

**Condensed Title:**

Request For Approval To Issue A Request For Proposals (RFP) For Disaster Recovery Services.

**Key Intended Outcome Supported:**

Maintain Miami Beach Public Areas & Rights of Ways City Wide. Maintains City's Infrastructure.

**Supporting Data (Surveys, Environmental Scan, etc.):** N/A

**Issue:**

Whether the Mayor and City Commission should approve the issuance of the RFP?

**Item Summary/Recommendation:**

In the event of an emergency, such as a Hurricane, the City would lack sufficient resources to undertake recovery operations. While assistance is available from the County, State and Federal governments, it is not sufficient to restore a community that has suffered a catastrophic disaster. Also, the resources of the various governments are spread thin over the affected areas, necessitating contracted private sector assistance.

It is in the City's best interest to enter into agreements with additional vendors with the capability and flexibility in the event of a major disaster. In the event of a declared emergency and the emergency is of sufficient magnitude that the City needs to utilize disaster related services.

FEMA as the principal federal agency dealing with disaster recovery prefers that agreements for disaster services be put in place prior to an emergency and where possible, the services be obtained by bidding processes.

The scope of services will include, but will not be limited to items such as:

- Emergency road clearance;
- Debris removal from public rights-of-way;
- Removal of hazardous stumps;
- Leaning trees/limbs;
- Temporary debris staging areas and reduction sites;
- Debris disposal;
- Hazardous waste abatement;
- Sand screening;
- Technical Assistance; and
- Quality assurance.

**THE ADMINISTRATION RECOMMENDS THE ISSUANCE OF THE RFP.**

**Advisory Board Recommendation:**

**Financial Information:**

Source of Funds:		Amount	Account
OBPI	1	N/A	
	Total		

**Financial Impact Summary:**

**City Clerk's Office Legislative Tracking:**

Gus Lopez, ext. 6641

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
FB JS GL	DB PDW	JMG

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# MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: February 8, 2012

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR PROPOSALS (RFP)  
FOR DISASTER RECOVERY SERVICES.**

### **ADMINISTRATION RECOMMENDATION**

Approve Issuance of the RFP.

### **KEY INTENDED OUTCOMES SUPPORTED**

Maintain Miami Beach Public Areas & Rights of Ways City Wide.  
Maintains City's Infrastructure.

### **BACKGROUND**

In the event of an emergency, such as a Hurricane, the City would lack sufficient resources to undertake recovery operations. While assistance is available from the County, State and Federal governments, it is not sufficient to restore a community that has suffered a catastrophic disaster. Also, the resources of the various governments are spread thin over the affected areas, necessitating contracted private sector assistance.

It is in the City's best interest to enter into agreements with additional vendors with the capability and flexibility in the event of a major disaster. In the event of a declared emergency and the emergency is of sufficient magnitude that the City needs to utilize disaster related services.

FEMA as the principal federal agency dealing with disaster recovery prefers that agreements for disaster services be put in place prior to an emergency and where possible, the services be obtained by bidding processes.

The City currently has contracts with the following six (6) companies for the provision of these services: Grubbs, Bamaco, Ashbritt, Inc, Phillips & Jordan, Ceres Environmental, and Crowder Gulf. The current contracts expire on January 31, 2012 and have two (2) additional options for renewal. The agreements will remain in effect until the execution of new contracts. The contracts will be in effect for the beginning of the Hurricane Season, June 1<sup>st</sup>, 2012.

The term of contract will be for three (3) years with the sole option and discretion of the City to renew for two (2) additional one (1) year periods.

## **SCOPE OF SERVICES**

The scope of services will include, but will not be limited to items such as emergency road clearance, debris removal from public rights-of-way, removal of hazardous stumps, leaning trees/limbs, temporary debris staging areas and reduction sites, debris disposal, hazardous waste abatement, and sand screening.

**Debris Management.** Successful Proposer shall be responsible for the removal of all hazards to life from the disaster. Clean-up, demolition, and removal shall be work authorization approved by the City Manager, or his designee, by individual work authorizations. Clean-up, demolition, and removal shall be limited to eligible debris. Eligible debris is that which after it's clean-up, demolition, and removal:

- 1) eliminates immediate threats to life, public health, and safety;
- 2) eliminates threats of significant damage to improved public or private property; and
- 3) is essential by its absence of ensuring economic recovery.

**Technical Disaster Recovery Assistance.** Successful Proposer will provide disaster recovery technical assistance to the City's Administration. The assistance shall include documentation and management for the public assistance program, planning, training, and exercise development, as well as attendance at the City of Miami Beach Emergency Operations Center (EOC) during activation of the EOC for exercise and actual emergency events as requested by the City Manager.

**Logistical Staging Area.** Successful Proposer shall provide for the operations and management of the Logistical Staging Areas to facilitate disaster recovery operations. Specifically, Successful Proposer shall provide for the supplies and labor for the operations and management needed to establish Logistical Staging Areas within the specifications and quantities as listed in the work authorizations and the notice to proceed.

**Supervision by Successful Proposer.** Under the general oversight of the City, Successful Proposer shall supervise and direct all work, workers, and equipment. Successful Proposer is solely responsible for the means, methods, techniques, sequences, safety programs, and procedures utilized. Successful Proposer shall employ and maintain on the work site a qualified Supervisor(s) who shall have full authority to act on behalf of Successful Proposer, and all communications given to the supervisor in writing by the City's Authorized Representative shall be as binding as if given to Successful Proposer.

**Emergency Road Clearance.** Successful Proposer shall accomplish the cutting, tossing, and/or pushing of debris, hanging limbs, or leaning trees from primary roads as identified and directed by the City. The debris shall be stacked on the right-of-way to allow passage of vehicles along the primary transportation routes.

**Debris Removal from Public Right-of-Way.** As directed by the City, Successful Proposer shall load and haul all eligible debris to a City designated Temporary Debris Storage and Reduction Site (TDSRS) or other disposable destination.

**Debris Separation/Reduction and TDSRS Management.** Successful Proposer shall operate and manage the TDSRS to accept and process all event debris. Successful Proposer shall perform any site preparation, to include but not limited to:

- 1) building and/or maintaining roads;

2) construction of a roofed inspection tower sufficient for a minimum of three inspectors; 3) any environmental requirements necessary to include wind control fencing, silt fencing, hazardous material containment area, and/or water retention beams.

All debris will be processed in accordance with all local, state, and federal rules, standards, and regulations. Processing may include, but is not limited to, reduction by tub grinding, incineration when approved, or other alternate methods of reduction such as compaction. Prior to reduction, all debris will be segregated between vegetative debris, C&D, recyclable debris, white goods, and hazardous waste. Upon the closure of the TDSRS the site will be restored to its Pre-Use Condition.

Hazardous Stumps. Successful Proposer shall remove hazardous stumps as identified and directed by the City of Miami Beach. Stump removal shall include backfilling the void with appropriate fill material and hauling the stumps the TDSRS.

Sand Screening. As directed by the City, Successful Proposer shall screen sand to removal all eligible debris deposited by the event. This process includes the collection of debris laden sand, transporting the sand to the processing screen located in the beach, processing the debris laden sand through the screen and returning the sand to the approximate original location. Debris removed from the sand will be collected, hauled, and processed as ROW debris.

Final Deposit. Successful Proposer shall load and transport processed debris to and from the TDSRS to a final disposal site as directed by the City.

Technical Assistance. Successful Proposer shall provide disaster recovery technical assistance to City's Administration. This service shall include documentation and management for the public assistance program, planning, training, and exercise development

Quality Assurance. Successful Proposer shall provide sufficient supervision and programmatic controls to ensure compliance with procedural and regulatory standards established by FEMA, State of Florida, and the City of Miami Beach.

## **EVALUATION PROCESS**

The procedure for proposal evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of proposals.
3. Opening and listing of all proposals received.
4. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each proposal in accordance with the requirements of this RFP. If further information is desired, proposers may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee shall recommend to the City Manager the proposal or proposals acceptance of which the Evaluation Committee deems to be in the best interest of the City.

The Evaluation Committee shall base its recommendations on the following factors, for a total of 100 possible points:

<b><u>Evaluation Criteria/Factors:</u></b>	<b><u>Weight</u></b>
1. Firm's Experience in Disaster Recovery Services	35 points
2. Qualifications of Project Team	20 points
3. Cost	25 points
4. Methodology and Approach	10 points
5. Past Performance Evaluation Surveys	10 points

**LOCAL PREFERENCE:** The Evaluation Committee will assign an additional five (5) points to Proposers, which are, or include as part of their proposal team, a Miami Beach-based vendor as defined in the City's Local Preference Ordinance.

**VETERANS PREFERENCE:** The Evaluation Committee will assign an additional five (5) points to Proposers, which are, or include as part of their proposal team, a small business concern owned and controlled by a veteran(s) or a service-disabled veteran business enterprise, as defined in the City's Veterans Preference Ordinance.

6. After considering the recommendation(s) of the Evaluation Committee, the City Manager shall recommend to the City Commission the proposal or proposals, acceptance of which the City Manager deems to be in the best interest of the City.
7. The City Commission shall consider the City Manager's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the City Manager's recommendation(s). The City Commission may reject City Manager's recommendation(s) and select another proposal or proposals.
8. In any case, City Commission shall select the proposal or proposals acceptance of which the City Commission deems to be in the best interest of the City. The City Commission may also reject all proposals.
9. Negotiations between the selected proposer and the City Manager take place to arrive at a contract. If the City Commission has so directed, the City Manager may proceed to negotiate a contract with a proposer other than the top-ranked proposer if the negotiations with the top-ranked proposer fail to produce a mutually acceptable contract within a reasonable period of time.
10. A proposed contract or contracts are presented to the City Commission for approval, modification and approval, or rejection.
11. If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected proposer(s) has (or have) done so.

**Important Note:**

By submitting a proposal, all proposers shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both

parties.

**CONCLUSION:**

The Administration recommends the issuance of the RFP for Disaster Recovery Services.

JMG/PDW/GL

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