

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: April 19, 2019

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2019-008 Disaster Debris
Monitoring Services (Additional
Levels of Service)

At the May 14, 2019 City Commission Meeting an award recommendation for RFP 2019-008 Disaster Debris Monitoring Services (Additional Levels of Service) will be included on the agenda. This memorandum (and attached supplemental information) serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Procurement Officer to award the RFP and authorize negotiations with Witt O'Brien's, LLC, the sole responsive and responsible proposer, for Disaster Debris Monitoring Services (Additional Levels of Service) RFP 2019-008.
- 2) 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 FEMA requirements.

On January 30, 2019, the Procurement Division of Finance formally advertised, issued, and distributed Disaster Debris Monitoring Services (Additional Levels of Services), Request for Proposals (RFP) 2019-008. Forty-four (44) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On March 11, 2019, one (1) firm submitted a proposal in response to the RFP: Witt O'Brien's LLC. On April 4, 2019, the Evaluation Committee convened to evaluate the sole responsive proposal and recommended Witt O'Brien's LLC., for award of the RFP and negotiations of a Professional Services Agreement.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Eduardo Santamaria, Assistant City Manager

Hermes Diaz, Interim Public Works Director

Alberto Zamora, Assistant Public Works Director for Sanitation

Diana M. Gomez, Finance Director

Celeste S. Walker, Assistant Finance Director for Procurement

RFP 2019-008 Disaster Debris Monitoring Services (Additional Levels of Service)
MEMORANDUM SUPPLEMENT

SUBJECT: Award Recommendation RFP 2019-008 Disaster Debris Monitoring Services (Additional Levels of Service)

The City of Coral of Coral Gables conducted RFP 2019-008 in full and open competition in accordance with the Procurement Standards of Title 2 C.F.R. § 200.319 - 200.326. The intent of RFP 2019-008 is to engage additional levels of service by awarding a contract to a Secondary proposer in the event that the Primary contracted firm Tetra Tech, Inc., (under RFP 2018-001) cannot respond in a timely manner or cannot fulfill its contractual obligations or when the workload warrants.

On January 30th, when the RFP was formally advertised, issued, and distributed, the City notified a total of one hundred and eight (108) potential proposers via Public Purchase, the City's web based e- Procurement service. Forty-four (44) of these potential proposers downloaded and viewed the RFP package.

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 four hundred fifty-four (454) vendors registered with the State of Florida under the category of "Disaster Recovery Services-UNSPSC Code 81112004" and one hundred ninety-six (196) 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 eighty four (84) 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.

The City's original due date for responses to the RFP was Thursday, March 4, 2019. However, to allow additional time of potential proposers to respond, the City extended the due date to Monday, March 11, 2019. This provided a total of thirty-nine (39) calendar days for potential proposers to respond.

Witt O'Brien's, LLC., was the sole responsive and responsible proposer to submit a response, meet the requirements of the RFP, and receive the recommendation for RFP award.



RFP 2019-008
Disaster Debris Monitoring Services (Additional Levels of Service)
EVALUATION OF PROPOSALS
COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Criteria Points	Maximum Total Points (5 Members)	Witt O'Brien's, LLC
Experience & Qualifications		35	175	145
Proposer's qualifications...			25	21
Proposer's relevant experience...			40	33
Proposer's knowledge and experience with programs, procedures, reimbursement guidelines of FEMA, FHWA, NRCS...			40	30
Proposer's knowledge and experience with all aspects of emergency management...			15	14
Proposer's professional development program...			15	13
Proposer's financial stability...			15	12
Qualifications and experience of all proposed key personnel (including sub-consultants)			25	22
Experience & Qualifications Total				145
Project Understanding, Proposed Approach, Methodology		30	150	126
Proposer's overall detailed approach to perform the services and tasks solicited herein...			50	44
Proposer's database reporting system and capabilities.			25	18
Current and projected workload for the Proposer and key personnel...			50	42
Proposer's compliance with the public policies of the Federal Government...			25	22
Project Understanding, Proposed Approach, Methodology Total				126
Past Performance and References		20	100	81
Proposer's three (3) references (but no more than five (5)) from public sector agencies...			35	24
All contracts which the Proposer has performed (past and present) for the City of Coral Gables....			15	13
Public sector clients, if any, that have discontinued use of Proposer's services within the past two (2) years and indicate the reasons for the same.			15	14
Incidents within the last five (5) years where (a) a civil, criminal, administrative, othersimilar proceeding was filed or is pending...			25	23
Specific instances in the last three (3) years whereby a client's documentation/reimbursed amounts were challenged by a funding agency...			10	7
Past Performance and References Total				81
Price Proposal		15	75	61
Proposed Pricing as shown under Items 1 to 12 of the Proposal Pricing Form...			75	61
Price Proposal Total				61
TOTAL POINTS		100	500	413
		Ranking		1

Signature: 
 Chairperson
 Reviewed By: 

Print Name: Yuskel Gonzalez Date: 4/4/19
 Print Name: Eduardo H. Date: 4/4/19