



MEMORANDUM

Date: February 04, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-3280 - Recommendation to Award Emergency Management Consulting Services Agreement (RFP 25-001) to Tidal Basin.**

Introduction

Staff recommends the Mayor and Commission approve a resolution authorizing the City Manager, upon advice and approval from the City Attorney, to enter into an agreement with Tidal Basin to provide Emergency Management Consulting Services deriving from RFP 25-001 and authorize any budget amendments necessary.

Background

The City of Key West has engaged Tidal Basin for Emergency Management Consulting Services since February 2020. In accordance with procurement procedures, a solicitation for Request for Proposal (RFP 25-001 – Emergency Management Consulting Services) was issued on November 7, 2024, at 8:00 AM (Eastern Standard Time). The deadline for submission of proposals was set, and all responses were opened on December 18, 2024, at 3:00 PM (Eastern Standard Time).

Following the solicitation process; four proposals were opened and evaluated, they were scored as follows:

- 1) Tidal Basin – 470/500 points possible
- 2) Metric Consulting – 429/500 points possible
- 3) Disaster Program & Operations, Inc – 379/500 points possible
- 4) WSB, LLC – 354/500 points possible

Procurement

There is no financial obligation associated with the following agreement. Individual taskings will be issued by the City Manager, pursuant to the agreement and the specified scope of services, for the type and scope of support services required given the nature of the event/emergency. The pricing for each task will be in accordance with Tidal Basin's cost proposal. The City will establish as part of its annual budget process an appropriation for pre EOC activation training and policy/procedure updates. There is no budget established for support provided by Tidal Basin during an EOC event as well as any of the support services that Tidal Basin may be engaged to perform subsequent to the event. Those costs are generally recovered, subject to federal and state share percentages. Amounts not recovered by either Federal or State participation will be absorbed by the unassigned fund balances (operating reserves) of the impacted City funds.

Recommendation

Staff recommends the Mayor and Commission approve a resolution authorizing the City Manager, upon advice and approval from the City Attorney, to enter into an agreement with Tidal Basin to provide Emergency Management Consulting Services deriving from RFP 25-001 and authorize any budget amendments necessary. By awarding this contract, the City will benefit from Tidal Basin's expertise in supporting efforts related to FEMA Public Assistance Advisory Services, Financial and Grant Management Services, Trainings and Classes pertaining to Emergency Preparation.

Attachments:

Resolution
Cover Memorandum
Notice of Recommendation to Award
RFP 25-001 Emergency Management Consulting Services
Proposal – Tidal Basin
Proposal – Metric Consulting
Proposal – Disaster Program & Operations, Inc
Proposal – WSB, LLC
Total Scoring Sheet