

C2 F A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER, PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 2024-011-WG, FOR EMERGENCY ADMINISTRATIVE SUPPORT SERVICES. (FIRE)



**COMMISSION MEMORANDUM**

TO:	Honorable Mayor and Members of the City Commission
FROM:	Rickelle Williams, Interim City Manager
DATE:	June 26, 2024
TITLE:	A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER, PURSUANT TO REQUEST FOR PROPOSALS (RFP) NO. 2024-011-WG, FOR EMERGENCY ADMINISTRATIVE SUPPORT SERVICES. (FIRE)

**RECOMMENDATION**

It is recommended that the City of Miami Beach ("City") Mayor and City Commission approve the Resolution accepting the City Manager's recommendation pursuant to Request for Proposals (RFP) 2024-011-WG for emergency administrative support services, authorizing the Administration to enter into negotiations with Tidal Basin Government Consulting LLC, the top-ranked proposer. If the Administration is not successful in negotiating an agreement with Tidal Basin Government Consulting LLC, authorizing the Administration to enter into simultaneous negotiations with ICF Incorporated LLC, and Integrated Solutions Consulting Corporation, the tied second-ranked proposers. The Resolution also authorizes the City Manager and the City Clerk to execute a final Agreement upon successful negotiations by the Administration.

This solicitation is under the cone of silence.

**BACKGROUND/HISTORY**

In responding to emergencies, such as hurricanes, the City uses various contractors and consultants to assist and ensure that the expenses incurred are in line with the requirements of the Federal Emergency Management Agency (FEMA). Compliance with FEMA requirements is a prerequisite to the City receiving reimbursement for these expenses.

The services provided by the emergency management administrative support services, which is the purpose of this agenda item, include the expert services needed to support the City's emergency management needs with preparedness, mitigation, response, and recovery associated with disaster-related events to maximize available reimbursement.

Accordingly, the Administration developed an RFP for emergency management administrative support services to establish a replacement contract once the current contract expires on August 18, 2024. In an emergency, such as a hurricane, the City requires administrative functions and support services that are crucial for the effective functioning of emergency management and response efforts. These services play a vital role in coordinating, organizing, and facilitating emergency management activities at local, regional, and national levels. Emergency management administrative support services contribute to the overall coordination, efficiency, and effectiveness of emergency management efforts, helping the City better prepare for, respond to, and recover from emergencies and disasters.

The RFP sought proposals from qualified firms for emergency management administrative support. The selected consultant will provide services designed to support the City's emergency management administrative needs with preparedness, mitigation, response, and recovery associated with disaster-related events. This support will facilitate the maximization of federal and other funding and help the City retain these funds during subsequent project closeouts and audits.

The City is requesting support services from the consultant in the following areas:

- Support the undertaking of damage assessments to maximize recovery efforts.
- Review eligibility issues, and work with the City to develop justifications for submission to FEMA and other applicable agencies.
- Assist the City in developing an approach to filing and tracking eligible costs.
- Assist in the preparation of project worksheets and web portal submissions based on actual / estimated costs provided by City departments.
- Assist with identifying cost-effective mitigation opportunities and alternatives (Section 404 and 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act), and the preparation of documentation to secure funding.
- Participate in meetings with FEMA, the State of Florida, and requisite agencies to negotiate and formulate individual project worksheets and mitigation projects as needed.
- Assist departments having difficulty with their project worksheet claims.
- Assist in determining if any eligible damages have not been identified and submitted for reimbursement.
- Preparation of appeals.
- Assist with final inspections, project closeouts, and any OIG audits.
- Assist with recovering costs from any other Federal and State agency programs.
- Assist in long-term recovery planning guidance.

## **ANALYSIS**

On January 31, 2024, the Mayor and City Commission approved the issuance of RFP No. 2024-011-WG for emergency management administrative support services. On January 31, 2024, the RFP was issued. A voluntary pre-proposal conference to provide information to proposers was held on February 22, 2024. Two (2) addenda were issued, and 107 prospective bidders accessed the solicitation. RFP responses were due and received on March 26, 2024. The City received ten (10) proposals from the following firms:

- Continuity Operations Group, LLC
- Disaster Program & Operations, Inc.
- ICF Incorporated, LLC
- Indelible Emergency Management LLC
- Integrated Solutions Consulting, Corporation
- MPACT Strategic Consulting, LLC
- Rostan Solutions, LLC
- Synergy Disaster Recovery
- Tidal Basin Government Consulting, LLC
- Universal Solutions Group, Inc.

On April 28, 2024, Universal Solutions Group, Inc. withdrew its proposal submission and received no further consideration.

On June 3, 2024, the Evaluation Committee, appointed by the City Manager via Letter to Commission No. 201-2024, convened to consider the proposals received. The Committee was comprised of Daniel Alzuri, Assistant Director, Facilities and Fleet Management Department;

Michael Clark, Sanitation Superintendent, Public Works Department; Vyomie Greene, Assistant Director, Finance Department; Shari Lipner, Division Administrator, Division of Emergency Management, Fire Department; and Ramon Suarez, Human Resources Administrator II, Human Resources Department.

The Committee was provided with an overview of the project and information relative to the City's Cone of Silence Ordinance and the Government Sunshine Law. The Committee was also provided with general information on the scope of services and a copy of each proposal. The Committee was instructed to score and rank each proposal pursuant to the evaluation criteria established in the RFP. The results of the Evaluation Committee process are detailed in Attachment A and resulted in the following rankings:

- 1<sup>st</sup> ranked – Tidal Basin Government Consulting, LLC
- 2<sup>nd</sup> ranked – ICF Incorporated, LLC
- 2<sup>nd</sup> ranked – Integrated Solutions Consulting Corporation
- 4<sup>th</sup> ranked – Continuity Operations Group, LLC
- 5<sup>th</sup> ranked – MPACT Strategic Consulting, LLC
- 6<sup>th</sup> ranked – Disaster Program & Operations, Inc.
- 6<sup>th</sup> ranked – Synergy Disaster Recovery LLC
- 8<sup>th</sup> ranked – Indelible Emergency Management LLC
- 9<sup>th</sup> ranked – Rostan Solutions, LLC

The Evaluation Committee deemed Tidal Basin Government Consulting, LLC ("Tidal Basin"), the top-ranked proposer, which offered the most compelling combination of experience, technology, and services. The Evaluation Committee highlighted that as the City's existing service provider, Tidal Basin brings valuable institutional knowledge. Tidal Basin is currently providing professional services to the City of Miami Beach to support emergency management, response, recovery, mitigation, and other support services to assist in the recovery from Hurricane Irma. Tidal Basin helped facilitate the maximization of potential funding opportunities, expedited the processing of supplemental funding requests, and helped the City retain awarded funding during subsequent project closeouts and audits. The evaluation committee also highlighted that Tidal Basin's staff participated in the activation of the City's EOC supporting operations, including financial, administrative, and management initiatives. Tidal Basin assisted the City with 25 project worksheets submitted to FEMA totaling over \$11 million in obligated funds.

Tidal Basin is extensively familiar with recovery operations in Florida and has aided over 30 Florida communities to date, guiding their clients through their insurance and FEMA recoveries. Tidal Basin has experience with emergencies such as hurricanes and major flooding events and a deep understanding of FEMA and other federal programs, FHWA and FDOT. This intimate familiarity and level of involvement enables their in-depth understanding of Florida's unique needs and challenges after catastrophic events. Tidal Basin is qualified to provide the broad array of services outlined in this RFP, as their team partnered with the City of Miami Beach to deliver these exact services from 2013 to the present. Some of its Florida clients include Santa Rosa County, the City of Key West, and the City of Hialeah. All references provided positive feedback.

The Evaluation Committee also deemed ICF Incorporated, LLC ("ICF") and Integrated Solutions Consulting, Corporation ("Integrated Solutions") well qualified and should be considered if negotiations with Tidal Basin are not successful.

ICF is a trusted partner of the City, having provided support in the areas of resiliency planning, federal procurement, and hazard mitigation grants. ICF's knowledge of the City and its staff, along

with its expertise in supporting governmental agencies and communities across Florida, will provide the City with the right proven partner to recover from any federally declared disaster. With more than 2 decades of providing proven disaster recovery support, ICF has represented more than 100 governmental agencies in their recovery of more than \$90 billion in funding.

With a history of supporting Florida clients in their recovery since 2004 and with local Florida staff, ICF is well equipped to quickly respond to the City's disaster recovery consultant services needs. Some of its Florida clients include the City of St. Petersburg, the City of Oviedo, and the City of Tallahassee. All references provided positive feedback.

Integrated Solutions has expertise in the Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) program and Hazard Mitigation Grant Programs (HMGP), Housing and Urban Development's Community Development Block Grants for disaster and mitigation (CDBG-DR and CDBG-MIT), and Individual Assistance (IA). For the past two decades, Integrated Solutions has helped diverse communities throughout the US obtain and retain over \$80 billion in eligible federal recovery grant funding without negative audit findings.

Integrated Solutions provides the City with a team with disaster recovery expertise and intimate knowledge of Florida, its communities, and past disasters. Some of its clients include Miami-Dade County, the City of Sarasota, and the Port of Lake Charles, Louisiana. All references provided positive feedback.

### **FISCAL IMPACT STATEMENT**

These services are typically required due to an emergency or disaster. At such times, a budget amendment and/or transfer to the relevant accounts will be necessary. If the services are related to a natural emergency, the costs are usually eligible for reimbursement by the Federal Emergency Management Agency (FEMA).

The RFP requested firms specify their proposed administrative support positions and describe job functions/duties for each. Based on the proposal submitted by Tidal Basin, the top-ranked firm, staff performed a cost analysis to determine whether the fiscal impact was in the City's best interest. The cost analysis compared the costs submitted under the RFP to similar line items in the current contract. For the items compared, it has been determined that the hourly rates proposed by Tidal Basin have not increased despite an increase in the Consumer Price Index of 22% since the current contract was awarded in August 2019. Therefore, the Administration believes proceeding with an award is in the best interest of the City.

Services pursuant to the award of this RFP shall be subject to successful negotiations and the availability of funds approved through the City's budgeting process

### **Does this Ordinance require a Business Impact Estimate?** (FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on . See BIE at:  
<https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

### **FINANCIAL INFORMATION**

Click or tap here to enter text.

## **CONCLUSION**

Based on the foregoing, it is recommended that the Mayor and City Commission approve the Resolution authorizing the Administration to enter into negotiations with Tidal Basin Government Consulting, LLC, the top-ranked proposer; further, if the Administration is not successful, in negotiating an agreement with Tidal Basin Government Consulting, LLC, authorize the Administration to simultaneously negotiate with ICF Incorporated, LLC, and Integrated Solutions Consulting, Corporation, the tied second-ranked proposers; and further, authorizing the City Manager and the City Clerk to execute a final Agreement upon successful negotiations by the Administration.

## **Applicable Area**

Citywide

**Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

Procurement

**Sponsor(s)**

**Co-sponsor(s)**

ATTACHMENT A

RFP 2024-011-WG Emergency Management Administrative Support Services	Daniel Alzuri			Ranking	Michael Clark			Ranking	Vyomie Greene			Ranking	Shari Lipner			Ranking	Ramon Suarez			Ranking	Low Aggregate Totals	Ranking
	Qualitative	Quantitative	Subtotal		Qualitative	Quantitative	Subtotal		Qualitative	Quantitative	Subtotal		Qualitative	Quantitative	Subtotal		Qualitative	Quantitative	Subtotal			
Tidal Basin Government Consulting, LLC	94	0	94	1	85	0	85	2	93	0	93	2	99	0	99	2	81	0	81	2	9	1
ICF Incorporated, L.L.C.	92	0	92	3	73	0	73	8	94	0	94	1	95	0	95	7	82	0	82	1	20	2
Integrated Solutions Consulting, Corp.	89	0	89	4	81	0	81	4	92	0	92	3	98	0	98	3	75	0	75	6	20	2
Continuity Operations Group, LLC	88	5	93	2	78	5	83	3	78	5	83	8	96	5	101	1	67	5	72	7	21	4
MPACT Strategic Consulting, LLC	88	0	88	5	80	0	80	5	89	0	89	4	97	0	97	4	79	0	79	5	23	5
Disaster Program & Operations, Inc.	73	0	73	9	87	0	87	1	87	0	87	6	96	0	96	6	80	0	80	3	25	6
Synergy Disaster Recovery LLC	74	0	74	8	80	0	80	5	88	0	88	5	97	0	97	4	80	0	80	3	25	6
Indelible Emergency Management LLC	84	0	84	6	77	0	77	7	87	0	87	6	95	0	95	7	61	0	61	8	34	8
Rostan Solutions, LLC	82	0	82	7	73	0	73	8	81	0	81	9	93	0	93	9	59	0	59	9	42	9

Quantitative Points	
Proposer	Total Quantitative (Veteran's)
Continuity Operations Group, LLC	5
Disaster Program & Operations, Inc.	0
ICF Incorporated, L.L.C.	0
Indelible Emergency Management LLC	0
Integrated Solutions Consulting, Corp.	0
MPACT Strategic Consulting, LLC	0
Rostan Solutions, LLC	0
Synergy Disaster Recovery LLC	0
Tidal Basin Government Consulting, LLC	0

## OMB Available Balance as of 6/18/2024:

### FY 2024

Accounts 1		< 1 >		Details 2		2024 Amounts \$70,000.00				
011-0325-000312-19-401-508-00-00-00- Professional Services										
Year	Period	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
2024	1	10	Disaster training and exerc...	50,000.00	1.00	50,000.00				
2024	1	20	Consulting services for mit...	20,000.00	1.00	20,000.00				

#### Account

Fund	011	General Fu	Acct	011-0325-000312-19-401-508-00-00-00-	
Org	010310B0	Emergency	Acct name	Professional Services	
Object	000312	Profession	Type	Expense	Status
Project			Rollup		
			Sub-Rollup		
			<input type="checkbox"/> MultiYr Fund		

#### 4 Year Comparison

#### Current Year

#### History

#### 4 Year Graph

#### History Graph

Yr/Per 2024/08	Fiscal Year 2024		Fiscal Year 2023		Fiscal Year
Original Budget	70,000.00		70,000.00		70,000.00
Transfers In	92,000.00		168,800.00		18,100.00
Transfers Out	.00		.00		
Revised Budget	162,000.00		238,800.00		88,100.00
Actual (Memo)	12,517.50		157,921.25		69,300.00
Encumbrances	38,033.75		.00		
Requisitions	.00				
Available	111,448.75		80,878.75		18,700.00
Percent used	31.20		66.13		7.00

Tidal Basin is budgeted for \$20,000 in FY 2024, and the current available balance is dedicated to Tidal Basin invoices as an on-needed basis.

### FY 2025

Accounts 1		< 1 >		Details 3		2025 Amounts \$71,000.00				
011-0325-000312-19-401-508-00-00-00- Professional Services										
Year	Period	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
2025	1	10	Disaster training and exerc...	20,000.00	1.00	20,000.00				
2025	1	20	Consulting services for mit...	50,000.00	1.00	50,000.00				
2025	1	40	Translation services for ou...	1,000.00	1.00	1,000.00				

There is \$50,000 budgeted in FY 2025 for Tidal Basin invoices. Anything in excess would be covered via transfers/amendments as an on-needed basis.