



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 21, 2023

DATE: March 21, 2023

TO: Peter Zanoni, City Manager

FROM: David Lehfeldt, Director of Solid Waste Services
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Consulting and Monitoring Services for Storm Debris Removal

CAPTION:

Motion authorizing a three-year service agreement, with two one-year option periods, with Tetra Tech, Inc. of Houston, to provide consulting and monitoring services for storm debris removal for Solid Waste Services, in an amount not to exceed \$948,200.00, and a potential of \$1,580,333.33 if options are exercised.

SUMMARY:

This is a motion to award a contingency service agreement with Tetra Tech, Inc. for the Solid Waste Department for consulting and monitoring services for storm debris removal dependent on a Federal Emergency Management Administration (FEMA) declared disaster emergency.

BACKGROUND AND FINDINGS:

This service agreement is for providing consulting and monitoring services for storm debris removal which includes associated management and accounting services necessary for disaster related debris removal and disposal during an emergency. The Contractor shall be responsible for monitoring the recovery efforts of the City's Disaster Management Contractor (DMC) in the field in accordance with FEMA policies and guidelines.

For FEMA reimbursable events, utilization of professional consulting and monitoring services ensures that all essential documentation and reporting requirements are met to maximize FEMA reimbursement. The location for the collection and composition of materials collected by the DMC are classified, measured, and documented. City records of labor and equipment costs of City

forces participating in debris collection and management are assembled and formatted to meet FEMA reporting requirements and thereby capture the maximum reimbursement. In addition, the cost to the City for the consulting and monitoring services are also eligible for reimbursement under FEMA guidelines.

PROCUREMENT DETAIL:

Finance & Procurement conducted a competitive Request for Proposal (RFP) process to obtain proposals for Consulting and Monitoring Services for Storm Debris Removal. Five firms submitted for the Consulting and Monitoring Services for Storm Debris Removal. Tetra Tech, Inc. scored the highest and was selected to provide Consulting and Monitoring Services for Storm Debris Removal. The selection committee was comprised of representatives from Solid Waste Operations, Engineering Services, and the Fire Department. The final evaluation qualified Tetra Tech, Inc. as the highest ranked firm based on three factors: 1) firm's experience 2) team experience and identification, and 3) understanding of project scope.

Tetra Tech, Inc. has previously aided the City in projects of similar scope and complexity, specifically to Hurricane Harvey. Tetra Tech, Inc. maintained a satisfactory level of service through the completion of their task orders issued pursuant to the contingency service agreement for disaster monitoring and recovery services. Staff is confident in the Proposer's work and is recommending award.

ALTERNATIVES:

Not applicable.

FISCAL IMPACT:

Funding for this contract will initially be drawn from reserve accounts but will likely be reimbursed by FEMA under their disaster recovery reimbursement guidelines.

FUNDING DETAIL:

Not applicable.

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with two one-year periods with Tetra Tech, Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix