



THE CITY OF KEY WEST

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

To: Patti McLauchlin, City Manager

From: Greg Barroso, Emergency Manager

Date: February 7, 2023

Reference: City of Key West Emergency Management Consulting Task Order Increase

Action Statement:

The City of Key West City Commission is respectfully requesting to approve the third amendment to increase and extend the City's Task Order No. 2022-03-TBGC-PA with Tidal Basin for Emergency Management Consulting Services in response to Hurricane Ian from an amount not to exceed \$100,000 to an amount not to exceed \$175,000 for the period through September 30, 2023, and to authorize budget transfers and adjustments, if necessary.

Background:

On or about October 4, 2022, pursuant to Section 2-772 of the City of Key West Code of Ordinances, the City Manager issued Task Order No. 2022-03-TBGC-PA titled, City of Key West – FEMA Public Assistance Consulting Services – Hurricane Ian, in the amount of \$45,000 to Tidal Basin. This task order was made part of and governed by the terms and provisions of the contract by and between Tidal Basin Government Consulting, LLC ("Tidal Basin"), and The City of Key West, FL. ("Client") dated March 19th, 2020.

The project name in Task Order No. 2022-03-TBGC-PA was City of Key West FEMA Public Assistance Consulting Services. This task order was issued due to the need for consulting services in response to Hurricane Ian.

Task Order No. 2022-03-TBGC-PA was for a period of performance effective beginning October 10, 2022, through November 18, 2022, with the estimated cost of services not to exceed \$45,000.

A second amendment to Task Order No. 2022-03-TBGC-PA was set to expire and/or exceed the amount of the City Manager's threshold of \$45,000 before the close out of the scope of work needed for Hurricane Ian, therefore, an amendment to the task order was executed. This Second Task Order was extended for a period from October 10, 2022 through March 17, 2023 with Tidal Basin for Emergency Management Consulting Services in response Hurricane Ian not to exceed \$100,00.

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Financial Impact:

The Second task order was issued with the estimated cost of services not to exceed \$100,000. To date, \$70,000 has been allocated to our FEMA Public Assistance Consulting and is forecasted that we will exceed the threshold of \$100,000 and will require Commission approval to allow an increase to not exceed \$175,000. Funding for this emergency change order will be transferred from General Fund reserve account 001-1900-519-9803, however, it is anticipated that most disaster-related costs will be reimbursed from FEMA and the State of Florida.

Recommendation:

Staff respectfully requests the ratification of the City Manager's Emergency Declaration of November 17, 2022, for the issue an amended task order to the agreement. The amended task order will allow for an increase from \$100,000 to \$175,000 for the period of performance effective beginning October 10, 2022, through September 30, 2023, and the authorization of budget transfers and adjustments, if necessary.

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