



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 17, 2018
Action Item for the City Council Meeting of July 24, 2018

DATE: July 17, 2018

TO: Keith Selman, Interim City Manager

FROM: Lawrence Mikolajczyk, Director of Solid Waste Operations
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Two-year Service Agreement for Storm Debris Removal Monitoring and Consulting Services, not to Exceed Amount \$871,875 with Two, Two-year Options and a Total Potential Multi-year Amount of up to \$2,615,625

CAPTION:

Motion authorizing a two-year service agreement to provide storm debris monitoring and consulting services with Thompson Consulting Services, LLC, of Lake Mary, Florida for \$871,875, with two, two-year options for a total potential multi-year amount of \$2,615,625.

PURPOSE:

This is a motion to approve awarding a contingency service agreement for the Solid Waste Department for storm debris monitoring and consulting services dependent on a Federal Emergency Management Administration (FEMA) declared disaster emergency.

BACKGROUND AND FINDINGS:

This service agreement is for providing storm debris removal monitoring and consulting services 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.

The Purchasing Division conducted a competitive Request for Proposal process to obtain proposals from qualified firms to provide storm debris removal monitoring and consulting services. The City received four proposals for these services, and evaluations of the proposals began by the City's evaluation committee. The four firms' technical proposals and pricing were evaluated and scored by the evaluation committee. The firm ranked highest in the evaluation process, Thompson Consulting Services, LLC, is being

recommended for award as the firm providing the best value for this service.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

This contract will only be activated in the event of an emergency. Emergency declaration procedures will be performed in accordance with City policy and determined by the size and magnitude of the event. As a contingency contract, certification of funds is not required due the unknown cost of any event.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Solid Waste Operations

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$0.00	\$0.00	\$0.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$0.00	\$0.00	\$0.00
BALANCE	\$0.00	\$0.00	\$0.00

Fund(s): General Fund

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

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Evaluation Matrix