



Key West Fire Department

DIVISION OF EMERGENCY MANAGEMENT & TRAINING
MEMORANDUM

EXECUTIVE SUMMARY

DATE: May 16, 2011

TO: Jim Scholl, City Manager
CC: David Fernandez, Assistant City Manager
Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney

FROM: Craig Marston, Division Chief, Emergency Management and Training

SUBJECT: RFP # 008-11 Professional Services for Monitoring of Debris Removal and Related Services

ACTION STATEMENT:

The greatest threat to losing federal and state reimbursement funding is the inability to properly document efforts utilized to remove and dispose of debris. Documenting the process of debris removal is a critical element in the City's Hurricane Response and Recovery plan. Debris removal is usually the single greatest expense following any tropical storm.

During individual meetings with Disaster Response Services contractors last year, each contractor recommended the city consider establishing pre-approved contracts with third party debris monitors. Third party debris monitors are recognized by FEMA, FHWA & the State as eligible for reimbursement.

- The evaluation committee consisted of four members; two city staff and two from outside public agencies.
- Three submittals were received:
 1. SAIC (Science Applications International Corp.)
 2. GRD Solutions, LLC
 3. True North Emergency Management, LLC

STRATEGIC PLAN:

Properly monitoring the removal of debris is a critical responsibility of a municipality. During past storm events, debris monitoring was accomplished utilizing city associates. A gap analysis, completed last year indicated a potential lack of available employees to perform this critical function.

CITIZEN BENEFIT:

Maintaining contracts with debris management firms ensure that the City has adequate resources to respond to and recover from storm events. Selection of companies with debris management experience helps to ensure good business practices and record keeping, which are in line with FEMA, FHWA and State guidelines for reimbursement, saving taxpayer's vast sums of money.

BACKGROUND:

The intent of these contracts is to maintain a binding relationship with qualified firms who are able to reasonably respond and meet the City's recovery and restoration needs after storm events. This assures that if the second or third contractor were needed, the City has awarded contracts through a formal bidding process.

OPTIONS / ADVANTAGES / DISADVANTAGES:

Option; there are two options which have been identified.

- Option 1; maintain status quo utilizing city associates to provide monitoring services.

Advantage: A potential pool, city employees (force labor) of debris monitors who are familiar with the city.

Disadvantages:

- The "status quo" of available city employees no longer exists as it did during the four major storms of 2005.
 - FEMA limits reimbursement to 70 hours for use of the City's force labor. After that period, only overtime is approved for reimbursement, whereas regular and overtime is reimbursable for the same services when contracted out.
 - The number of available city associates is projected as "dynamic."
 - City associates are expected to fill pre-disaster job assignments as recovery / restoration efforts are achieved.
 - Documenting the cost of using city staff for monitoring debris removal is four times more time consuming and expensive than documenting costs incurred by using contractors.
- Option 2; hire a third party contractor to independently provide monitoring services.

Advantages:

- Provides for multiple contractors who have completed a competitive bid process.
- The City of Key West reserves the right to task any one or more of the Proposers during any event.
- Selected experienced and knowledgeable contractors will provide reliable services and ensure compliance with federal and state requirements.
- Third party contractors will provide timely reports to the Emergency Operations Center (EOC) of the amount and cost of debris removal and other emergency response / recovery activities, as identified in the Hurricane Response and Recovery Annex; Debris Removal Management Plan.
- City force labor would be available to provide recovery and restoration efforts to identified city facilities and critical infrastructure.
- A Cost Estimating Format (CEF), "a forward pricing methodology developed by FEMA to more accurately estimate total project costs..."
<http://www.fema.gov/government/grant/pa/faq.shtm#Q23>

- Provides much needed economic stimulus in post-disaster economy when monitoring companies hire locally those who need work most.

Disadvantages:

As city staff continues to be reduced, the number of employees available for this assignment is limited.

Not contracting services limits the city’s ability to accurately document debris removal and other restoration efforts. Insufficient documentation will hinder close-out of the reimbursement process.

FINANCIAL IMPACT:

This item has no current financial impact.

In the event of a storm event and the services of the secondary debris contractor were required, the City would typically pay 12.5% of the total cost of services if a declaration of emergency was signed by the Governor of Florida.

When the President signs an emergency declaration, cost of services would be reimbursed by FEMA at 75% and the state of Florida at 12.5%.

Ultimately, the financial impact to the City is a positive one, as the opportunity for errors leading to a substantial loss of eligible reimbursements is greatly reduced.

RECOMMENDATION:

Three firms submitted proposal. References for SAIC and True North Emergency Services were checked. Both received high remarks. SAIC received the highest points due to their large number of available staff and financial stability.

Staff recommends approval of the two ranked and recommended proposers.

1. SAIC
2. True North Emergency Management, LLC

PROPOSER RANKING	
Proposer	
SAIC	358
True North Emergency Management, LLC	347
GRD Solutions, LLC	177