CITY OF GAUTIER
MEMORANDUM

To: Samantha D. Abell, City Manager
From: Patty Huffman, Grants and Projects Manager
Thru: Chandra Nicholson, Planning and Economic Development Director
Date: August 13, 2013
Subject: City Council Selection of a Pre-Event Contractor for Disaster-Related Debris Removal Monitoring

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REQUEST:
City Council action is requested to approve a pre-event contractor for Disaster-Related Debris Removal Monitoring services.

DISCUSSION:
In an effort to be prepared for future disasters, City staff advertised a Request for Proposals from qualified contractors to perform Disaster-Related Debris Removal Monitoring services in the event that a disaster requires debris removal. Monitoring of a debris removal contractor would then be required to ensure compliance with FEMA and MEMA regulations. State and Federal procurement laws were followed in soliciting these proposals. The deadline to submit proposals was August 12, 2013. A selection committee comprised of city staff convened on August 13th, and after due consideration recommends **Thompson Consulting Services of Moss Point, MS** for Disaster-Related Debris Removal Monitoring services in the event of a declared disaster. This recommendation was based on average scores from the Rating and Ranking Committee using the evaluation criteria listed in the RFP instructions. These criteria included Project Approach, Experience of the Firm, Personnel Qualifications, Office Location, and Fee Table. A list of the applicants and their average scores are summarized below:

Debris Removal Monitoring	Committee Average Score (100 possible points)
1) Thompson Consulting Services	87
2) True North Emergency Management	81
3) Witt/O'Brien's	65
4) All South Consulting Engineers	59
5) Arrington & Associates	58
6) Wallace Construction, Inc.	53

For more details, see the attached Combined Score Sheet for Debris Removal Monitoring Proposals.

RECOMMENDATION:
City staff recommends approval of the above firm **(Thompson Consulting Services)** as the most experienced, qualified and capable firm for this project. The City Council may:

1. Authorize selection of the recommended contractor for Debris Removal Monitoring services; or
2. Authorize selection of a contractor for Debris Removal Monitoring services other than the City staff recommendation.

ATTACHMENTS:
Combined Score Sheet for Debris Removal Monitoring Proposals

Debris Removal Monitoring Services Proposals: Combined Scores
Submission Date: August 12, 2013

#	Company	Project Approach (15 points)	Firm Experience (40 points)	Staff Qualifications (25 points)	Office Location (10 points)	Fee Table (10 points)	Total (100 possible points)
1	**Thompson Consulting Services**						
	City employee 1	15	35	25	9	10	94
	City employee 2	15	30	20	9	10	84
	City employee 3	12	32	21	10	8	83
	Average Score:						**87**
2	**True North Emergency Mgt.**						
	City employee 1	10	20	25	9	8	72
	City employee 2	15	35	20	9	8	87
	City employee 3	12	34	21	10	7	84
	Average Score:						**81**
3	**Witt/O'Brien's**						
	City employee 1	5	35	25	5	7	77
	City employee 2	5	15	15	6	7	48
	City employee 3	11	34	20	3	2	70
	Average Score:						**65**
4	**All South Consulting Engineers**						
	City employee 1	15	25	20	8	2	70
	City employee 2	10	15	5	5	1	36
	City employee 3	12	29	20	9	0	70
	Average Score:						**59**
5	**Arrington & Associates, LLC**						
	City employee 1	5	20	20	10	10	65
	City employee 2	5	15	5	10	10	45
	City employee 3	10	18	18	10	8	64
	Average Score:						**58**
6	**Wallace Construction, Inc.**						
	City employee 1	8	30	20	8	5	71
	City employee 2	0	5	5	8	2	20
	City employee 3	10	30	20	8	1	69
	Average Score:						**53**