



## THE CITY OF KEY WEST

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### **EXECUTIVE SUMMARY**

**Date:** November 27, 2017

**To:** Jim Scholl, City Manager

**From:** James Bouquet, P.E., Director of Engineering

**Cc:** Greg Veliz, Assistant City Manager  
Mark Finigan, Finance Director

**Subject:** Approve the Award of RFP 003-18 Hurricane Irma – Vegetative Debris Burn to Charlie Toppino and Sons, Inc., in the total amount of \$892,150.

### **ACTION STATEMENT**

Approve staff ranking and a contract award of \$892,150.00 to Charlie Toppino and Sons, Inc. for burning of vegetative debris resulting from Hurricane Irma. The award is inclusive of additive alternates for Umbrella and Pollution Insurance Coverages required by landowner. Authorize the City Manager to execute the agreement and any necessary budget transfers/amendments.

### **BACKGROUND**

In response to Hurricane Irma, the Governor of the State of Florida declared a state of emergency and issued Executive Order No. 17-235. Under Sections 120.569(2)(n), 252.36 and 252.46, Florida Statutes, and upon consideration of Executive Order No. 17-235, The State of Florida Department of Environmental Protection (FDEP) entered Emergency Final Order 17-0989 (the Order). Included within the Order are authorizations and guidelines for disposal of vegetative debris using air curtain burning (refer to highlighted section of attached Order).

On the direction of the City Manager, City staff solicited proposals (RFP 003-18) for the disposal of approximately 102,000 cubic yards of vegetative debris located at a Temporary Debris Management Site (TDMS) at Rockland Key/Toppino Industrial Drive. The TDMS is a 10-acre parcel leased by the City. The proposed

MEMORANDUM

disposal method is Air Curtain Incineration technology to thoroughly burn vegetative debris while minimizing particulate emissions during the processing stage.

Proposals were received on November 13, 2017 from the following:

- 1) TFR Enterprises
- 2) Charlie Toppino and Sons, Inc.
- 3) Payne’s Environmental

The landowner of the leased TDMS site stipulated a minimum \$10,000,000 Umbrella Insurance Coverage and \$5,000,000 Pollution Liability Insurance Coverage if the debris was burned on site. To provide the required coverage, staff recommends accepting additive alternates providing for this coverage. The table below provides a summary of proposal pricing.

<i>Bidder</i>	<i>Base Bid</i>	<i>Add. Alternate No. 2 \$10M Umbrella Policy</i>	<i>Add. Alternate No. 2 \$5M Pollution Liability</i>	<i>Total</i>
TFR Enterprises	\$737,000.00	\$15,000.00	\$10,000.00	\$762,000.00
Charlie Toppino & Sons	\$892,150.00	\$0.00	\$0.00	\$892,150.00
Paynes Environmental	\$1,433,000.00	\$7.77	\$7.77	\$1,433,015.54

The RFP stipulated Contract award would be made by the City Commission based on recommendations of a Technical Review Committee. The Technical Review Committee consisting of the FEMA Coordinator and representatives of Engineering Services evaluated received proposals based on the following criteria:

1. Past Air Curtain Incineration Work Experience
2. Qualifications Summary
3. Draft project-specific Burn Plan with the Proposal
4. Contract Duration
5. Total Bid Cost (inclusive of add alternates).

The RFP packages were submitted to the members of the Committee to review with respect to requested documentation and pricing. The qualifications were reviewed and members telephoned project references listed in the submitted proposals. The Technical Review Committee met at a publicly noticed meeting on November 27, 2017 to rank the submitted RFPs. Following discussion and consideration, members of the Committee utilized a ranking matrix to score proposers on documentation included in the submitted RFP Packages. Based upon this independent scoring, Charlie Toppino and Sons, Inc. is recommended to perform air curtain incineration of the City’s Hurricane Irma vegetative debris. Refer to attached *RFP Evaluation* for proposer ranking summary.

## **PURPOSE AND JUSTIFICATION**

102,000 cubic yards of vegetative debris generated from Hurricane Irma is currently stockpiled at the TDMS on Rockland Key and must be properly disposed. Staff has evaluated various disposal options including landfilling on the mainland and determined burning, consistent with the FDEP Emergency Final Order, the most cost-effective disposal method for the City.

Hurricane Irma – Vegetative Debris Burn  
RFP 003-18

Charlie Toppino and Sons, Inc. lump sum cost of \$892,150. to burn is nearly \$2,000,000 less than hauling vegetative debris to the mainland for disposal, estimated as follows:

TMDS Management Fee	102,000 CY @ \$1.98	\$ 201,960
Hauling	102,000 CY @ \$17.75	\$1,810,500
Tipping Fee (350 lbs/CY)	17,850 TN @ \$47.00	\$ 838,950
Minus Burn Fee		<u>\$ -892,150</u>

**Estimated Savings Resulting From Burn** **\$1,959,260**

Additionally, hauling (in lieu of burning) will result in significant traffic impacts to U.S. Route 1, as 1,700 - 60 cubic yard (average) trailer truck trips to the mainland will be required to remove City generated vegetative debris from the TDMS. Smaller trucks if utilized will result in significantly more trips.

**FINANCIAL**

The project is funded from Account 001-1910-519-6500 established for Hurricane Irma recovery. The City will issue Charlie Toppino and Sons, Inc. a purchase order for \$892,150.00 under Project # HU171002

**RECOMMENDATION**

Staff recommends City Commission approve staff ranking and a contract award of \$892,150.00 to Charlie Toppino and Sons, Inc. for burning of vegetative debris resulting from Hurricane Irma inclusive of additive alternates for additional insurance and authorize the City Manager to execute the agreement and any necessary budget transfers/amendments.