



THE CITY OF KEY WEST

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

To: Jim Scholl, City Manager
From: Alan Averette, Division Chief of EM, KWFD
Date: December 2, 2015
Reference: City of Key West Debris Removal Monitoring Service Contract

Action Statement:

This resolution will allow the City Manager to enter into contract with as many as three (3) potential contractors based on the proposals and rankings of the evaluation committee for the purpose of Debris Removal Monitoring Services.

Background:

The existing Debris Removal Monitoring contracts have expired. The City requested proposals from any prospective contactors. The RFP #09-015 was issued on July 12, 2015 and all proposals were accepted by September 29th, 2015. The City received proposals from three (3) contractors;

1. Tetra Tech, Inc.
2. True North Emergency Management, LLC
3. Witt O'Brien's, LLC

The proposals were ranked by the following evaluating committee;

1. Greg Veliz, Assistant City Manager
2. JR Torres, Captain Key West Police Department
3. Marcus Davila, Assistant Director of Public Works
4. Jim Young, Code Enforcement Director
5. Michael Davila, Division Chief Key West Fire Department

The ranking committee met on November 18th, 2015 and presented ranks, all rankings were calculated with the final scores provided below, best to worst;

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|---|------|
| 1. Tetra Tech, Inc. | 95.2 |
| 2. True North Emergency Management, LLC | 82.2 |
| 3. Witt O'Brien's, LLC | 70.8 |

Financial Impact:

In the event of a Federally Declared storm or other disaster and the service of a debris removal monitoring 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

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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:

Allow the City Manager to enter into contract with as many as three (3) potential Debris Removal Monitoring Services contractors based on proposals and ranking by the evaluation committee.

Alan Averette, Division Chief of Emergency Management
Key West Fire Department

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