



THE CITY OF KEY WEST

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

To: Patti McLauchlin, City Manager
From: Capt. Greg Barroso
Date: January 7, 2021
Reference: City of Key West Emergency Management Consulting Agreement

Action Statement:

This resolution will allow the City Manager to Amend the base Agreement signed on March 20, 2020 to furnish Emergency Management Consulting Services ("Amendment") between City of Key West ("Client") and Tidal Basin Government Consulting, LLC ("Consultant").

Background:

Request for Proposal 002-20 'Emergency Management Consulting Services' was issued on November 11th, 2019, in which the City received 6 responses. A ranking committee was convened with the City's current Emergency Management Consultant 'Tidal Basin' being ranked first. A resolution was created requesting the City to enter a contract with Tidal Basin for 3 years with the option to renew for 2 additional years. This resolution was scheduled to be presented to the City Commission at the March 17th, 2020, City Commission meeting which was cancelled due to Governor Executive Order 20-91, and the meeting was moved to March 24th, 2020. This City Commission meeting was also cancelled due to CDC guidelines on meeting size limits. On March 18th, 2020, the City Manager signed an emergency declaration allowing for the negotiation and execution of an agreement to Tidal Basin in response to RFP 002-20 due to the declared public health emergency. This agreement was ratified in resolution 20-068 and signed by the City Manager on March 20th, 2020, as a one-year agreement. Due to an administrative oversight the agreement was not executed as per the intent of the RFP (3 years plus 2 years) and a second one-year extension was approved by the City Commission on March 21st, 2021, in Resolution No. 21-029. Had the agreement been executed as originally planned the City would be entering into the 3rd year of the agreement this year, with the two-year extension still available.

Additional Background Information: The City requested proposals from any prospective contactors. The 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

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Financial Impact:

In the event of a Federally Declared storm or other disaster and the service of an emergency management consulting contractor is needed, typically the City would pay 12.5% of the total cost of services if a declaration of emergency is signed by the Governor of the State of Florida. The remainder of costs would be reimbursed by FEMA at 75% and the State of Florida at 12.5%. In the event of a storm or disaster that does not rise to the level of being Federally declared then the City would be responsible for 100 percent of the cost of removal and/or monitoring. Under either scenario the City's funding responsibility would be from the General Fund's operating contingency.

Recommendation:

Staff recommends that the city follow the terms of the base agreement with Tidal Basin and enter into the third year of the agreement, allowing the agreement to be extended on an optional basis at the end of the term for an additional period of two (2) years upon mutual agreement of the parties.

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