



# GEMA

Georgia Emergency Management Agency  
Office of Homeland Security

## **Application for Vulnerable Population Coastal Evacuation Transportation Contractors**

The Georgia Emergency Management Agency (GEMA) seeks vendors to provide motor coach evacuation transportation services in the event of a disaster situation within the State of Georgia. It is expected that this contract would be activated only during a Governor's declared State of Emergency. It is expected that there will be multiple contract awards and that the number of contracts activated at any one time will be based on the size of the evacuation. Activation of any contract will be at the discretion of GEMA.

Parties interested in providing transportation services should complete the attached Contract Initiation Form. Also provided is Exhibit A, Scope of Work and Vehicle Availability and Exhibit B, Anticipated Rates of Reimbursement for Contracted Transportation Services.

You must attach copies of the following:

1. Business License (from either county or city from where you operate).
2. USDOT License (DOT number).
3. UCR (Unified Carrier Registration).
4. Last Federal Motor Carrier Safety Administration (FMCSA) compliance review. Rating of at least satisfactory is required.

Submit the Contract Initiation Form with Exhibits to Richard Stokes, at [richard.stokes@gema.ga.gov](mailto:richard.stokes@gema.ga.gov) or by mail to Richard Stokes, Georgia Emergency Management Agency, Post Office Box 18055, Atlanta, Georgia 30316-0055.

Upon completion of the above process a contract will be forwarded from GEMA for execution.

Any questions can be addressed to Richard Stokes, [richard.stokes@gema.ga.gov](mailto:richard.stokes@gema.ga.gov) or 404-635-7521.

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**CONTRACT INITIATION FORM**  
**GEORGIA EMERGENCY MANAGEMENT AGENCY**  
**Vulnerable Population Coastal Evacuation Transportation**

VENDOR'S GENERAL INFORMATION

DESCRIPTION	VENDOR RESPONSE
Company Name (As it should appear on Contract)	
Address 1	
Address 2	
City	
State	
Zip Code	
Authorized Contract Signee Name (Name will appear on the contract.)	
Vendor's FEI #	
eMail Address	
24 hrs/365 Contact Information for Contract Activation	

1. Time of Performance:  
     Begin Date: \_\_\_\_\_  
     End Date: June 30, 2016
  
2. Scope of Work. See Exhibit A attached.
  
3. Rates of Reimbursement. See Exhibit B attached. Should a vendor provide more than \$2,500 worth of services within a State fiscal year (1 Jul- 30 Jun) the vendor agrees to provide their EEV/E-Verify "Company Identification Number prior to reimbursement by GEMA. An exhibit to complete this process will be included as a part of the contract execution for those desiring to complete this process in advance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You must attach copies of the following:**

- 1. Business License (from either county or city from where you operate).**
- 2. USDOT License (DOT number).**
- 3. UCR (Unified Carrier Registration).**
- 4. Last Federal Motor Carrier Safety Administration (FMCSA) compliance review.**

## **Exhibit A: Scope of Work and Vehicle Availability Emergency Standby Transportation Services**

This is an **Emergency Standby Transportation Services Scope of Work**. The Georgia Emergency Management Agency (GEMA) seeks contractors to provide motor coach, paratransit, and ambulance evacuation services in the event of a disaster situation within the state of Georgia. It is expected that this contract would be activated only during a Governor's declared State of Emergency. It is expected that there will be multiple awards of this contract and contractors may be selected on any or all types (motor coach, paratransit, ambulances) of vehicles.

### **SCOPE OF WORK/SPECIFICATIONS:**

#### **DELIVERY/PERFORMANCE LOCATION**

##### Background

Natural and man-made disasters have the potential to occur at any time throughout the state and may require a significant segment of the population to be evacuated from those impacted areas. This contract may involve evacuations for all possible hazards. Hazard analysis for GA indicates that hurricanes pose the greatest threat to the state and would impact a large percentage of the state's population. Current hurricane disaster modeling indicates the potential that a substantial portion of the population in the coastal evacuation zones will need transportation to evacuate from those areas. This population may be general population, people considered to have special needs who reside in a non-institutional setting, or people residing in hospitals, nursing homes, personal care homes, assisted living and hospice facilities. Although state and local governments have plans to assist the population, there are a finite number of assets readily available to assist in the case of a major mass evacuation operation. To meet the projected numbers of evacuees, the State of Georgia will augment government assets with contractor supplied vehicle support. Additionally, state and local governments have plans to assist the population in evacuating in other than hurricane disasters, i.e., planning for mass evacuations resulting from any natural or man-caused catastrophic event. As with hurricane disaster modeling, catastrophic event planning suggests a substantial portion of the population lacks transportation and the State of Georgia will assist mass evacuations with contractor supplied vehicle support.

##### Mobilization, Activation, and Response Times

Contract performance requires operating in an environment that is not typical of normal operations.

Contractor is expected to monitor the National Hurricane Center Forecast Cone from June 1 – Oct 31 each year on the NHC website. If this cone touches any Georgia coastal county at 120 hours out the provider agrees to go into a standby for activation mode and begins planning for providing support to GEMA prior to formal notice from GEMA.

Evacuation operations in a hurricane response will normally occur over a three-day period with the contractor potentially having up to twelve hours to mobilize upon notification. For other disaster evacuation responses, the timeframe may be shorter depending on the event. GEMA may opt to hold vehicles in a staging area until the storm has past to assist with any immediate evacuations required for personnel that remained in the area and later require evacuation. The contractor shall commence work immediately upon receiving activation notification, and complete all work within the prescribed time. Contracts awarded under this solicitation will be activated only upon notification from the Georgia Emergency Management Agency.

Mobilization could include activation of the full fleet of vehicles or partial activation of a smaller number of vehicles, depending on the nature and scope of the event. The contractor shall provide GEMA with a commitment of the number and type of vehicles available for activation under this contract within three (3) hours of notification by GEMA.

Contractor shall be responsible for operating and maintaining the vehicles used in the performance of the resulting contract in accordance with federal, state and local laws, regulations and safety and property management requirements. This will include obtaining appropriate liability insurance coverage, a copy of which must be provided to the agency. It should be noted that due to the emergency nature of this requirement, state and local conditions may be altered. The Contractor shall be responsible for providing services and support subject to any changes in situational emergency status.

Purchase Orders for services rendered will be issued upon activation however, due to the unpredictable nature of emergencies, contractors may be asked to mobilize before a purchase order can be issued. Contractor shall be prepared to mobilize on verbal authorization from an approved State employee.

Upon receipt of an activation order, (verbal or in the form of a purchase order), the contractor will provide transportation services and furnish the number of agreed upon vehicles to meet the projected demand within the time constraints given in the activation order. All vehicle resources will be considered for effective mass evacuation operations.

Emergency directions and information for control of vehicle operations, direction, and prioritization will be provided by the Georgia Emergency Management Agency, State Operations Center or its authorized agent/contractor. Contractors will be required to provide specific vehicle/driver information for inclusion in Disaster Management software (WebEOC) for evacuation management purposes. Contractors may be required to input this data after training provided by GEMA. Once directions have been given, the implementation of the orders is the responsibility of the Contractor.

If available, the contractor or contractor's professional association is requested to provide a representative to augment the State Operations Center (SOC). If a representative is unavailable to be present in the SOC, a representative will be made available for contact on a 24 hour basis. The designated representative or point of contact to GEMA will serve as a subject matter expert and adviser. Because emergency evacuation operations and the SOC operate on a 24 hour, seven day a week schedule, the designated representative of the contractor or professional association shall

assure that adequate personnel, including backup drivers are available to maintain continuity and coverage throughout the disaster response operation. As a minimum, coordination will be made twice a day, with the representative to the SOC providing information and data necessary for daily reports and current logistical situation updates.

There will be state vehicle staging areas where the vehicle fleet will assemble as they arrive from points of origin. Vehicles should arrive at the staging area ready to be assigned a locality pick-up/drop off point and depart immediately to pick-up point where local authorities will assemble evacuees. These will be the points at which the state-provided vehicles will manifest and embark evacuees to assigned drop off point. Drop off points are intended to be within a 250 mile radius of pick-up points.

During evacuations operations contractor will assure all vehicles/drivers are equipped with cell phone, radio (such as Southern Linc. Etc.) or satellite communication capabilities that allow contact with dispatch operations, designated State Staging Area and the State Operations Center. Adequate back up communication must be supplied. In addition, it is recommended that vehicles have GPS tracking capability or other systems that provide real time tracking, such as AVLS.

Any requirements for meals and water for evacuees will be the responsibility of locality pick up point management and shall not be the responsibility of the transportation contractor.

All vehicles must have operational air conditioning.

It is envisioned that vehicles could make multiple return trips during the evacuation.

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**SPECIAL NOTE: Requirement for All Vehicles:**

The Pets Evacuation and Transportation Standards Act (PETS Act) of 2006 provides that the transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations. The contractor will allow up to two (2) small caged/leashed/muzzled pets per evacuee aboard each motor vehicle. Pets shall not be placed in baggage, overhead storage spaces or in the aisles. Evacuees will be responsible for all pet care. The contractor will pay cleanup or sanitization costs resulting from pet transport. Definition of a household pet is a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the house for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), and animals kept for racing purposes. Service animals include any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped objects.

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**ESTIMATE OF MOTORCOACHES AVAILABILITY:**

Recognizing that these vehicles are usually in service, the Contractor has estimated for planning purposes only it can furnish the State of Georgia under the terms and conditions set forth herein the following minimum number of vehicles. Within 3 hours of contract activation by GEMA the contractor will provide the number and type of vehicles available for date/time period of activation to GEMA.

Upon 12 hours notification:

Number of vehicles	Size/Capacity	ADA Equipped
	45', 55 passengers	
	45', 54 passengers + 1 w/c, ADA lift equipped	
	40', 47 passengers	
	41', 46 passengers + 1 w/c, ADA lift equipped	
	30', 35 passengers	

- Passengers are allowed to bring a minimal amount (2 bags) of personal baggage onto response vehicles.

Upon 24 hours notification:

Number of vehicles	Size/Capacity	ADA Equipped
	45', 55 passengers	
	45', 54 passengers + 1 w/c, ADA lift equipped	
	40', 47 passengers	
	41', 46 passengers + 1 w/c, ADA lift equipped	
	30', 35 passengers	

- Passengers are allowed to bring a minimal amount (2 bags) of personal baggage onto response vehicles.

Upon 48 hours notification:

Number of vehicles	Size/Capacity	ADA Equipped
	45', 55 passengers	
	45', 54 passengers + 1 w/c, ADA lift equipped	
	40', 47 passengers	
	41', 46 passengers + 1 w/c, ADA lift equipped	
	30', 35 passengers	

- Passengers are allowed to bring a minimal amount (2 bags) of personal baggage onto response vehicles.

Motor Coach Requirements:

- The contractor shall have Federal Motor Carrier Safety Administration (FMCSA) authority to conduct for-hire transportation of passengers (including proof of liability and/or cargo insurance), own a motor coach or fleet, have current dispatch capability and fleet maintenance capability.
- It is desirable that motor coaches be capable of transporting 45 adult passengers with on board sanitary facilities and luggage compartments. Higher capacity motor coaches (50 passengers and more) are generally preferred. Contractors with ADA compliant coaches are requested to make those coaches available for the evacuation service. Motor coach contractors will allow each passenger two small bottles of medical oxygen if needed and within the constraints of FMCSA regulations. One bottle will be for current usage and one bottle as a replacement. The motor coach companies are not responsible for providing the medical oxygen bottles. In addition, the following specific requirements will apply:
  - All motor coaches deployed for use in response to the emergency evacuation operation shall be roadworthy, safe, and compliant with all applicable DOT requirements and specifically, be FMCSA compliant.
  - Upon commencement of emergency evacuation operations, drivers shall perform walk through inspections of their motor coaches, confirm the safety and readiness of the motor coach to fleet management services, and proceed from the staging area via specified routes to the pick-up location.
  - All drivers must be properly licensed and trained on equipment to be operated. Drivers must be fluent in the English language.
  - All drivers will comply with federal duty time limitations until such time these regulations are suspended by authorizing authorities.
  - All motor coach passenger comfort and related equipment shall be operational upon delivery. The operator is responsible for the expense of repairing such equipment that is not operational prior to use for evacuation missions.
- The contractor will assure drivers are provided with adequate fuel, food and rest accommodations.

## **Exhibit B: Anticipated Rates of Reimbursement for Contracted Transportation Services**

### **Disaster Specific Federal Transportation Rate Schedules**

The provider agrees that should FEMA or CMS publish disaster specific eligible expense rates for the event for which transportation services were provided, then the vendor shall agree to use the federal posted rates as opposed to the GEMA schedule of Reimbursement Rates.

### **Estimate of Motor Coach Reimbursement Rates (Per Operational Day)**

Size/Capacity	Reimbursement Rates
45', 55 passengers	\$2500
45', 54 passengers + 1 w/c, ADA lift equipped	\$2800
40', 47 passengers	\$2000
41', 46 passengers + 1 w/c, ADA lift equipped	\$2300
30' 35 passengers	\$1800

GEMA will pay a dead-head rate of \$3.25 per mile per bus from HOST to designated GEMA Staging Areas and return to HOST upon release. For planning purposes for a Georgia Coastal Evacuation buses may be staged at either Ogeechee Technical College, 1 Joe Kennedy Blvd, Statesboro, GA 30458 OR Department of Driver Services, 134 Jack Hartman Blvd, Brunswick, GA 31525. GEMA will designate exact Staging Area at the time of the execution of this contract.

To receive an operating day on day 1 of service the vehicle must arrive at the designated Staging Area check-in at the GEMA designated time and be available for four (4) or more daylight hours.