

# Purchasing Summary

<b>EVENT #</b> 3923	<b>TITLE:</b> Debris Monitoring and Oversight Services	<b>COST:</b> Total Cost Will Vary
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<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
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**CONTRACT TERM (IF APPLICABLE)**  
October 26, 2017 to October 25, 2018

**M/WBE (IF APPLICABLE)**  
5% WBE participation using Symbioscity <sup>(E)</sup>

**MATRIX (IF APPLICABLE)**  
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	Qualifications on similar sized projects  (10 points)	Emergency Planning/Response Experience  (20 points)	Key Staff Project Understanding & Approach  (10 points)	Management Systems/ Reporting Systems/ Training Manual  (20 points)	MWBE Participation  (10 points)	Fees  (25 points)	Local Vendor Participation  (5 points)	Total  (100 points)
Witt O'Brien's	10	20	10	20	1	22.8	0	83.8
Tetra Tech	10	17.6	9	15.4	6	23.4	0	81.4
Thompson Consulting Services	9.6	17.6	8.8	15	2	25	0	78

**NOTES**

Recommend approval to renew an annual contract for debris monitoring and oversight services with Witt O'Brien's. These services are used in preparation for and in response to a declared emergency activation. Total costs of services will vary due to the nature and severity of disaster events. The recommended proposer's average hourly rate for these services is \$46.13 per hour. This is based on the average hourly rates for the following positions: Project manager, operations manager, GIS analyst, field supervisor, debris site/tower monitor, billing/invoice analyst, project assistant, and field/crew coordinator.

The method used for this procurement was the request for proposal (RFP), which evaluates criteria in addition to cost. Proposals were evaluated on the basis of qualifications on similar sized projects, emergency planning/response experience, key staff project understanding and approach, management systems/reporting systems/training manual, local vendor participation, fees, and MWBE participation goals.

No numerical MWBE goals were established for this project, but proposers were encouraged to achieve the highest possible MWBE participation and were allotted a maximum of 10 points in the evaluation criteria if the firm submitted the participation of a combination of prime and sub-contractors. Proposers submitting less than the highest participation were then scored on a prorated scale based on the submitted percentage of participation compared to the highest percentage submitted. The recommended proposer submitted 5% WBE participation using Symbioscity.

Proposals were received on March 1, 2016. This contract was approved by Council on September 1, 2016. This is the first of three available renewal options. Delivery: As needed. Terms: Net 30 days. The proposers were:

B.P.	Witt O'Brien's, LLC <sup>(D)</sup>	\$46.13*
	Tetra Tech, Inc. <sup>(D)</sup>	\$44.88*
	Thompson Consulting Services <sup>(D)</sup>	\$42.06*

A pre-proposal conference was not conducted as this is an annual contract renewal. (D) Indicates non-local, non-minority owned business. (\*) Indicates average hourly rates. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 481

MWBE Sent: 72

Total Received: 3

MWBE Received: 0

Vendor federally debarred/suspended: No