



Interoffice Memorandum

March 1, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Ralphetta Aker, Manager, Fiscal and Operational Support Division
407-836-8011

SUBJECT: Request for Proposals Y19-131-TJ, Disaster Debris Monitoring and Recovery Services

RECOMMENDATION:

Selection of one firm and an alternate to provide Disaster Debris Monitoring and Recovery Services, Request for Proposals Y19-131-TJ, from the following firms listed alphabetically.

Tetra Tech, Inc.
Thompson Construction Services, LLC

Request authority for the Procurement Division to negotiate and execute a 3-year contract. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

This item was evaluated by the Procurement Committee on February 13, 2019. Commissioner Betsy VanderLey was assigned to the Procurement Committee.

PURPOSE:

This contract will provide a range of services including debris monitoring, oversight and management of disaster recovery and debris removal contractors, damage assessment, training, emergency planning, and other services as needed. To provide professional technical services in the preparedness, response, recovery, and mitigation phases of any natural or manmade disaster or emergency situation, as required by the County.

DISCUSSION:

In the event of a disaster, the county may issue a local state of emergency declaration. This declaration enables the county to request assistance from the state. If the county determines that it lacks the ability to effectively respond to the emergency, a state of emergency can be declared by the Governor, activating the emergency response, recovery, and mitigation efforts of the state. The state and the Federal Emergency Management Agency (FEMA) will initiate joint assessment with the county to verify the severity of the damage and the need to request federal assistance.

If federal assistance is necessary, the Governor will seek a Presidential Disaster Declaration through FEMA.

The consultant may also be required to facilitate communications with FEMA, the Federal Highway Administration, other federal agencies, and the state of Florida. The county will be eligible for reimbursement of up to 75% of eligible costs for these services in the event a state and/or national emergency is declared. Also, the reimbursement may be increased to 90% of eligible costs if the state and federal governments make such a determination.

Four written proposals were received in response to this Request for Proposals (RFP). True North Emergency Management, LLC was deemed non-responsive for failure to provide documentation required by the solicitation. The Procurement Committee, in accordance with the criteria set forth in the RFP, evaluated three written proposals. Witt O'Brien's, LLC scored too low for the Board's consideration.

Due to the unknown nature of the costs that may result from a natural or other disaster, it is not possible to establish a realistic amount for this contract. Therefore, due to the nature of this contract, a contract amount is not established and amendments and change orders will be excluded from the need for future Board approval.

RFP Y19-131-TJ DISASTER DEBRIS MONITORING AND RECOVERY SERVICES

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		FEE PROPOSAL		TOTAL
WEIGHT:	20		25		20		35		
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FIRM NAME:									
Tetra Tech, Inc.	3.40	68.00	4.00	100.00	4.00	80.00	5.00	175.00	423.00
Thompson Construction Services, LCC	3.40	68.00	3.60	90.00	4.00	80.00	4.91	171.69	409.69



Interoffice Memorandum

February 5, 2019

To: Todd Jackson, Senior Purchasing Agent
Procurement Division

FROM: Sheena Ferguson, Manager 
Business Development Division

SUBJ: **RFP #Y19-131- TJ, Disaster Debris Monitoring and Recovery Services**

Orange County would receive federal funding through the Federal Emergency Management Agency (FEMA) for the services solicited in the Request for Proposal. Accordingly, Orange County's MWBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the three proposals to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal was in compliance with the federal requirements. Tetra Tech, Inc., Thompson Construction Services, LCC, and Witt O'Brien's, LLC provided the executed and notarized federal compliance forms.