

POST-DISASTER DEBRIS MONITORING SERVICES

TETRA TECH INC.

SOLICITATION # (RFP 1500 SLW3010)

ZWAC: 11/10/2021

Council: 12/02/2021

OVERVIEW

1. Requested Contract Term, Authorization, and Current Budget

- i** **Length of contract and total authorization:** Contract has a multi-term for up to five years for a total contract amount not to exceed \$2,500,000. (Authorized Department: Austin Resource Recovery).
ARR current fiscal year budget: Funding in the amount of \$416,666 is available in the Fiscal Year 2021-2022 Operating Budget of Austin Resource Recovery. Funding for the remaining contract term is contingent upon available funding in future budgets.

2. Solicitation Information

- i** # of bids received: 4
of non-responsive bids received: 1
Solicitation No. [RFP 1500 SLW3010](#)
Length of time solicitation was out on the street: 5.5 weeks
Was the time extended? Yes
Issued date: 03/29/2021
Closed date: 05/06/2021

3. Previous/Current Contract Information

- i** Previous contract: N/A This is a new contract.
Contract number: N/A
Contract length and authorization: N/A
Contract actual spend: N/A
Current status: N/A
Contract execution date: N/A
Contract expiration date: N/A

4. Notes/Other

- i** The City is preparing for future disasters by entering contracts for post-disaster debris services. The contract will provide a contractor for post-disaster emergency field debris monitoring services, including related management, and accounting services. The recommended contractor will be responsible for monitoring the recovery efforts and actions of the City's post-disaster debris removal contractor in accordance with Federal Emergency Management Administration (FEMA) policies and guidelines.

Utilizing a debris monitoring contractor is a necessary step in the FEMA reimbursement process. These services include the monitoring of debris collection and of temporary debris storage and reduction sites, the proper preparation and maintenance of documentation for requesting and obtaining reimbursement from FEMA for disaster-related costs, and the reporting of data on equipment use, load eligibility, regulations compliance, public and personnel safety, hazardous trees, hazardous wastes, and schedule issues, as well as other related services. The contractor will monitor the progress of recovery efforts and assist with making and implementing recommendations to improve efficiency and maintain compliance.

All work will follow Occupational Safety and Health Administration and Environmental Protective Agency requirements to maintain a safe working environment. Also, the contractor will be required to follow FEMA practices and guidelines and all other applicable regulations, guidelines, and practices.

The City has worked with Tetra Tech Inc. in the past when assisting with a disaster in Houston, Texas, as well as during recovery efforts related to the February 2021 Winter Storm. Tetra Tech Inc. is also an industry contact for the City regarding disaster recovery requirements and meeting FEMA standards.

An evaluation team with expertise in this area evaluated the offers and scored Tetra Tech Inc. as the best to provide these services based on project methodology, qualifications, experience, and pricing. The requested authorization amount was determined using departmental estimates based on historical emergency events.

Contract Term	Length of Term	Contract Authorization
Initial Term	3 yrs.	\$1,500,000
Optional Extension 1	1 yr.	\$ 500,000
Optional Extension 2	1 yr.	\$ 500,000
TOTAL	5 yrs.	\$2,500,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

REVIEWED AND APPROVED FOR ZWAC

	Name	Date
Compiled By:	Lisa Mendoza	11/03/2021
Reviewed By:	Brent Paige	<u>11/03/2021</u>
End-user/Contract Manager:	Amy Slagle	

Posting Language

Authorize negotiation and execution of a multi-term contract with Tetra Tech Inc., for post-disaster debris monitoring, for up to five years for a total contract amount not to exceed \$2,500,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Resource Recovery.

Fiscal Note

Funding in the amount of \$416,666 is available in the Fiscal Year 2021-2022 Operating Budget of Austin Resource Recovery. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 1500 SLW3010 for these services. The solicitation issued on March 29, 2021 and it closed on May 6, 2021. Of the four offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](#).

Prior Council Action:

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Persons: Sandy Wirtanen, at 512-974-7711 or sandy.wirtanen@austintexas.gov or Billy Toler, at 512-974-2054 or William.toler@austintexas.gov.

Council Committee, Boards and Commission Action:

November 10, 2021 - To be reviewed by the Zero Waste Advisory Commission.

Additional Backup Information:

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Strategic Outcome(s):

Health and Environment.