

**REQUEST FOR PROPOSALS
FOR
LINCOLN COUNTY, MONTANA**



**DISASTER DEBRIS
MONITORING SERVICES**

**PROPOSAL DUE
JANUARY 20, 2026
AT 5:00 P.M.**

TABLE OF CONTENTS

I. PURPOSE	3
II. SCHEDULE.....	3
A. PROPOSAL DEADLINE: Wednesday, January 21, 2026, at 8:00 AM.....	3
III. POINT OF CONTACT	3
IV. INSTRUCTIONS TO PROPOSERS	3
V. TERMS AND CONDITIONS.....	4
VI. TECHNICAL PROPOSAL FORMAT.....	6
A. QUALIFICATIONS OF THE FIRM	6
B. QUALIFICATIONS OF STAFF	6
C. TECHNICAL APPROACH.....	7
VII. COST PROPOSAL.....	7
VIII. PROPOSAL EVALUATION CRITERIA	8
IX. SCOPE OF SERVICES	9
A. BACKGROUND.....	9
B. DISASTER DEBRIS MONITORING SERVICES	9
ATTACHMENT 1: COST PROPOSAL FORM.....	11
ATTACHMENT 2: PROPOSERS CERTIFICATION	12
ATTACHMENT 3: REFERENCES.....	13
ATTACHMENT 4: SUBCONTRACTOR LIST	14
ATTACHMENT 5: 200.321 AFFIRMATIVE STEPS	15
ATTACHMENT 6: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT.....	16
ATTACHMENT 7: CERTIFICATION REGARDING DEBARMENT, SUSPENSION	17
ATTACHMENT 8: DRUG-FREE WORKPLACE AFFIDAVIT	18
ATTACHMENT 9: CERTIFICATION REGARDING LOBBYING	19
ATTACHMENT 10: NON-COLLUSION DECLARATION	20
Attachment 11: PERFORMANCE BONDING	21
Attachment 12: BID BOND.....	22

LINCOLN COUNTY, MONTANA
DISASTER DEBRIS MONITORING
REQUEST FOR PROPOSALS

I. PURPOSE

Lincoln County, (hereafter referred to as “County”) is soliciting proposals to establish a contract for the provision of immediate **Disaster Debris Monitoring** services.

II. SCHEDULE

- A. PROPOSAL DEADLINE: **Tuesday, January 20, 2026, at 5:00 PM**
- B. BID OPENING: Wednesday, January 21, 2026, at 11:00 AM

III. POINT OF CONTACT

- A. `Commissioner Chairperson Brent Teske: bteske@libby.org

IV. INSTRUCTIONS TO PROPOSERS

- A. Proposals and all required documents must be submitted to the Clerk and Recorder’s Office 512 California Ave, Libby, MT 59923 no later than **5:00 P.M. MST on Tuesday, January 20, 2026**.
- B. Submittals received after the closing time will not be accepted. Multiple submittals from the same entity will not be accepted. Proposals or offers by telephone, fax, or email will not be accepted.
- C. Proposals will be opened and read publicly at the Lincoln County Commissioners Meeting on Wednesday, January 21, 2026 at 11:00 AM in the **Lincoln County Courthouse at 512 California Ave, Libby, MT 59923**. Zoom access will be available at the Eureka office for those who wish to attend from that location. Award will be announced at the subsequent meeting.
- D. Addenda regarding this RFP will be posted to the County’s website at <https://lincolncountymt.us/general-contacts/public-notices/>. Proposers are responsible for obtaining addenda and are advised to check the website frequently.
- E. 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.
- F. A Bid Bond in the amount of \$10,000 is required upon submission.
- G. A performance bond in the amount of 100% of the contract price will be required by the awarded contractor prior to starting work.
- H. Proposals should contain enough information for the County to make an evaluation; however, overly complex or excessive proposals will be a burden to the proposal scoring committee and should be avoided.

- I. Companies desiring to provide services, as described in the Scope of Work, shall submit:
 - a) 5 copies (1 original and 4 copies) of Technical Proposal for service
 - b) 1 original copy of Cost Proposal
 - c) 1 original copy of Required Forms (*RFP Attachments 1-12*)

Submission should be formatted and divided in the following way:

- d) TECHNICAL PROPOSAL
- e) COST PROPOSAL (*RFP Attachment 1*)
- f) ADDITIONAL REQUIRED FORMS (*RFP Attachments 2-12*)

PLEASE MARK THE OUTSIDE OF THE ENVELOPE OR FEDEX PACKAGE: **PROPOSAL FOR DEBRIS MONITORING.**

V. TERMS AND CONDITIONS

- A. The County has the right to cancel a solicitation at any time prior to approval of the award by the County.
- B. The County 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 County shall be bound by information and statements only when such statements are written and executed under the authority of the County.
- D. Costs of preparation of a response to this request for proposals are solely those of the proposers. The County assumes no responsibility for any such costs incurred by the proposer. The proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
- 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 County 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 County 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 County.
- G. Debris removal is imperative to the health and safety and economic recovery of the County. **Please do not respond to this RFP if you will not be able to fully provide immediate services to Lincoln County.**
- H. 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.](#)

- I. 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](#).
- J. 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 County as proposed with no rate increases for overtime hours.
- K. If a successful proposer does not execute a contract within two (2) days after approval, the County may award the contract to the next most qualified proposer as selected by the County.
- L. The proposer receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the County to verify such coverage.
 - Workers' Compensation - including minimum \$1,000,000 for Employers' Liability. Coverage shall include a waiver of subrogation in favor of the County and its agents, employees, and officials.
 - Commercial General Liability - minimum \$2,000,000.
 - Business Automobile Liability - "any auto" minimum \$1,000,000 per occurrence.
- M. A Bid Bond in the amount of \$10,000 is required with proposal submission as either:
 - lawful money of the United States;
 - a cashier's check, certified check, bank money order, or bank draft, in any case drawn and issued by a federally chartered or state-chartered bank insured by the federal deposit insurance corporation; or
 - a bid bond, guaranty bond, or surety bond executed by a surety corporation authorized to do business in the state of Montana. If a financial guaranty bond or surety bond is provided to secure the purchase of indebtedness, the long-term indebtedness of the company executing the financial guaranty bond or surety bond must carry an investment grade rating of one or more nationally recognized independent rating agencies.
- N. Awarded contracts may not be reassigned.
- O. It is the intent of the County to enter into a contract for a 1-year (one year) period, with the option to extend for four (4) 1-year (one year) periods if the County should determine extended services would be needed.
- P. **Monitoring staff may be required to have an Asbestos Certification or attend state approved asbestos (federal superfund) training courses prior to start of work. More information will be provided at a later date.**
- Q. 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).

- R. 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 County 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 County, 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 County 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:

- Recent experience demonstrating current expertise in disaster debris removal.
- 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).
- Experience with relevant disaster recovery program management services including hazardous trees, dangerous limbs, data management, and hauler invoice reconciliation and contracting.
- Utilization of digital/electronic (paperless) ticketing, time-tracking, and data management systems.
- Ability to provide daily reports.

B. QUALIFICATIONS OF STAFF

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

- Experience with debris monitoring
- 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).

- Experience with special disaster recovery program management services including leaning tree and hanging limb removal
- 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:

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

VII. 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 for the labor positions listed. The weighted rates in the table will be used to approximate a typical staffing matrix for debris monitoring operations.

Proposer agrees that any service agreement issued under this selection will stipulate 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.

VIII. PROPOSAL EVALUATION CRITERIA

Selection Criteria	Points Available
Qualifications of Firm <ul style="list-style-type: none"> • 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 	15
Qualifications of Staff <ul style="list-style-type: none"> • Including the senior staff/supervision that will be on site for this project • All criteria listed in VI.B of this RFP 	15
Technical Approach <ul style="list-style-type: none"> • Documented ability to have key resources on site by the work-to-begin date in this RFP • Documented ability to meet or exceed staffing requirements per Terms & Conditions, Section G of this RFP • All other criteria described in VI.C. of this RFP 	20
Cost Proposal	50
Total Score	100
Possible Interview (Optional at the County's discretion)	10
Total Score with Interview	110

IX. SCOPE OF SERVICES

A. BACKGROUND

Lincoln County, Montana 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 County. The selected firm must monitor all debris removal operations until the County 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 County.

Specific services may include:

1. Coordinating daily briefings to share information regarding work progress, staffing, and other key items with the County.
 - 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 debris contractor operations, making recommendations, and implementing improvements for efficiency and speed of recovery work.

5. Assisting the County with responding to public concerns and comments, to include supporting a citizen call-in or survey form for debris that needs to be cut or collected.
6. Certifying contractor vehicles for debris removal using appropriate methods and practices for contract monitoring.
7. Utilizing an Electronic Ticketing System to generate electronic debris load tickets for each load of debris. The Electronic Ticketing System shall capture a digital photograph, GPS coordinates, electronic signature, and timestamp for each debris load 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 County, at no additional cost. The purpose of the Electronic Ticketing System is to provide the County with complete documentation of every load of debris generated for auditing and reimbursement purposes.
8. Developing and implementing daily operational reports to keep the County informed of work progress.
9. Development of maps, GIS applications, etc. as necessary. The County 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 County 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 County for processing.
12. Final report and appeal preparation and assistance.
13. Private property and commercial property debris removal and demolition requests.

ATTACHMENT 1: COST PROPOSAL FORM

This price proposal form must be fully completed to be considered.

DISASTER DEBRIS MONITORING SERVICES

All positions must have a rate of at least \$10/hour.

Company Name	
Signature	

Position	RT Weighted Percent	Proposed Hourly Rate	Calculated Dollar <small>Scoring: Weighted %* Rate (This column may be filled out by the proposer, but is not required)</small>
Project Manager	2%		
Operations Manager	2%		
Billing/Invoice Specialist	1%		
Field Supervisor	10%		
Load Site Monitor	40%		
Debris Site Monitor	20%		
GIS Specialist	10%		
Drone with Operator	15%		
Total Amount (Math errors will be corrected)	100%		

If it appears a math error has been made (i.e. the line item calculated dollar does not equal the weighted percent multiplied by the proposed rate), the proposed rate will be used to calculate the calculated dollar column.

ATTACHMENT 2: PROPOSERS CERTIFICATION

Proposing Certification: I have carefully examined the Request for Proposals and any other documents accompanying or made a part of this Request for Proposals.

I hereby propose to furnish the goods or services specified in the Request for Proposals at the rates quoted in my Proposal. I agree that my Proposal will remain in effect for a period of up to one hundred eighty (180) days in order to allow the County adequate time to evaluate the Proposals.

I agree to abide by all conditions of this Proposal and understand that a background investigation may be conducted prior to award.

I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the Proposer as its act and deed and that the Proposer is ready, willing, and able to perform if awarded the Contract.

I certify this Proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Proposal for the same product or service. I further certify that no officer, employee, or agent of the County or of any other Proposer has a financial interest in this Proposal. I further certify that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

<u>Business Name</u>	
<u>Point of Contact</u> Name, Phone, Email	
<u>Business Address</u>	
<u>Certification</u> <u>SIGNATURE:</u>	
<u>Signer's Name</u>	
<u>Signer's Title</u>	

ATTACHMENT 3: REFERENCES

Provide three (3) References for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Services. Client References other than those appearing below may be checked as well. An additional sheet or alternate form may be used.

Client Name	Contact Name/Phone/Email Description of Project

ATTACHMENT 4: SUBCONTRACTOR LIST

List any subcontractors here. Use an additional page or form if necessary.

ATTACHMENT 5: 200.321 AFFIRMATIVE STEPS

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

The County 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 contractors use subcontractors, they are required to take the following affirmative steps:

- Placing qualified enterprises on solicitation lists
- Assuring that enterprises are solicited whenever they are potential sources
- Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by enterprises
- 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

Signature	
Signer's Name	
Signer's Title	
Company Name	
Date	

ATTACHMENT 6: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

[] To the best of our knowledge the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project, this includes any potential perceived. (Checking this does not necessarily make a proposal non-responsive, but may instead require additional review and information before a contract is issued by the County)

OR

[] The undersigned proposer, by attachment to this form, submits information which may be a potential conflict of interest or perceived conflict of interest due to other clients, contracts, or property interest for this project.

Failure to check the appropriate blocks above may result in disqualification of your proposal

Signature	
Signer's Name	
Signer's Title	
Company Name	
Date	

**ATTACHMENT 7: 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.

Signature	
Signer's Name	
Signer's Title	
Company Name	
Date	

ATTACHMENT 8: DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned vendor hereby certifies that:

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.

Signature	
Signer's Name	
Signer's Title	
Company Name	
Date	

ATTACHNMENT 9: 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.

The Contractor, certifies or affirms 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.

Signature	
Signer's Name	
Signer's Title	
Company Name	
Date	

ATTACHMENT 10: 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.

Authorized Signature	
Company Name	
Name and Title of Signer	
Date	

Attachment 11: PERFORMANCE BONDING

Please provide information or confirm you understand that if awarded, you will provide performance bonding of 100% of the contract amount based upon the estimated project cost (currently estimated at approximately \$500,000).

Attachment 12: BID BOND

Please provide a bid bond for \$10,000 as described in this RFP.