

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: September 4, 2019

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Professional Services Agreement for RFP 2019060 – FEMA Public Assistance Consulting Services

BACKGROUND:

On August 13, 2019, the Board approved the selection committee’s final ranking of firms for FEMA Public Assistance and Consulting Services, and authorized negotiations with the top ranked firm, Witt O’Briens, LLC.

ANALYSIS:

Staff successfully reached an agreement on terms on August 29, 2019 with Witt O’Briens. In preparation for potential impact and need for the consulting services as a result of Hurricane Dorian, the County Administrator executed the agreement under his authorization granted by the Board through Resolution 19-058. The document was electronically signed by the consultant and county, with this document available in the Purchasing Division for review. Staff now presents the agreement to the Board for ratification and formal execution of the agreement by the Chairman.

FUNDING:

Any expenses incurred for work under the agreement are anticipated to be funded through FEMA’s reimbursement of direct administrative cost.

RECOMMENDATION:

Staff recommends the Board approve the agreement, ratify the County Administrator’s execution of the agreement, and authorize the Chairman to formally sign the agreement.

Attachment:

Professional Services Agreement