



EMERGENCY DECLARATION

To: Greg Veliz, City Manger

From: David Sermak, Purchasing Specialist

Effective Date: March 18, 2020

Action Statement:

Request the City Manager, Greg Veliz sign this emergency declaration allowing for the negotiation and execution of an agreement to Tidal Basin in response to RFP 002-20 EMERGENCY MANAGEMENT COLSULTING SERVICES.

City of Key West ordinance 2-797 (2) Emergency Procurement – “the city manager may make emergency procurement of commodities or contractual services where the cost exceeds \$50,000.00 when there exists a clear and present threat to public health, property, welfare, safety and other substantial loss to the city...”

Background:

The City requested proposals from prospective contactors for Emergency Management Consulting Services; specifically, to provide training, policy and procedure support in advance and during an EOC activation as well as provide public assistance support post EOC activation in the form of assisting Staff in the pursuit of any and all federal, state and local financial recovery opportunities. RFP #002-20 was issued on November 11, 2019 and all proposals were accepted by December 18, 2019. The City received proposals from six (6) contractors;

1. Tidal Basin
2. CDR McGuire Inc.
3. AG Witt LLC
4. Hagerty Consultants
5. Thomas Howell Ferguson PA
6. Kinne Assoc. LLC

The proposals were ranked by the following evaluating committee;

1. Alan Averette, Operations Chief KWFD
2. Todd Stoughton, Risk Management
3. Steve McAlearney, Director of Engineering
4. Michael Turner, Deputy Director of Community Services

The ranking committee met on January 30, 2020 and presented ranks; all rankings were calculated with the final scores provided below, best to lowest;

- | | |
|------------------------------|-----|
| 1. Tidal Basin | 323 |
| 2. CDR McGuire | 294 |
| 3. AG Witt LLC | 259 |
| 4. Hagerty Consultants | 241 |
| 5. Thomas Howell Ferguson PA | 228 |
| 6. Kinney Assoc. LLC | 223 |

Justification:

Originally, a resolution recommending award to Tidal Basin was to go before the City Commission for approval at their regularly scheduled March 24, 2020. The March 24th meeting was cancelled, and the resolution was re-scheduled to go before the City Commission at an emergency City Commission meeting on March 17, 2020. The meeting of March 17th was cancelled based on CDC guidelines with respect to the congregation of more than 10 individuals. With an immediate need for COVID-19 public assistance support, it is recommended the City Manager declare the emergency purchase pursuant to City of Key West ordinance 2-797 (2) Emergency Procurement.

Financial Impact:

There is no financial obligation associated with the subject 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. The pricing for each tasking 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:

The Purchasing Specialist respectfully requests that City Manager Greg Veliz approve this emergency declaration allowing for the City Manager to negotiate and subsequently enter into a formal agreement with Tidal Basin for Emergency Consulting Services. A resolution having the City Commission ratify the subject emergency declaration will be placed on the next regularly scheduled City Commission meeting.

City Manager

Date

3-18-20