

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: May 2, 2022

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Award of Grant Consultant RFP (2022034)

BACKGROUND:

The current agreement with Witt O’Brien’s LLC for Federal Emergency Management Agency (FEMA) Public Assistance Grant support is set to expire on August 28, 2022, with no additional renewals available. A Request for Proposals (RFP) was issued for Grant Consultant Services, intended to facilitate assistance with a broader range of grant sources beyond FEMA, to be effective at the conclusion of the existing agreement.

RFP RESULTS:

Advertising Date: February 25, 2022
 RFP Opening Date: March 25, 2022
 Solicitation Broadcast to: 556 Subscribers
 RFP Documents Requested by: 27 Firms
 Replies: 9 Firms

ANALYSIS:

A selection committee comprised of Kristin Daniels, CGFO, Director, Office of Management and Budget, Elise Kriss, Senior Budget Analyst, and Raeanne Cone, CGFO, Deputy Finance Director independently reviewed and scored the proposals in accordance with the RFP document and Purchasing Manual. Evaluation Criteria included qualifications of the firm, staff and availability, project approach and understanding, and cost proposal. These scores were compiled during the committee meeting and an initial ranking of firms was developed. After discussions, the committee determined presentations were not necessary and declared the ranking of firms final.

	Proposing Firm	Location
1.	Witt O’Brien’s, LLC	Fort Lauderdale
2.	Tetra Tech, Inc.	Maitland
3.	Aptim Environmental & Infrastructure, LLC	Boca Raton
4.	Carlisle Thompson, LLC	Georgetown, TX
5.	Synergy Disaster Recovery, LLC	Lafayette, CO

	Proposing Firm	Location
6.	iParametrics, LLC	Jacksonville
7.	Elite Disaster Consulting	Mint Hill, NC
8.	Pegasus Engineering, LLC	Winter Springs
9.	Goodwyn Mills Cawood (not considered – disclosure not notarized)	Montgomery, AL

FUNDING:

Expenses incurred for this work are anticipated to be primarily funded through reimbursement of direct administrative cost by the grant agencies. Pricing by anticipated staff position, as defined by each consultant, was proposed and scored at a value of 25 points out of 100. Examples of positions and their hourly pricing are illustrated in the table below. Categories listed with “NP” represent those positions or equivalent were not proposed.

Position or Equivalent	Current	Witt O'Brien's	Tetra Tech	Aptim	Carlisle Thompson	Synergy	iParametrics	Elite	Pegasus
Project Manager	\$168	\$220	\$145	\$200	\$170	\$165	\$168	\$155	\$195
PA/Technical Specialist	\$155	\$105	\$100	\$90	\$145	\$125	\$130	\$150	\$185
Subject Matter Expert	\$155	\$155	\$295	NP	NP	\$225	\$185	\$165	NP

The bulk of the support provided by Witt O’Brien’s under the current contract was billed at the subject matter expert rate, which will not increase with the new agreement.

RECOMMENDATION:

Staff recommends the Board approve the committee’s final ranking of firms, award the project to Witt O’Brien’s, LLC, approve the sample agreement, and authorize the Chairman to execute the agreement after the County Attorney has approved it as to form and legal sufficiency.

ATTACHMENT

Sample Agreement