



REQUEST FOR PROPOSALS (RFP)

DEBRIS MONITORING SERVICES

VETERAN'S PARK DEBRIS CLEAN-UP

Publication Date: January 17, 2026

Submission Deadline: 12:00 PM, Friday, January 30, 2026

Review Date: February 2, 2026

Questions regarding this request for proposal should be directed to:

Town of Sawmills
Chase Winebarger, Town Manager
4076 US HWY 321-A
Sawmills, NC 28630
phone (828)396-7903
email Manager@townofsawmills.org

1. Introduction and Background

This Request for Proposals (RFP) is issued by the Town of Sawmills, North Carolina (the “Town”) in accordance with applicable North Carolina General Statutes governing local government procurement, including but not limited to N.C. Gen. Stat. §§ 143-129, 143-131, and 143-135.9, as applicable to professional services.

The Town is seeking qualified and experienced firms to provide Debris Monitoring Services for the Veteran’s Park Debris Clean-Up Project. These services are intended to ensure accurate documentation, regulatory compliance, and accountability for debris removal operations, including potential eligibility for FEMA Public Assistance reimbursement.

2. Purpose of the RFP

The purpose of this RFP is to solicit proposals from qualified firms capable of providing professional debris monitoring services to support the Veteran’s Park Debris Clean-Up. The selected firm will assist the Town in ensuring debris removal activities are properly documented, monitored, and compliant with applicable laws and funding requirements.

3. Scope of Services

All services shall be provided in compliance with applicable North Carolina municipal procurement requirements and, if applicable, federal regulations governing disaster-related debris operations, including FEMA Public Assistance requirements under 44 CFR Part 206.

Services may include, but are not limited to:

Post-Event Requirements:

Contractor will assist with load inspections for storm debris cleanup being performed by one or more debris hauling and disposal contractors.

Contractor shall supply a sufficient number of trained debris monitors and trained field supervisors to accommodate the volume of debris to be removed at loading sites, debris management sites, or final disposal sites.

Contractor shall supply one field supervisor to oversee no more than 10 loading and tower/site debris monitors.

Contractor shall remove and replace employees immediately upon notice from the Debris Manager for conduct or actions not in keeping with this contract.

Personnel Requirement and Responsibilities:

Debris Monitoring Field Supervisor:

Services include, but are not limited to:

- Overseeing and supervising loading site and disposal site debris monitoring activities
- Scheduling debris monitoring resources and deployment timing
- Communicating and coordinating with Town personnel
- Coordinating daily activities and future planning
- Remaining in contact with debris management supervisor
- Identifying, addressing, and troubleshooting any questions or problems that could affect work area safety and eligibility
- Supervising the accurate measurement of load hauling compartments and accurately computing volume capacity in cubic yards (CY)
- Documenting and recording measurements and computations
- Documenting truck hauling compartment condition using digital photographs
- Ensure all truck certifications are complete and available to all parties

Debris Loading Site Monitors:

Consultant will perform on-site debris monitoring at all contractor loading sites to verify debris eligibility based on the monitoring contract's requirements and initiate debris removal documentation using load tickets. Services include, but are not limited to:

- Providing trained debris monitoring personnel at designated loading sites to check and verify information on debris removal operations
- Monitoring the collection activity of trucks
- Issuing load tickets at the loading site for each load
- Ensuring that only eligible debris is collected for loading and hauling

- Performing other duties from time to time as directed by the debris management project manager or designated debris management personnel
- Providing trained debris monitoring personnel to accurately measure load hauling compartments and accurately compute volume capacity in CY for all contractor trucks and trailers prior to commencement of debris hauling operations
- Documenting measurements and computations
- Completing record of contract haulers' cubic yardage and other recordkeeping as needed on the load ticket
- Initialing each load ticket before permitting trucks to proceed from the check-in area to the tipping area
- Remaining in regular contact with debris management/dispatch center or field supervisor
- Performing other duties as directed by the dispatch/staging operation, debris management project manager, or other designated personnel

Clerical/Data Entry Supervisor:

Consultant will provide a clerical/data entry supervisor to coordinate data entry and information management systems. Services include, but are not limited to:

- Supervising the preparation of detailed estimates and submitting them to Town personnel
- Implementing and maintaining a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes
- Providing daily, weekly, or other periodic reports for Town personnel noting work progress and efficiency, current/revised estimates, project completion, and other schedule forecasts/updates

4. Project Schedule and Duration

The project is anticipated to begin within 7 days of Notice to Proceed and will continue for the duration of the debris removal operations. The Town reserves the right to adjust the schedule as necessary.

5. Standards, Regulations, and Compliance

All work shall be performed in accordance with:

- North Carolina General Statutes applicable to local government contracting
- NC Department of Environmental Quality requirements
- OSHA safety standards
- FEMA Public Assistance Program and Policy Guide (PAPPG), if applicable
- Town of Sawmills policies and procedures

6. Proposal Submission Requirements

Proposals shall be submitted by January 30, 2026, to the Town and shall include:

- Cover letter
- Firm qualifications and experience
- Project approach and methodology
- Staffing plan
- Cost proposal
- Required certifications

Proposals shall be submitted in a sealed envelope containing the Invitation to Bid Title, and Company Name. No submissions will be accepted past the submission deadline. (12:00PM on Friday, January 30, 2026)

Courier Packages (Fedex, UPS) shall clearly state on the outer packaging, the Invitation to Bid Title. If the proper information is not on the courier's outer packaging the Bid/RFP may be sent back to the Vendor without being opened and/or given consideration for that project.

Mailing Address: 4076 US HWY 321-A, Granite Falls, NC 28630.

7. Evaluation and Selection

This procurement is for professional services and shall be evaluated in accordance with N.C. Gen. Stat. § 143-64.31. Selection will be based on qualifications, experience, project understanding, and cost effectiveness.

8. Cost Proposal

The cost proposal shall include hourly rates, estimated total cost, and any reimbursable expenses. Costs must comply with FEMA eligibility requirements, if applicable.

9. Insurance and Indemnification

The selected firm shall provide proof of insurance acceptable to the Town, including general liability, workers' compensation, and automobile liability coverage.

10. Contract Terms

The successful proposer will enter into a contract with the Town consistent with North Carolina municipal contracting standards and applicable federal requirements if FEMA funding is utilized.

11. General Conditions

The Town reserves the right to reject any or all proposals, waive informalities, request clarification, or cancel this RFP in accordance with North Carolina law.