

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Cindy Steen, Purchasing Agent
Through: Cindy Russell, City Clerk
Date: June 16, 2015
Subject: Contract Extension with Thompson Consulting Services for Disaster Related Debris Removal Monitoring

REQUEST:

City Council authorization is requested to accept the option within the current contract with Thompson Consulting Services for an additional one (1) year term to provide Disaster-Related Debris Removal Monitoring Services for the City of Gautier in the event that these services are required.

BACKGROUND:

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 Services and Monitoring Services in the event that such services are needed. State and Federal procurement laws were followed in soliciting these proposals which were opened on June 19, 2014. The current contract with Thompson Consulting Services for Monitoring Services became effective August 27, 2014 with a contract period of two years and an option to extend the contract on a yearly basis for up to two additional years.

RECOMMENDATION:

Based on the information provided, Staff recommends that Council approve to accept the additional one (1) year term for Disaster Related Debris Removal Monitoring Services with Thompson Consulting Services.

ATTACHMENT:

Contract for Disaster Related Debris Removal Services Monitoring Services (Aug. 27, 2014)

CITY OF GAUTIER DISASTER DEBRIS MONITORING CONTRACT

**CONTRACT FOR DEBRIS MONITORING
IN PREPARATION FOR HURRICANE/DISASTER DEBRIS**

This Contract is made and entered into effective the 27th day of August ²⁰¹⁴ by and between the City of Gautier, Mississippi, a municipal corporation (hereinafter "City"), and Thompson Consulting Service, (hereinafter "Contractor"). WITNESSETH:

WHEREAS, in order to be prepared to respond in the most timely manner possible to monitor the removal of the storm/disaster related material that presents a threat to the public health and safety of the community in the immediate aftermath of a damaging hurricane or other declared disaster, it is necessary to engage the services of a contractor prior to actual landfall of a storm or declared disaster;

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual benefits derived hereby, the receipt and sufficiency of all of which is hereby acknowledged by both City and Contractor, it is hereby agreed as follows:

I. BACKGROUND

The City of Gautier, Mississippi, (the CITY), requires the services of a monitor to support the oversight and management of debris recovery contractors, as well as the compilation and organization of documentation necessary for the CITY to obtain reimbursement for expenditures on debris removal and monitoring from federal and state agencies. MONITOR will provide a range of related services including training and other services as needed and ordered by the CITY. Other services may include, if required by the CITY, facilitating communication with the Federal Emergency Management Agency (FEMA), the Mississippi Emergency Management Agency (MEMA), the State of Mississippi and other federal and state agencies. This scope is to prequalify firms as a pre-event contract for a contract period of 2 years, with an option to extend the contract on a yearly basis for up to two additional years.

II. SCOPE

A. GENERAL

Upon notification by the CITY to proceed, the MONITOR will provide the workers to fill the positions identified in the Monitoring Contract in sufficient numbers to perform the services required herein. In addition to other services specified herein, MONITOR shall:

1. Work with the CITY's emergency operations staff in the event a hurricane storm track is anticipated to make landfall.
2. Monitor services of "70 Hour Push" debris contractor should the severity of a storm require the services of a contractor to "push" debris aside to clear major roads;

3. Monitor debris removal contractors' progress and make recommendations to improve efficiency and speed up recovery work.
4. Assist with identification of eligible debris and issue a load ticket to debris loading crews.
5. Assist the CITY with responding to public concerns and comments if requested by the CITY.
6. Notify the CITY of non-compliance with contracts by any debris removal contractor.

B. BASIC SERVICES.

Field services provided by MONITOR include:

1. Preparation and reproduction of trip tickets in a format designated by the CITY;
2. Hiring and training of all personnel for positions needed to perform the monitoring contract;
3. Pre-measure truck capacity and assign truck number to each contractor vehicle that is hauling debris to disposal sites. A log of truck measurements will be submitted to the CITY for filing with state and federal agencies;
4. Reviewing the amount and type of debris loaded by each debris removal contractor at each point of loading;
5. Issuing properly and accurately filled out trip tickets at the point of loading for each loading site of each debris removal contractor;
6. Evaluating each truck as it arrives at the debris disposal site, and accurately and completely filling out and verifying trip tickets for each such truck for each debris removal contractor.

Other services provided by MONITOR include:

1. Measure and record the truck capacity on truck measurement logs.
2. Log debris volumes in a digital format (ex. Microsoft Excel). Data to be tracked includes date, contractor, disposal site, trip ticket number, capacity, load rating, actual yards, location of debris, and type of debris;
3. Track first pass debris as Federal Aid route, or Non Federal Aid route, to protect reimbursement from FEMA and FHWA.
4. Compare truck capacity on trip ticket with measured truck volume to identify any errors.
5. Provide debris volume reports to the CITY, and as requested by FEMA/MEMA;
6. File original tickets by numerical order, by Contractor, by day and by disposal site to be submitted to the CITY for record keeping;
7. Verify hours that equipment and personnel are utilized by "70 Hour Push" debris contractor, if such contractor is utilized by CITY.

C. PROJECT MANAGEMENT

MONITOR will prepare and submit operational reports throughout the duration of the debris removal operations. Daily reports shall document the debris contractors' activities and progress from the previous day and shall be submitted by 9:00 a.m. to the CITY Project Manager. Each daily report submitted will contain the following minimum information:

1. Contractor name;
2. Progress by area and estimations of total quantities remaining, including time to completion;

3. Submission of trip tickets within two days sorted by numerical order, by Contractor, by day and by disposal site.

Additional written reports may be requested by the CITY which shall document the debris contractors' activities and progress from the previous report and cumulatively for each Contractor. Each such additional report submitted will contain such information as may be requested by the CITY.

MONITOR shall review Contractor pay requests and make a recommendation to the City in regards to the accuracy and completeness of the invoice and payment recommendation. Each invoice should be coded with the correct Project Worksheet number to expedite the CITY'S reimbursement.

D. RECORD RETENTION

MONITOR shall collect and retain all documentation which it utilizes in the performance of the Monitoring Contract, including but not limited to, all such documentation that may be required by FEMA in order to process reimbursement requests by the CITY.

E. MEETINGS AND COMMUNICATIONS

Open, timely conversations and written documentation are significant actions to provide successful completion of the debris removal contracts. Throughout the execution of the contracts, MONITOR will meet with CITY representatives as directed by and coordinated with the CITY. MONITOR will attend a conference for the debris recovery contractors, if so directed by the CITY, and will attend regular progress and coordination meetings, as appropriate.

MONITOR shall attend City Council Meetings, as requested, to directly respond to public comments, public records requests, or City Council questions as they relate to the progress or issues with the debris removal project.

MONITOR shall attend meetings conducted by MEMA and/or FEMA as requested by the City. MONITOR shall provide assistance to the CITY and or MEMA/FEMA in completing all Project Worksheets necessary for reimbursement. Monitor will generate reports to support the questions and reimbursement as necessary.

F. FIELD MONITORING

The MONITOR shall ensure that site monitors as specified below are deployed and operational commensurate with the beginning of debris collection and the establishment of debris sites. At a minimum monitoring shall consist of the following personnel:

1. 1 staff per debris disposal site
2. 1 staff per debris loading site or crew

In the event the "70 Hour Push" debris contract is activated by the CITY, the MONITOR and the

CITY shall co-ordinate assignment of personnel to each applicable location, and the CITY shall have the option of assigning CITY personnel to some or all of the debris sites.

G. QUALITY CONTROL

The MONITOR shall:

1. Document daily and weekly recovery work, ensuring that proper records are maintained for trip tickets and recovery costs, separated by Federal Aid/Non-Federal Aid routes for First Pass debris removal efforts;
2. Inspect means and methods to measure and record work and recommend changes that may be needed;
3. Recommend stopping work in progress that is not being performed or documented in the appropriate manner;
4. Inspect work in progress to ensure that removal efforts include debris of the proper type in the proper areas;
5. Check work in progress to make sure that the proper work authorizations, permits, and other prerequisites has been received;
6. Report on any improvements in work assignments and/or efficiency/productivity that may be appropriate;
7. Maintain digital photo documentation of recovery work on a weekly basis.

H. REVIEW, PERMITS, LICENSES AND CERTIFICATES

A wide variety of permits, licenses, and certificates may be required to perform debris management work, depending on the assignment. The MONITOR will work closely with the Contractor, CITY and local agencies and regulators to clarify and resolve any compliance issues, as well as to determine requirements for and to assist with obtaining necessary permits, licenses, and certificates, if requested. Some of the permits that we anticipate being required for this type of work include, but may not be limited to the following:

1. Environmental Permits - Asbestos/lead paint abatement, construction permit, demolition permits;
2. Clean Air Act (Emissions) Permits - Burn permit (air curtain incinerators), stack-monitoring permit, fugitive emissions (dust) control permit.

I. EVENT CLOSURE

MONITOR will assist the CITY in preparing final reports necessary for reimbursement by FEMA, MEMA and any other applicable agency for disaster recovery efforts by CITY staff and designated debris removal contractors, as requested by the City. The MONITOR will assist in reviewing and processing requests for payment by the disaster debris removal contractors.

III. SCHEDULE

MONITOR will provide continuous services for the period specified in the Monitoring Contract. MONITOR will mobilize a staff of sufficient size to adequately monitor debris removal operations.

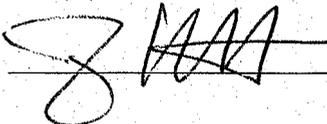
J. Payment to the Monitor

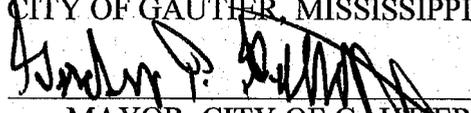
Monitor will provide the services as defined in this Scope based on an hourly rate schedule, as provided in the Fee Table. These hourly rates will include all expenses, as no direct expenses will be included in this contract, unless authorized by separate Addendum to this contract.

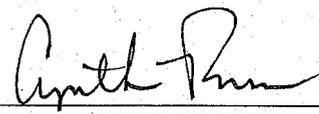
This Contract will be executed in multiple counter-parts, each one of which, when so executed, shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be entered into on the date first above written.

“CONTRACTOR”

By: 
Title President

CITY OF GAUTHER, MISSISSIPPI
By: 
MAYOR, CITY OF GAUTHER

ATTEST: 
CITY CLERK