

**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: June 24, 2014
Subject: City Council Selection of a Pre-Event Contractor for Disaster-Related Debris Removal Monitoring

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 Pre-Event Request for Proposals from qualified contractors to perform Disaster-Related Debris Removal Monitoring Services in the event that a disaster requires the services of a debris removal contractor. Monitoring would then be required to ensure compliance with FEMA and MEMA regulations. State and Federal procurement laws were followed in soliciting these proposals. The RFP was publicized on May 25th and June 1, 2014. The deadline to submit proposals was June 19, 2014. Four qualified proposals were received and reviewed by the Selection Committee.

RECOMMENDATION:

A selection committee comprised of city staff convened on June 24, 2014, 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 is 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:

<u>Debris Removal Monitoring Firm</u>	<u>Committee Average Score (100 max.)</u>
1) Thompson Consulting Services (Moss Point)	92.1
2) Volkert, Inc. (Mobile, AL)	76.1
3) Pickering Firm, Inc. (Biloxi)	68.6
3) Witt/O'Brien's (Slidell, LA)	67.6

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 Pre-Event Debris Removal Monitoring Services; or
2. Authorize selection of a contractor for Pre-Event Debris Removal Monitoring Services other than the City staff recommendation.

ATTACHMENTS:

Consultant Selection Committee Recommendation for Disaster Removal Monitoring

**RECOMMENDATION OF
CONSULTANT SELECTION
COMMITTEE**

RE: Pre-Event Disaster Debris Removal Monitoring Services

The following proposals were received in the Purchasing Agent's Office no later than **2:00 p.m. on Thursday, June 19, 2014**. The Consultant Selection Committee met on **June 24, 2014** to review the proposals received from the following firms and/or individuals:

1. Thompson Consulting Services
2. Pickering Firm, Inc.
3. Volkert
4. Witt/O'Brien's

Each Committee member assigned points to each firm's proposal based on the content of the proposal. These points were then averaged for a combined average total score. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the City. We, therefore, recommend award of a contract to **Thompson Consulting Services**. The firms that were evaluated are listed in order of the points assigned.

Firm	Average Score- Project Approach (15 pts.)	Average Score- Firm Experience (40 pts.)	Average Score- Staff Qualifications (25 pts.)	Average Score- Office Location (10 pts.)	Average Score- Fee Table (10 pts.)	Combined Average Total Score (100 max.)
Thompson Consulting	14.0	36.4	23.6	9.4	8.7	92.1
Volkert, Inc.	11.2	30.6	19.8	7.2	7.3	76.1
Pickering Firm	10.0	28.0	17.8	9.0	3.8	68.6
Witt/O'Brien's	13.8	25.8	15.0	5.8	7.2	67.6

Chandra Nicholson

Consultant Selection Committee, Chair