final ranking.

SELECTION/NEGOTIATION PROCESS

Town Council will be responsible for choosing the most qualified firm(s) with whom to begin negotiation of an agreement for this project. The process for this procurement is anticipated, but not required, to proceed in the following manner:

REVIEW WRITTEN SUBMITTALS

Each firm should submit documents that provide evidence of capability to provide the Debris Monitoring services required for this project. Questions regarding the project should be directed to Chase Winebarger, Town Manager at (828) 396-7903 or manager@townofsawmillsnc.com

Full RFP can be viewed at: <https://www.townofsawmills.com>