COUNTY AGENDA REQUEST

Department:	Fire and Emergency Services	Presenter(s):	David J. Scarbrough/Pete Nelms
Meeting Date:	Thursday, October 23, 2014	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to award Proposal #P907-Debris Monitor to Witt O'Brien, LLC., and in so doing entering into a "pre-event contract" with a not-to-exceed amount to be determined based on the nature and extent of damages, and with said contract beginning upon execution and expiring on June 30, 2016, with two options to extend for one year each.

Background/History/Details:

The federal Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes the Federal Emergency Management Agency (FEMA) to provide federal assistance for removing debris from roads and other areas in the event of a natural or man-made disaster. FEMA's guidance titled RP9580.201 says, "Applicants must monitor all debris removal operations. Applicants must document all eligible debris removal expenses as a condition of receiving Public Assistance funding. Applicants may use contractors to monitor their debris removal operations." Monitoring debris removal is a complex process. All federal laws, rules, and regulations must be followed carefully in order to not jeopardize federal financial reimbursement for costs incurred for these activities. For this reason, it is prudent to use a company that specializes in debris monitoring when the need arises.

Request for Proposals #907 (RPF #90) was issued to contract with a debris monitoring firm. Notice was direct-mailed to 23 vendors. Another 30 were contacted through the web-based Georgia Procurement Registry Additionally, invitations were extended via Fayette News, the county's website, Georgia Local Government Access Marketplace, and Channel 23. Two companies responded.

The proposals were scored by an Evaluation Team composed of county and municipal staff, and each company gave a one-hour presentation. The Evaluation Team and Purchasing recommends Witt O'Brien, LLC. for the debris monitoring contract.

What action are you seeking from the Board of Commissioners?

Approval of staff's request to award Proposal #P907-Debris Monitor to Witt O'Brien, LLC., and in so doing entering into a "pre-event contract" with a not-to-exceed amount to be determined based on the nature and extent of damages, and with said contract beginning upon execution and expiring on June 30, 2016, with two options to extend for one year each.

If this item requires funding, please describe:

This request is for a "pre-event" contract, so there will be no cost to the county unless or until a disaster or other emergency hits and the company is contacted to assist.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Yes	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

In the event of a disaster, the county would request performance and payment bonds, establish a not-to-exceed amount based on the nature and extend of the damage, and issue a Notice to Proceed letter to the contractor. Furthermore, this initiative is intended to result in a cooperative agreement, enabling the county's municipalities, to enter into contracts with the winning firm for the same services at the same prices. The selection of the winning firm was enabled through ongoing cooperation between Fayette County and its municipalities.

Fayette County
"Where Quality Is a Lifestyle"
Fire and Emergency Services
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Fayetteville, Georgia 30214
Phone: 770-305-5414
www.fayettecountyga.gov

To: Board of Commissioner

From: David J. Scarbrough, Fire Chief

Date: October 9, 2014

Subject: Approval of Proposal #P907 for **Debris Monitoring Services** while debris removal is in progress during times of extreme inclement weather or declared county disaster.

Background/History/Details:

Fayette County Emergency Management has coordinated with the County's Public Works Department and the other Municipalities to seek proposals for debris monitoring services during debris removal in the event of extreme inclement weather or a declared county disaster. The contract sets the rate for the monitoring of removal of debris from roadways and establishes a response timeframe to have contracted crews on the ground and operational. Monitoring services aid the County in estimating the total amounts of debris for removal, monitoring the process by the debris removal contractor and provide assistance in maintaining accurate records for any available reimbursement. FEMA requires that a "third party" monitoring service be provided during the debris removal process. Also, having this contract in place will expedite any request for assistance by several days by not having to draft specifications, establish scope of work, and complete a proposal process at the time of need.

This process was coordinated by Emergency Management and the Public Works Department from each Municipality. This group established the scope of work, which would best meet the needs of all parties and the established response times. Each municipality will accept the proposal upon approval on their behalf and it is clearly understood that each municipality will bear the cost of debris monitoring should they engage the contractor through this proposal.

For County purposes the request for implementation of this proposal would occur at the recommendation of Public Works and Emergency Management when determined that the amount of debris is beyond the scope of the Road Department ability to clear the debris using current assets, personnel, mutual aid (other Public Works Departments witinin the County) and that State resources are not available. These services occur simultaneously with debris removal.

Upon approval, this proposal would be for a one-year period with the option to extend annually for two additional years. There are no costs associated with this contract until a "Notice to Proceed" is issued to the Contractor

DJS:cf

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To: Steve Rapson

From: Ted L. Burgess

Date: October 9. 2014

Subject: RFP 907: Debris Monitor

The federal Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes the Federal Emergency Management Agency (FEMA) to provide financial assistance for removing debris from roads and other areas in the event of a natural or man-made disaster. FEMA's guidance titled RP9580.201 says, "Applicants must monitor all debris removal operations. Applicants must document all eligible debris removal expenses as a condition of receiving Public Assistance funding. Applicants may use contractors to monitor their debris removal operations."

Monitoring debris removal is a complex process. All federal laws, rules, and regulations must be followed carefully in order to not jeopardize federal financial reimbursement for costs incurred for these activities. For this reason, it is prudent to use a company that specializes in debris monitoring when the need arises.

Request for Proposals (RFP) #907 was issued to contract with a debris monitoring firm. Notice was direct-mailed to23 vendors. Another 30 were contacted through the web-based Georgia Procurement Registry. In addition, invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. Two companies responded.

The proposals were scored by an Evaluation Team, which was composed of staff from Emergency Management, Public Works, the City of Peachtree City, and the City of Fayetteville. Both companies gave one-hour presentations to the Evaluation Committee and Purchasing Department staff.

The RFP states, "It is intended that this initiative will result in a cooperative agreement, enabling other jurisdictions within Fayette County to enter into contracts with the winning firm for the same services, at the same prices." Staff from municipalities participated in the RFP development and proposal evaluation processes.

This will be a "pre-event" contract, so there will be no cost to the county unless and until a disaster or other emergency hits, and the company is contacted to assist. At that time, the county would request performance and payment bonds, establish a not-to-exceed amount based on the nature and extent of the damage, and issue a Notice to Proceed letter to the contractor.

Based on evaluations and presentations, the Evaluation Committee recommends Witt O'Brien, LLC for the debris monitoring contract. I concur with their recommendation.

RFP #907: Debris Monitoring Services

Position	Estimated Hours*	VOLKERT, INC. Hourly Rate	VOLKERT, INC. Extended Est. Price	WITT O'BRIEN LLC Hourly Rate	WITT O'BRIEN LLC Extended Est. Price
Project manager	80	$83.00	$6,640.00	$68.00	$5,440.00
Project coordinators	100	$0.00	$0.00	$28.00	$2,800.00
Operations managers	100	$52.00	$5,200.00	$58.00	$5,800.00
FEMA coordinators	20	$125.00	$2,500.00	$95.00	$1,900.00
Environmental specialists	30	$85.00	$2,550.00	$50.00	$1,500.00
GIS analysts	20	$58.00	$1,160.00	$50.00	$1,000.00
Scheduler / expediter	100	$0.00	$0.00	$25.00	$2,500.00
Crew monitors	2,500	$30.50	$76,250.00	$32.50	$81,250.00
Debris site monitors	800	$30.50	$24,400.00	$32.50	$26,000.00
Tower monitors	800	$30.50	$24,400.00	$32.50	$26,000.00
Admin assistant	100	$30.00	$3,000.00	$25.00	$2,500.00
Billing / invoicing analysts	60	$39.00	$2,340.00	$35.00	$2,100.00
Load ticket data entry clerks	2,200	$30.00	$66,000.00	$25.00	$55,000.00
Other Positions:					
DEBRIS MONITORING					
AUTOMATED TICKETING SPECIALIST			$0.00	$42.00	$0.00
FIELD SUPERVISORS			$0.00	$49.00	$0.00
DATA MGR.			$0.00	$55.00	
GRANT MGMT/CONSULTING					
SR. GRANT MGMT CONSULTANT			$0.00	$135.00	$0.00
GRANT MGMT/CONSULTING			$0.00	$115.00	$0.00
HAZARD MITIGATION SPECIALIST			$0.00	$137.00	$0.00
SR. INSURANCE SPECIALIST			$0.00	$150.00	$0.00
FEMA INSURANCE SPECIALIST			$0.00	$137.00	$0.00
INSURANCE RESOLUTION SPECIALIST			$0.00	$150.00	$0.00
INSURANCE ESTIMATOR			$0.00	$135.00	$0.00
EMERG. MGMT./CONSULTING					
SR. PLANNER			$0.00	$160.00	$0.00
PLANNER			$0.00	$120.00	$0.00
Total Proposed Estimated Price			**$214,440.00**		**$213,790.00**

*Hours included are not intended to represent actual contracted hours. They are an estimated number of hours, for an assumed event. Payments under the contract will be for actual hours incurred.

Floyd Jones

From: Ted Burgess
Sent: Thursday, October 09, 2014 5:45 PM
To: Agenda Group
Cc: Pete Nelms; Tom Bartlett; Philip Mallon
Subject: Agenda Backup - Debris Monitor

Everyone,

The Purchasing Department has added backup information for the October 23 BOC agenda, in the Fire / EMS folder. It pertains to RFP 907, for a debris monitor contract. Like the debris clearing and removal contract, the not-to-exceed amount is determined after a disaster occurs, and the need to activate the contract is decided.

Thanks,
Ted B.