



THE CITY OF KEY WEST

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

To: Jim Scholl, City Manager
From: Kenneth Wardlow Jr., Division Chief of EM, KWFD
Date: February 14, 2018
Reference: City of Key West Emergency Management Consulting Agreement

Action Statement:

This resolution will allow the City Manager to negotiate and execute an agreement with a contractor based on the proposals and rankings of the evaluation committee for the purpose of Emergency Management Consulting Services.

Background:

The City requested proposals from any prospective contractors. The RFP #001-18 was issued on December 23, 2017 and all proposals were accepted by January 10, 2018. The City received proposals from four (4) contractors;

1. Tidal Basin
2. CDR McGuire
3. Witt O'Brien's, LLC
4. IEM

The proposals were ranked by the following evaluating committee;

1. Alan Averette, Fire Marshal KWFD
2. Marcus Davila, Director of Public Works
3. Mark Finigan, Finance Director
4. Patti McLaughlin, IT Director
5. Todd Stoughton, Risk Management
6. James Bouquet, Engineering

The ranking committee met on February 1, 2018 and presented ranks, all rankings were calculated with the final scores provided below, best to worst;

1. Tidal Basin	68
2. Witt O'Brien's, LLC	58.8
3. IEM	58.7
4. CDR McGuire	43.5

Financial Impact:

In the event of a Federally Declared storm or other disaster and the service of an emergency management consulting contractor is needed, typically the City would pay 12.5% of the total cost of

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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 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 negotiate and execute an agreement with a contractor based on proposals and ranking by the evaluation committee.

*Kenneth Wardlow Jr., Division Chief of Emergency Management
Key West Fire Department*

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