



MEMORANDUM

Date: June 4, 2026

To: Honorable Mayor and Commissioners

Via: Brian Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 26-5384 – Awarding RFP #26-008 to Ash Britt Toppino, LLC to provide Services for Disaster Response for the City of Key West, Florida; Authorizing the City Manager, or designee, to negotiate and execute a contract with Ash Britt Toppino, LLC for an initial term of three (3) years, commencing upon execution, and to execute any related documents, administrative actions, budget transfers / adjustments or contract modifications necessary for implementation of the contract, upon consent of the City Attorney**

Introduction

Staff recommends that the Mayor and City Commission adopt a resolution authorizing the City Manager, or designee, to enter into negotiations with Ash Britt Toppino, LLC for the services described in Request for Proposals (RFP) No. 26-008 – Services for Disaster Response, and, upon successful completion of those negotiations, execute an agreement in a form approved by the City Attorney.

This recommendation follows the completion of a publicly advertised competitive solicitation process and is based upon the evaluation, scoring, and ranking conducted by the City's Selection Committee. RFP No. 26-008 was issued to establish a qualified and experienced disaster response contractor capable of providing all expertise, personnel, tools, materials, equipment, transportation, supervision, and related services necessary to perform disaster response services as requested by the City, including the timely removal, reduction, hauling, and lawful disposal of eligible storm-generated debris.

Based on the proposals submitted, the evaluation criteria established in the solicitation, and the Selection Committee's review and ranking, staff has determined that Ash Britt Toppino, LLC is the highest-ranked proposer and the firm whose proposal best meets the City's anticipated operational needs. Proceeding with negotiations is in the best interest of the City due to the proposer's demonstrated experience,

qualifications, capacity, and ability to provide timely and effective disaster response support before, during, and after an emergency or declared disaster event.

Background

On April 22, 2026, the City of Key West issued RFP No. 26-008 – Services for Disaster Response to solicit proposals from qualified and experienced contractors to provide disaster response services on an as-needed basis following a declared disaster or other emergency event. The solicitation established a proposal submission deadline of May 12, 2026, at 3:30 p.m. local time, at which time timely received proposals were to be publicly opened and recorded.

The purpose of the RFP was to establish one or more pre-positioned, competitively procured contracts to ensure the City has access to the resources necessary to support emergency response and recovery operations. Services contemplated under the RFP include, but are not limited to, debris removal from public rights-of-way and public property, emergency push and roadway clearance, demolition of unsafe structures, temporary debris management site operations, hazardous material handling, white goods management, beach cleaning, post-event support equipment, and disaster recovery technical assistance.

The RFP further requires that all work be performed in accordance with applicable Federal Emergency Management Agency (FEMA) requirements, including 2 CFR Part 200, the FEMA Public Assistance Program and Policy Guide, and all applicable federal, state, and local laws, regulations, and ordinances. The intent of these requirements is to support proper documentation, eligible cost recovery, audit readiness, and maximization of potential FEMA reimbursement for eligible disaster-related work.

Following the public opening of proposals, the City convened a Selection Committee to review, evaluate, score, and rank the proposals in accordance with the criteria set forth in the RFP. The evaluation criteria included qualifications and experience, general operations plan, financial stability, past performance and reference verifications, and cost proposal. The Selection Committee reviewed the submitted proposals and determined that Ash Britt Toppino, LLC was the highest-ranked proposer and best positioned to meet the City's disaster response needs

Procurement

RFP No. 26-008 was conducted as a competitive procurement for disaster response services in accordance with the City's procurement procedures and the requirements established in the solicitation. The procurement process included public advertisement, sealed proposal submittals, public opening by the City Clerk's Office, review for responsiveness, and evaluation by a Selection Committee using the published evaluation methodology.

The RFP was designed to ensure that the City has a qualified contractor available to provide rapid and coordinated disaster response services, particularly in connection with storm-generated debris and emergency recovery operations. The City's unique island geography, limited access points, constrained staging areas, and exposure to tropical weather events require a contractor with demonstrated experience in debris operations, mobilization planning, FEMA documentation, equipment deployment, and coordination with municipal, state, and federal partners.

The solicitation required proposers to demonstrate a minimum of five years of experience providing disaster response and recovery services for governmental entities, knowledge of FEMA and State Public Assistance eligibility and reimbursement procedures, experience with multiple jurisdictions or large-scale debris operations, and the ability to mobilize qualified personnel and equipment within the timeframes established by the City. The RFP also requires the selected contractor to support documentation, reporting, project formulation, audits, and closeout activities as necessary to preserve eligibility for applicable reimbursement programs.

Authorization to enter into negotiations does not create a binding agreement or immediate financial obligation. Rather, it authorizes the City Manager, or designee, to negotiate final terms and conditions, including scope of services, pricing, task order procedures, mobilization requirements, insurance, FEMA and grant compliance provisions, invoicing requirements, records retention, audit access, and any additional terms necessary to protect the City's interests. Any resulting agreement shall be subject to review and approval by the City Attorney for legal sufficiency prior to execution.

The resulting contract is anticipated to have an initial term of three years, with the City retaining the option to renew for one additional two-year term, for a maximum total term of five years, subject to City approval and continued determination that the agreement remains in the City's best interest.

Services under the agreement will be activated only when requested and authorized by the City through the appropriate written authorization, task order, notice to proceed, or purchase order. Costs will be incurred only when services are requested and performed in accordance with the agreement. Depending on the nature of the emergency, declared event, and applicable funding source, eligible costs may be submitted for reimbursement through FEMA Public Assistance or other federal, state, or disaster recovery funding programs. Accordingly, the final agreement will be structured to support compliance with procurement, invoicing, documentation, audit, record retention, and grant funding requirements.

Recommendation

Staff recommends that the Mayor and City Commission adopt a resolution authorizing the City Manager, or designee, to enter into negotiations with Ash Britt Toppino, LLC, the highest-ranked proposer under RFP No. 26-008 – Services for Disaster Response, and, upon successful completion of those negotiations, execute an agreement in a form approved by the City Attorney.

This recommendation is based on the completed competitive solicitation process, the evaluation and ranking conducted by the Selection Committee, and staff's determination that Ash Britt Toppino, LLC is the proposer best qualified to meet the City's disaster response and recovery needs. Establishing this agreement is in the best interest of the City because it will improve operational readiness, provide access to critical disaster response resources, support timely emergency response and debris recovery operations, and help ensure that services are procured, performed, documented, and invoiced in a manner consistent with applicable City, state, federal, FEMA, and grant funding requirements.