



City of Pembroke Pines, FL

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Agenda Request Form

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**Agenda
Section:**

In Control: City Commission

File Created: 06/05/2018

Short Title: AD-18-04 "Disaster/Debris Monitoring Services and
Financial Recovery Assistance"

Final Action: 06/13/2018

Title: MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE
EVALUATION COMMITTEE AND TO AWARD AD-18-04 "
DISASTER/DEBRIS MONITORING SERVICES AND FINANCIAL
RECOVERY ASSISTANCE " TO TETRA TECH, INC. AS THE PRIMARY
CONTRACTOR, ROSTAN SOLUTIONS, LLC AS THE SECONDARY
CONTRACTOR, AND THOMPSON CONSULTING SERVICES AS THE
TERTIARY CONTRACTOR AND TO DIRECT THE CITY MANAGER TO
NEGOTIATE CONTRACTS FOR SERVICES.

Internal Notes:

Attachments: 1. 6-11-18 Draft Meeting Minutes, Summary Rankings, and Score Sheets, 2. AD-18-04 - Bid
Tabulation, 3. Proposal from Tetra Tech, Inc. (Financial Statements Pages 85-88 Redacted)
Added 6/19/2018, 4. Proposal from Rostan Solutions, LLC, 5. Proposal from Thompson
Consulting Services, LLC, 6. AD-18-04 - Disaster and Debris Monitoring Services

1 City Commission 06/13/2018 approve Pass
Action Text: A motion was made by Commissioner Castillo, seconded by Commissioner Siple, to approve. The
motion carried by the following vote:
Aye: - 5 Mayor Ortis, Commissioner Castillo, Schwartz, Commissioner Siple,
and Commissioner Good Jr.
Nay: - 0

Text of Legislative File 18-0602

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE
EVALUATION COMMITTEE AND TO AWARD AD-18-04 " DISASTER/DEBRIS
MONITORING SERVICES AND FINANCIAL RECOVERY ASSISTANCE " TO TETRA
TECH, INC. AS THE PRIMARY CONTRACTOR, ROSTAN SOLUTIONS, LLC AS THE
SECONDARY CONTRACTOR, AND THOMPSON CONSULTING SERVICES AS THE
TERTIARY CONTRACTOR AND TO DIRECT THE CITY MANAGER TO NEGOTIATE
CONTRACTS FOR SERVICES.

SUMMARY EXPLANATION AND BACKGROUND:

1. On May 2, 2018, the City Commission authorized the advertisement of AD-18-04 "Disaster/Debris Monitoring Services and Financial Recovery Assistance", which was advertised on May 8, 2018.
2. The purpose of this solicitation was to establish a pre-need, pre-event contract with a qualified and experienced emergency and debris monitoring firm to provide services to the City during disaster or emergency events. Disasters include natural events such as hurricanes, tornadoes, windstorms, floods, and fires, as well as man-made events or emergencies such as civil unrest and terrorist attacks. The successful consultant shall be responsible for monitoring the recover efforts of the City's Debris Management Contractor (DMC) in the field in accordance with the Stafford Act and Federal Emergency Management Administration (FEMA) policies and guidelines. Services include monitoring debris collection, Temporary Debris Management Sites, as well as data reporting and other related services.
3. On May 29, 2018, the City opened three (3) proposals from the following vendors:
 - Rostan Solutions, LLC
 - Tetra Tech, Inc.
 - Thompson Consulting Services
4. On June 11, 2018, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the bid documents and listed below:
 - Qualifications and Experience (25%)
 - Ability (25%)
 - Operational Plan (20%)
 - Project Cost (30%)
5. At the June 11, 2018 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Vendor Name
1	Tetra Tech, Inc.
2	Rostan Solutions, LLC
3	Thompson Consulting Services
6. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award AD-18-04 "Disaster/Debris Monitoring Services and Financial Recovery Assistance" to Tetra Tech, Inc. as the primary contractor, Rostan Solutions, LLC as the secondary contractor, and Thompson Consulting Services as the tertiary contractor and to direct the City Manager to negotiate contracts for services.

7. Tetra Tech, Inc. and Rostan Solutions, LLC have completed the Equal Benefits Certification Form and have stated that the "Contractor currently complies with the requirements of this section." Thompson Consulting Services has also completed the Equal Benefits Certification Form and has stated that the "Contractor will comply with the conditions of this section at the time of contract award."

8. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award AD-18-04 "Disaster/Debris Monitoring Services and Financial Recovery Assistance" to Tetra Tech, Inc. as the primary contractor, Rostan Solutions, LLC as the secondary contractor, and Thompson Consulting Services as the tertiary contractor and to direct the City Manager to negotiate contracts for services.

FINANCIAL IMPACT DETAIL:

a) **Initial Cost:** None at the time.

b) **Amount budgeted for this item in Account No:** Funds are not budgeted for this item as this solicitation is to be used on an as needed basis in an emergency situation resulting from catastrophic events, such as Hurricanes. FEMA's regulations require the City to have a pre-positioned written contract with its consultants to be used in Catastrophic Events. This agreement would potentially be invoked for City, County, State and Federally declared emergency disaster events which threatens the life, safety or welfare of the citizens of Pembroke Pines.

c) **Source of funding for difference, if not fully budgeted:** Not Applicable.

d) **5 year projection of the operational cost of the project:** Not Applicable.

e) **Detail of additional staff requirements:** Not Applicable.