



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3939

KEY WEST FIRE DEPT

**EXECUTIVE SUMMARY**

To: Jim Scholl, City Manager  
From: Kenneth Wardlow, Division Chief of EM, KWFD  
Via: Michael Davila, Chief, KWFD  
Date: February 23, 2017  
Reference: Early Alert

Action Statement:

*Respectfully request the Key West City Commission ratify approval for consulting services rendered through April 4, 2017, pursuant to a Consulting Agreement executed June 10, 2016 between Early Alert, Inc. and the City Manager for the City of Key West. Additionally request the Commission approve the agreement between Early Alert, Inc. and the City of Key West for the delivery of professional emergency management support services starting June 10, 2016 for a five year period. Such services are being approved without competition pursuant to City of Key West Code of Ordinances Section 2-797, 4(b), Best Interest of the City.*

Background:

The City has an agreement with Early Alert executed June 10<sup>th</sup>, 2016 for five years. Early Alert is the most experienced Emergency Management consultant organization available to Monroe County. The team includes Billy Wagner, former Monroe County Emergency Management Director, whose knowledge of our county and professional relationships with the national weather services, National Hurricane Center, FEMA, State of Florida Emergency Management and all local and county government leaders is unique and invaluable. Additionally, the team includes Bryan Blankenship, the most experienced tropical weather forecaster with over a decade of experience with Florida Keys weather forecasting support during hurricane season. Early Alert is clearly the best interest of the CITY Emergency Management consultant for the money.

The Consultant, Early Alert, shall furnish all of the materials, tools, supplies, and labor necessary to perform all work described above. Early Alert has the professional expertise, experience and manpower to perform the services to be performed. Some of the important services provided include;

- Expert consulting to the CITY bridging emergency management and meteorological services and products
- Annual hurricane/disaster table top exercise with CITY Staff
- Annual Review and applicable revisions to the CITY's Comprehensive Emergency Management Plan (CEMP)
- Annual ICS-300 or ICS-400 training class for up to 30 CITY students

Early Alert will serve as CITY's professional representative under this Agreement, providing professional emergency management support services to the City of Key West. The standard of care applicable to Early Alert services will be the degree of skill a diligence normally employed by professionals and other related consultants performing the same or similar services at the time said services are performed.



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Financial Impact:

The City agrees to pay Early Alert for the faithful performance of the agreement for work contracted in accordance with the Proposal. The Annual total base contract price hereto is referred to as "Level 1" Contract Sum and shall not exceed Fifteen Thousand Dollars (\$15,000.00), per year. Level 1 service is budgeted in account number 001 2501 525 3100.

In addition, the CITY will make payments to Early Alert for contracted and proper work in the amounts stated in the Proposal, "Level 2", Incident Management Support Team Activation", FEE SCHEDULE and will be calculated per-project amounts according to the following time-expense rate table in the Proposal, "Level 2". Early Alert shall guarantee all portions of the Project against poor workmanship and faulty materials for a period of twelve (12) months after final payment and shall immediately correct and defects which may appear during this period upon notification by the CITY. The making and acceptance of the final payment shall constitute a waiver of all claims by Early Alert other than those arising from requirements of the specifications. Early Alert is prohibited from placing a lien on the CITY's property. This prohibition applies to; inner alia, all sub-contracts and sub-contractors, suppliers and labors. Level 2 service is not budgeted and will only be realized in the case of an activation which will come from emergency funds. The annual fee is a reasonable price for the scope of work provided.

Recommendation:

Authorizing the City Manager to enter into an agreement with Early Alert for the purposes of consulting to provide emergency management support services to the City of Key West as the best interest of the CITY, 2-797 4 b.

*Exempt contractual services.* Exempt contractual services not subject to the competitive procurement requirement are as follows:

- b. If in the opinion of the city manager exceptional circumstances exist to exempt a purchase from the competitive bid requirements of this subdivision for the best interests of the city, he shall place a resolution before the city commission for approval of such exemption.

The duration of the agreement will be for five (5) years from the effective date. The agreement may be terminated by either party for cause, or the CITY for convenience, upon ten (10) days written notice by the CITY to Early Alert.

**Kenneth Wardlow, Division Chief of EM**  
Key West Fire Department  
Serving the Southernmost City

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