



AGENDA ITEM REPORT

DATE: December 3, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Disaster Management Services

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP190164RJD, Disaster Management Services, to Hagerty Consulting Services, Inc. for disaster management services in the event of an emergency or natural disaster, on an as needed basis, for an initial term of three years.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three additional one year periods, and to execute all associated documents if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal. Events resulting in expenditures in excess of \$100,000.00 will be presented to the Board at the earliest allowable date under the circumstances.
- D) Authorize the County Manager or designee to initiate services under the contract by issuance of a County work authorization, upon declaration of a State of Local Emergency by the Board of County Commissioners.

II. ITEM SUMMARY

Awards a contract to Hagerty Consulting Services, Inc. to provide management, tracking, and if applicable federal or state reimbursement applications for funds associated with disaster response and recovery activities in the event of an emergency or natural disaster, on an as-needed basis for an initial term of three years, and up to three additional one year periods. Board action authorizes the County Manager or designee to activate the contractor upon declaration of a State of Local Emergency by the Board of County Commissioners. Funding levels will be determined based on the severity of the emergency and the level of services required at the time of an event. Funding will be transferred to appropriate accounts when required and is not included in the annual adopted budget. In the event this contract is used for purposes eligible for federal reimbursement, the solicitation and contract comply with federal reimbursement regulations.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Lee County is subject to natural disasters such as hurricanes, flooding, and other natural and man-made events. As part of the management of response and recovery efforts, certain repositioned contracts are required to assist Lee County in the management, tracking, and if applicable federal or state reimbursement applications for funds associated with disaster response and recovery activities. The services requested under this agreement shall include technical and professional services to maximize disaster assistance funding, expedite the process, and retain funds during an event and project closeout. The technical and professional services shall include consulting, representation, assistance, and support with monitoring the County's recovery efforts and compliance and reporting responsibilities.

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP190164RJD, Disaster Management Services. On the solicitation deadline of July 9, 2019, Procurement Management received five submittals.

An evaluation meeting was held on September 6, 2019, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of company, company relevant experience and reference, plan of approach, personnel qualifications, and detailed proposal. Based on the information submitted by the proposers, the Committee reached a consensus to negotiate with and recommend the award of a contract to Hagerty Consulting Services, Inc., for use in the event of an emergency or natural disaster, on an as-needed basis for an initial term of three years, and up to three additional one year periods, upon the agreement of both parties.

- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)		

	Will this item impact future budgets? If yes, please include reasons in III(D) above.
F)	Fund: Program: Project: Account Strings:
G)	Fund Type?
H)	Comments: Funding levels will be determined based on the severity of the emergency and the level of services required at the time of an event.

V. RECOMMENDATION
Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Hagerty Consultants, Inc. Contract	11/5/2019	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	11/21/2019 - 3:38 PM
Budget Services	Henkel, Anne	Approved	11/21/2019 - 3:58 PM
Budget Services	Winton, Peter	Approved	11/21/2019 - 4:18 PM
County Attorney	Lira, Louis C.	Approved	11/22/2019 - 10:05 AM
County Manager	Winton, Peter	Approved	11/22/2019 - 10:26 AM