



ATTACHMENT A – UNIT PRICING PROPOSAL FORM

ATTACHMENT - A
UNIT PRICE PROPOSAL FORM

Proposal costs are inclusive of all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, TDMS management, services for security, safety, and associated actions necessary for implementation of emergency management operations by the Proposer as defined in the Contract.

PROPOSAL FROM:

Company: CDR Maquire, Inc.

Address: 16267 SW 157th Avenue, Miami, FL 33187

Phone/ Fax: 305-807-5016 (telephone)

To furnish all materials, equipment and labor and to perform all work in accordance with the Contract Documents for: **As-Needed Emergency Management Services**, located within CITY OF KEY WEST, Florida.

To: *CITYOFKEYWEST*
ATTN: CITYCLERK
1300 White St.
Key West, FL 33040

1.0 The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with CITY in substantially the form as the Contract included in the Proposal Documents to perform all Work and any Additional Services as specified or indicated in the Proposal Documents at the unit prices and within the times indicated in this Proposal and in accordance with the other terms and conditions of the Proposal Documents.

2.0 Proposer accepts all of the terms and conditions of the Invitation to Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal security. The Proposal will remain subject to acceptance for 90 days after the Proposal opening, or for such longer period of time that Proposer may agree to in writing upon request of CITY.

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3.0 In submitting this Proposal, Proposer represents, as set forth in the Contract, that:

- A. Proposer has examined and carefully studied the Proposal Documents, the other related data identified in the Proposal Documents, and the following Addenda, receipt of all, which is hereby acknowledged;

Addendum No.	Addendum Date
<u>1</u>	<u>12/10/19</u>

- B. Proposer has had an opportunity to visit the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work;
- C. Proposer is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work;
- D. MISSING FROM ORIGINAL RFP
- E. Proposer has given the City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Proposal Documents, and the written resolution thereof by the City is acceptable to Proposer;
- F. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.

4.0 Proposer further represents that this Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false Proposal; Proposer has not solicited or induced any individual or entity to refrain from Proposal; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over City.

5.0 Proposer acknowledges that there are no quantities guaranteed, and Unit Cost information is solely for the purpose of comparison of Proposals, and final payment for all Unit Price Proposal items will be based on actual services provided, determined as provided in the Contract Documents.

6.0 Proposer acknowledges that all unit costs include any necessary insurance and bonds.

Table A - UNIT PRICING

PROPOSAL SCHEDULE

Item	Quantity Hours per Event	Unit Price (Fixed Fee)	Extended Total
Emergency Response Activation			
Project Executive	80	\$75	\$6,000
Subject Matter Expert	80	\$250	\$20,000
Project Manager	160	\$250	\$40,000
Public Adjuster	320	\$150	\$48,000
Senior Closeout Specialist	80	\$225	\$18,000
Closeout Specialist	160	\$205	\$32,800
Other: List Speciality			
Item	Quantity Hours per Event	Unit Price (Fixed Fee)	Extended Total
TRAINING CLASSES (FIXED FEE)			
IS 300 - Intermediate Incident Command System	2	\$7,500	\$15,000
IS 400 - Advanced Incident Command System	2	\$5,000	\$10,000
CEMP Refresher Incident Commander (IC)	1	\$5,000	\$5,000
Comprehensive Emergency Management Plan (CEMP); Hazard Annexes and associated emergency response and contingency plans Annual Update (FIXED FEE)	1	\$16,500	\$16,500
EXERCISES AND DRILLS (FIXED FEE)			
CEMP Exercise	1	\$30,925	\$30,925
ICS Forms Drill	1	\$4,000	\$4,000
Joint Information Center (JIC) Drill	1	\$4,000	\$4,000
PREPAREDNESS EVENTS (FIXED FEE)			
City Emergency Operations (EOC) Facilitation	1	\$7,500	\$7,500
Alternate City EOC Facilitation (IMT)	1	\$3,500	\$3,500

Table A - UNIT PRICING

PROPOSAL SCHEDULE

Specialist Projects (Hourly Rate): Grant Research and Application	Proposed Hours	Hourly Rate	Extended Total
Project Manager or Lead Consultant	80	\$225	\$18,000
Project Engineer or Lead Planner	120	\$175	\$21,000
Associate	80	\$150	\$12,000
Staff Assistant	40	\$50	\$2,000
TOTAL PROPOSED CONTRACT PRICE			\$314,225

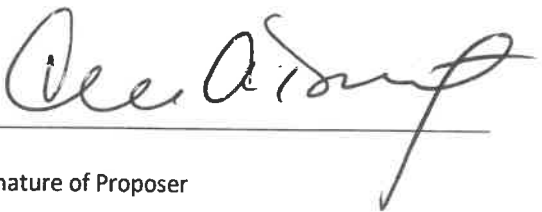
Confirmation of Signature of Unit Price Proposal Information

Carlos A. Duart _____

Name of Proposer

President _____

Title



Signature of Proposer

Exhibit "B"

Level 2 Support:

Stand-by Incident Management Support Team Activation

In the event that a disaster escalates to a proportion where it exhausts certain City resources up to and including incident management and EOC support personnel, CONSULTANT can provide Incident Management Support Teams (IMSTs) to support and augment staffing at the Local/City/County/State Emergency Operations Center (EOC), to include but not limited to Incident Managers, Command, Operations, Logistics, Planning and Finance/Adm. Sections and other ICS/EOC unit level personnel. This service allows local jurisdictions to maintain continuity of government while effectively managing the incident.

In addition, through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

CONSULTANT can provide short-term and long-term recovery staff support to assist the City with the FEMA Public Assistance (PA) Grant Program to provide assistance to the City so that you can quickly respond to and recover from major disasters or emergencies declared by the President.

NOTE:

1. The initial response team will vary in number of staff based on the scope of each event. Typically, a two-person team will respond to evaluate the situation status (Phase 1). Staffing will then ramp up to address immediate needs and, should an event escalate to significant additional services proportions, CONSULTANT will have pre-staged staffing on standby for immediate response (Phase 2).
2. CONSULTANT provides the IMST and FEMA-related services on a time-and-expense basis. The overall cost of our service will be based on the number of staff and time required. Per-project amounts will be calculated according to the following time-and-expense rate table.
3. CONSULTANT reserves the right to remove all CONSULTANT staff in harm's way if an event is deemed unsafe due to improper sheltering or as conditions warrant in order to provide and protect the safety of their staff.
4. Activation fees are eligible for reimbursement, if the City is included in a declared disaster by a Presidential declaration.
5. Because of the nature of federal reimbursable funding, EA can make no guarantees concerning the amount of funding the City will receive from applicable funding sources. EA's fees for service are not contingent on FEMA or other reimbursements to the City.

Fee Schedule Level 2 Support: TO BE PROPOSED BY CONSULTANT

Position	Rate/Hour
Emergency Management	
Senior EM CONSULTANT	\$250
EM CONSULTANT	\$225
Senior Planner	\$225
Project Manager	\$250
Planner	\$175
Incident Management Team Support (Level 2)	
[PHASE 1] Initial On-site Incident Management Support Team Activation (IMST) Fee	<u>\$7,500</u> Plus expenses, per 24 hr. day
[PHASE 2] Emergency Management Coordinator <i>(MST Overhead Teams; Team Leader)</i>	\$250
Operations Manager <i>(Any MST Command or General Staff position)</i>	\$225
Operations Specialist <i>(Any non- general/command /MST position)</i>	\$205
Hazard Mitigation Assistance	
Senior Program Manager	\$250
Program Manager	\$225
Technical Specialist	\$205
Administrative Support	\$50
Preliminary Damage Assessment - Public Assistance	
Damage Assessment Team Lead	\$225
Damage Assessment Specialist (Team)	\$205
Public Assistance Consulting	
Senior CONSULTANT/ Appeals Specialist	\$250
CONSULTANT	\$250
Technical Specialist I	\$225
Technical Specialist II	\$205

Note: The Activation fee is based on the following:

On-site Incident Management Support Team (IMST)

Note: The Activation fee is based on the following onsite Activation, when requested by the City /City Manager and/or OEM to report to the Emergency Operation Center or other designated location.

- *Onsite Activation: The Activation Fee Schedule is executed when requested by the City Manager and/or OEM and followed with a written "Notice to Proceed" to report to the Emergency Operation Center or other applicable location. Partial days are billed at 12 hour increments.*
- *Initial /MST Response Team will vary in number of staff based on the scope of each event. Typically a two (2) person team will respond for phase 1 to evaluate situation status and resource need. Phase 2, staffing will ramp up to address immediate needs and should an event escalate to significant proportions, CONSULTANT will have pre-staged staffing on standby for immediate response. Phase 2 pricing shall be negotiated and determined based the approved fee schedule and on scope of services at time of request.*
- *Activation (Emergency Management) fees are eligible for reimbursement if the Governing Agency is included in a declared disaster by a Presidential Declaration. The amount of the recovery may vary depending on the disaster eligibility of Federal, State, and local match for the event. (i.e.: In a hurricane activation: 100% recovery for Emergency Protective Measures for initial 72 hours response, 75% Federal I 25% {divided by local and state) for other disaster recovery operations).*
- *Phase 2 Response Fees: Professional fees will be invoiced on a monthly basis. Expenses will be billed to the City at EA's cost. Expense reimbursement will include transportation, lodging, meals and incidentals. EA will make every effort to keep expenses to a minimum. We encourage the City to assist us with this by any means available. To simplify billings, we are agreeable (and prefer) to establishing per diems that are agreeable to the both the City and our team as long as they accurately reflect the current economic conditions.*

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