



**City of Coral Gables
CITY COMMISSION MEETING
April 10, 2018**

ITEM TITLE:

A Resolution accepting the recommendation of the Procurement Officer to award the Disaster Debris Monitoring Services contract to Tetra Tech, Inc., the sole responsive-responsible proposer, pursuant to Section 2-763 of the Procurement Code entitled "Contract Award" and Request for Proposals (RFP) 2018-001; further authorizing the City Manager to negotiate and execute a Professional Services Agreement for a period of three (3) years with options to renew for two (2) additional two (2) year periods, exercisable at the option of the City Manager; should negotiations fail with the sole responsive-responsible proposer, City staff, after consultation with the City Attorney's office and outside FEMA counsel, shall seek an alternate contract source in compliance with requirements.

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

The purpose of this RFP is to award a qualified and experienced professional firm ("Proposer"), readily available to provide the Disaster Debris Monitoring Services, in accordance with Federal Emergency Management Agency (FEMA) policies, procedures, and directives; Federal law, regulations, and executive orders; and State / Local law and regulations. The selected/awarded proposer ("Successful Proposer") will be required to provide debris monitors and debris monitoring services to assist the City with the monitoring operations of the disaster debris removal and disposal contractor(s). The debris monitoring services to be provided are contract compliance supervision and inspection, not professional engineering services.

On January 9, 2018, the Procurement Division of Finance formally advertised, issued, and distributed Disaster Debris Monitoring Services, Request for Proposals (RFP) 2018-001. Thereafter, on January 17, 2018, a non-mandatory pre-proposal conference was held with nine (9) prospective proposers in attendance of the fifty-one (51) prospective proposers who downloaded the RFP package from Public Purchase, the City's web based e-Procurement service.

On March 8, 2018, two (2) firms submitted proposals in response to the RFP: CEEPCO Contracting, LLC., and Tetra Tech, Inc. CEEPCO Contracting, LLC was deemed non-responsive for their failure to provide a bid bond as required per Section 1.17 Bid/Bond Security/Bid Deposit of the solicitation document.

On March 29, 2018, the Evaluation Committee convened to evaluate the sole responsive proposal and recommended Tetra Tech, Inc., for award of the RFP and negotiations of a Professional Services Agreement.

The City of Coral of Coral Gables conducted this RFP in full and open competition in accordance with the Procurement Standards of Title 2 C.F.R. § 200.319 - 200.326. Additionally, the Procurement Division utilized the State of Florida "MarketView Sunset" web application (the State's supplier registration site) to perform a state-wide search for potential providers of these services. The City notified two-hundred (200) vendors registered with the State of Florida under the category of "Disaster Recovery Services-UNSPSC Code 81112004" and seventy-four (74) vendors registered under the category of "Disaster Preparedness Response Services-UNSPSC Code 93131802".

Furthermore, in accordance with the requirements of 2 C.F.R. § 200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, the City notified one-hundred and one (101) small and minority business firms of the City's RFP. The search for these firms included visiting the web-based databases of the State of Florida Office of Supplier Diversity, Miami-Dade County Small Business Development Division, the U.S. Small Business Administration, and Miami-Dade County Public Schools Office of Economic Opportunity.

In an effort to encourage participation of firms, changes to the RFP made via addenda included removing the Payment and Performance Bond requirements based on updated guidance issued through FEMA. The Bid Bond requirement of 5% of the proposal amount remained in the RFP. The City considers the bid bond requirement for these types of contracts essential and provides a guarantee, that the winning proposer will undertake the project/contract under the terms at which they proposed. In addition to following standard business practices, it was recommended by outside FEMA counsel to keep the bid bond requirement in place.

The Procurement Officer recommends accepting the Evaluation Committee's recommendation to award Tetra Tech, Inc., RFP 2018-001 Disaster Debris Monitoring Services, subject to negotiation and execution of a Professional Services Agreement between the City and the sole responsive-responsible proposer.

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1.	TBD	100-7000-519-31-90	Hurricane Fund
Total:	TBD		

ATTACHMENT(S):

1. Draft Resolution 2. Evaluation Results 3. RFP Response