

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

DATE: August 2, 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: Ranking of Firms for RFP 2019060 – FEMA Public Assistance Consulting Services

BACKGROUND:

On behalf of the Office of Management and Budget, Requests for Proposals (RFPs) were solicited for Federal Emergency Management Agency (FEMA) Public Assistance Grant support after a disaster or emergency. This work has previously been completed by internal staff. The term of award is proposed for one year with two additional one year renewals available, subject to mutual agreement.

RFP RESULTS:

Advertising Date:	April 17, 2019
RFP Opening Date:	May 15, 2019
Solicitation Broadcast to:	535 Subscribers (DemandStar)/36 Subscribers (Vendor Registry through www.ircgov.com)
RFP Documents Requested by:	20 Firms (13 Demandstar/7 Vendor Registry)
Replies:	5 Firms (one firm, Dewberry was designated as non-responsive as none of the required forms were signed)

ANALYSIS:

A selection committee comprised of Kristin Daniels, CGFO, Director, Office of Management and Budget, Ruth Bommarito, Senior Budget Analyst, Raeanne Cone, CGFO, Senior Accountant, Elissa Nagy, CGFO, Finance Director and Rich Szyrka, PE, Public Works Director independently evaluated and scored the received 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 by the committee and an overall initial ranking of firms developed.

	Proposing Firm	Location
1.	Witt O’Brien’s, LLC	Fort Lauderdale
2.	Aptim Environmental & Infrastructure, LLC	Baton Rouge, LA
3.	Vanir Construction Management, Inc.	New Orleans, LA
4.	Culpepper & Terpening	Fort Pierce

The committee had a discussion with the top ranked firm, and subsequently designated the initial ranking of firms to be final. Staff is prepared to negotiate with the top ranked firm and bring final agreement to the Board for approval.

FUNDING:

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.

Position or Equivalent	Witt O’Brien’s	Aptim	Vanir	Culpepper & Terpening
Project Manager	\$168	\$220	\$140	\$195
PA/Technical Specialist	\$155	\$135	\$95	\$110

Expenses incurred for this work will be funded through FEMA’s reimbursement of direct administrative costs.

RECOMMENDATION:

Staff recommends the Board approve the committee’s final ranking of firms and authorize negotiations with the top ranked firm.