

RESOLUTION NO. 11-192

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RANKING PROPOSALS RECEIVED IN RESPONSE TO RFP #011-08, FOR MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES; AUTHORIZING THE NEGOTIATION OF CONTRACTS WITH TWO OF THE RANKED PROPOSERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City received three proposals in response to Request for Proposals No. 011-08, for monitoring of debris removal and related services; and

WHEREAS, three firms responded, and were deemed by the evaluation committee to be responsive to the RFP; and

WHEREAS, the evaluation committee prepared a "combined score" ranking process for the responsive proposals, and recommended establishing pre-approved contracts with the top two firms;

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

Section 1: That the proposals for professional services for monitoring of debris removal and related services are hereby ranked and approved by the City Commission as follows:

- (1) Science Applications International Corp. (SAIC)
- (2) True North Emergency Management, LLC

Section 2: That the City Manager is hereby authorized to negotiate contracts with the companies in order of ranking, in substantial conformance with the draft Agreement contained in the RFP package. Upon completion of negotiations, the City Manager shall submit the contracts to the City Commission for approval.

Section 3: 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 21 day of June, 2011.

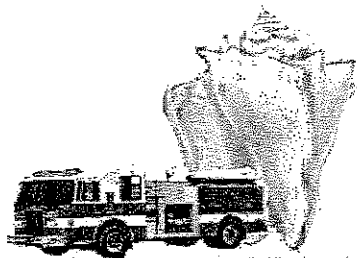
Authenticated by the presiding officer and Clerk of the Commission on June 22, 2011.

Filed with the Clerk June 22, 2011.

  
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CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



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

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**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>

- o 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

<u>Rank by Pricing</u>		<u>Rank by Score Sheet</u>	
1 True North	\$43,920.00	1 SAIC / BDR	358
2 SAIC / BDR	\$54,220.00	2 True North	347
3 GRD	\$78,600.00	3 GRD	177

Committee Member

	<u>Proposer</u>		
	<u>SAIC / BDR</u>	<u>GRD</u>	<u>True North</u>
Ruben Almaguer	94	49	81
Robert Eadie	97	67	95
Scott Fraser	87	11	84
Craig Marston	80	50	87
	358	177	347

**True North**

Hurricane Ike - Galveston, Harris, Chambers, Brazoria  
FEMA-1791-DR; 12.08 - 03.09

Martha Zottarelli  
Legislative Liaison  
P.O. Box 12873  
Austin, TX 78711  
Phone: 512.463.6119  
FAX: 512.305.8934  
E-mail: martha.zottarelli@glo.tx.state.fl.us

Contacted / Received

**SAIC**

Wilma - Monroe County, FL  
FEMA-1609-DR; 07.05 - 02.06

Judith R. Clarke, P.E.  
Engineering Division  
1100 Simonton Street, Room 2-216  
Key West, FL 33040  
Phone: (305) 295-4329  
Fax: (305) 296-4321  
E-mail: Clarkejudith@monroecounty-fl.gov

Contacted / Received

Hurricane Katrina - City of Biloxi, MS  
09.05 - 08.07

A.J. Holloway  
Mayor  
P.O. Box 429  
Biloxi, MS 39533  
Phone: 228.435.6254  
FAX: 228.435.6129  
mayor@biloxi.ms.us

Contacted / Received

Naples, FL

FEMA-1609-DR; 10.05 - 02.06

Ben Copeland  
Public Works Analyst  
380 Riverside Circle  
Naples, FL 34102  
Phone: (239) 213-4746  
Fax: (239) 213-4799  
E-mail: bcopeland@naplesgov.com

Contacted / Waiting  
Response

Hurricane Gustav - City of Biloxi, MS  
09.08 - 12.08

Tom Carroll, PE  
Director of Public Works  
Lafayette Consolidated Government  
1515 E. University Ave.  
Lafayette, LA 70501  
Phone: 337.280.5639  
E-mail: tcarroll@lafayettela.gov

Contacted /

Santa Rosa County, FL

FEMA-1595-DR; Hurricane Dennis

Avis Whitfield  
Public Works Director  
6075 Old Bagdad Highway  
Milton, FL 32583  
Phone: (850) 623-2221  
Fax: (850) 623-1331  
E-mail: AvisW@co.santa-rosa.fl.us

Contacted / Received

BDR was purchased by SAIC, references are for BDR

**GRD**

2004 - 2005

Jim Borgmann  
City Manager  
201 Westward Dr.  
Miami Springs, FL 33166  
Phone: 305.805.6000  
E-mail: borgmann@miamisprings-fl.gov

Contacted / No  
Response

Kathleen Shingledecker  
Assistant Director  
Oklahoma Office of Emergency Management

Phone: 405.823.2091  
E-mail: kathlee.shingledecker@associates.dhs.gov

Contacted / Waiting  
Response

2004 - 2006

Doug Koennicke  
Director of Engineering  
Town of Jupiter, FL  
210 Military Trail  
Jupiter, FL 33468  
Phone: 561.741.2258  
E-mail: dougk@jupiter.fl.us

Contacted / Unable to  
Comment