




COVER MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Alan Averette
Key West Fire Chief

Subject: **24-5973 Approving of City Staff's Ranking of the City of Key West RFP for Professional and Related Services as Needed for Emergency Management Debris Staging Area.**

Introduction

The City of Key West's Comprehensive Emergency Management Plan (CEMP) is one of the core planning documents that explains how the City plans to respond to disasters or actual emergencies. It also helps to guide the City's actions and response to all types of disaster and emergencies. In preparation of the City's Emergency Management actions and response to disasters or emergencies, a Request for Proposal for Professional and Related Services as Needed for Emergency Management Debris Staging Area was issued. This item is a proposed approval of City Staff's Ranking of the City of Key West's RFP for Professional and Related Services as Needed for Emergency Management Debris Staging Area.

Background

In February 2019 the City of Key West entered into a lease agreement contract with their current Emergency Management Debris Staging Area contractor for the leasing of ten (10) acres of land for the purpose of disaster recovery by way of management of debris staging. This lease agreement has reached its end.

In May, 2024 the City Manager approved a RFP to be issued and after the RFP process the City's ranking committee ranked the RFP's bidders.

If the ranking of bidders is approved for this RFP, it will allow the City Manager to negotiate a price with the winning bidder for the leasing of ten (10) acres of land for the purpose of disaster recovery by way of management of debris staging for a period of three (3) years, with an optional renewal period of two (2) one (1) year extension based upon the same terms and conditions as provided at the time of commencement.

Procurement

No procurement is requested at this time. This Emergency Management Debris Staging Area is activated on an as-needed emergency basis and is eligible for FEMA reimbursement.

Recommendation

It is recommended by City staff that the City Commission approve the ranking of the bidders for the Key West RFP for Emergency Management Debris Staging Area and allow the City Manager to negotiate a lease agreement contract with the winning bidder.

Exhibits:

Exhibit A – Attach exhibits here if needed