

RESOLUTION NO. 20-068

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING OF THE RESPONSES TO REQUEST FOR PROPOSALS (RFP) NO. 002-20 FOR EMERGENCY MANAGEMENT CONSULTING SERVICES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT IN CONFORMANCE WITH THE RFP DOCUMENTS, UPON ADVICE AND CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Proposals for Emergency Management Consulting Services, capable of providing services set forth in RFP No. 002-20; and

WHEREAS, on December 18, 2019, the City Clerk opened six proposals, and at a public meeting on January 30, 2020, a ranking committee comprised of City staff ranked the responses to the RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: That the responses to RFP No. 002-20 for Emergency Management Consulting Services are hereby ranked by staff, and approved by the City Commission as follows:

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

Section 2: That the City Manager is authorized to negotiate and execute a contract with the top-ranked company, Tidal Basin, in substantial conformance with documents in the RFP response, upon advice and consent of the City Attorney. Should the City Manager be unable to negotiate an acceptable contract with the first ranked firm, he shall discontinue negotiations and commence negotiations with the second ranked firm. Should the City Manager be unable to negotiate an acceptable contract with the second ranked firm, he shall discontinue negotiations and report back to the City Commission.

Section 3: Services of an emergency management consulting contractor are anticipated to be paid through a combination of FEMA, State of Florida and City funding from the General Fund's operating contingency, in the event of a Federally Declared Storm or other disaster.

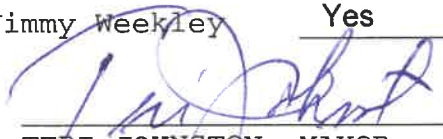
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 21st day of April, 2020.


Authenticated by the Presiding Officer and Clerk of the Commission on 22nd day of April, 2020.

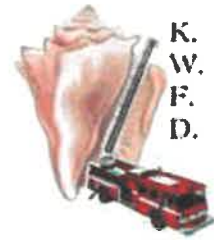
Filed with the Clerk on April 22, 2020.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK



JK

# THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Greg Veliz, City Manager

From: Kenneth Wardlow Jr., Division Chief of EM, KWFD

Date: February 4, 2020

Reference: City of Key West Emergency Management Consulting Agreement

Action Statement:

The City of Key West City Commission is respectfully requested to ratify the City Manager's Emergency Declaration of March 18, 2020. In the declaration, the City Manager executed an agreement with Tidal Basin based on the proposals submitted and the ranking of those proposals by the evaluation committee for the purpose of Emergency Management Consulting Services.

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 6 (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;

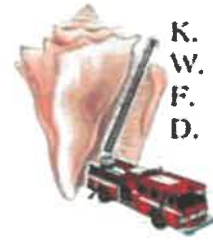
1. Alan Averette, Operations Chief KWFD
2. Todd Stoughton, Risk Management
3. Steve McAlearney, Director of Engineering
4. Michael Turner, Deputy Director of Community Services

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

- |                |     |
|----------------|-----|
| 1. Tidal Basin | 323 |
| 2. CDR McGuire | 294 |

*Serving the Southernmost City, ISO Rating "1"*

LW3ML2H4D30 3266 L53M NBX



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

3. AG Witt LLC	259
4. Hagerty Consultants	241
5. Thomas Howell Ferguson PA	228
6. Kinney Assoc. LLC	223

### 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:

Respectfully request the ratification of the City Manager's Emergency Declaration of March 18, 2020 facilitating the execution of an agreement with Tidal Basin based on proposals and ranking by the evaluation committee.

KEY WEST FIRE DEPT



## **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 24<sup>th</sup> 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 17<sup>th</sup> 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

*3-18-20*  
\_\_\_\_\_  
Date

# INTEROFFICE MEMORANDUM

To: Kenneth Wardlow, Division Chief  
CC: David Sermak, Purchasing; Mark Finigan, Finance Director  
From: Cheri Smith, City Clerk   
Date: December 19, 2019  
Subject: **RFP 002-20 - EMERGENCY MANAGEMENT CONSULTING SERVICES**

---

The following bids were opened Wednesday, December 18, 2019 at 3:00 p.m. in response to the above referenced project.

1. CDR Maguire, Inc. \$314,225.00  
P.O. Box 771750  
Miami, FL 33177
2. Thomas Howell Ferguson, P.A. Pricing Sheet  
2615 Centennial Blvd.  
Suite 200  
Tallahassee, FL 32308
3. Tidal Basin Government Consulting \$294,160.00  
126 Business Park Drive  
Utica, NY 13502
4. Hagerty Consulting Pricing Sheet  
1618 Orrington Ave.  
Suite 201  
Evanston, IL 60201
5. Kinne Associates, LLC Pricing Sheet  
7777 Davie Road Extension  
Suite 302A-3  
Hollywood, FL 33025
6. AG Witt, LLC \$279,950.00  
10801 Searcy Building Executive Center Drive  
Plaza 1  
Little Rock, AR 72211

CS/mcs  
RFP 002-20 EMERGENCY MANAGEMENT CONSULTING SERVICES