



City of San Antonio

Agenda Memorandum

File Number:17-4701

Agenda Item Number: 25.

Agenda Date: 8/31/2017

In Control: City Council A Session

DEPARTMENT: Solid Waste Management Department

DEPARTMENT HEAD: David W. McCary

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

On Call Debris Management Monitoring Contract Renewal

SUMMARY:

An ordinance authorizing the one year renewal of the contract with Tetra Tech, Inc. (previously Science Applications International Corporation (SAIC)) for On-Call Debris Management Monitoring services, in amount not to exceed \$100,000.00, dependent on a Federal Emergency Management Administration (FEMA) declared disaster emergency. Services provided include on-call Debris Management that encompasses associated management and accounting services necessary for disaster related debris removal and disposal during an emergency as well as data reporting, preparing proper documentation in order to request and obtain reimbursement from FEMA for disaster related costs and other related services. This renewal is the only renewal of the contract, under the same terms and conditions as the original contract, at the City's discretion.

BACKGROUND INFORMATION:

On September 5, 2013, the City entered into a contract with SAIC, now known as Tetra Tech through ordinance 2013-09-05-0611 for On-Call Debris Management Monitoring. The selection was based on the City's standard RFP process. The Request for Proposals (RFP) for "On-Call Debris Management Monitoring" (RFP 6100002583) was issued on March 8, 2013, with a submission deadline of April 12, 2013. This RFP was advertised in the San Antonio Express News, on the City's website and the City of San Antonio Electronic Procurement System (SAePS). One proposal response was received. Science Applications International Corporation (SAIC) was selected, based on the City's standard RFP process.

In June 2015, SAIC became Tetra Tech, Inc. A new Discretionary Contracts Disclosure Form and letter accepting the contract transfer are attached herewith.

This is an on-call contract and shall be used as required. This ordinance will exercise the one-year renewal option.

ISSUE:

In 2013, the City of San Antonio Solid Waste Management Department (SWMD) sought proposals from qualified firms to provide emergency debris monitoring services to include associated management and accounting services necessary for disaster related debris removal and disposal during an emergency. The firm is responsible for monitoring the recovery efforts of the City's Debris Management Contractor (DMC) in the field in accordance with FEMA policies and guidelines. Services include monitoring of debris collection, Temporary Debris Storage and Reduction Sites (TDSR Sites), and residential debris Drop-off Sites, as well as data reporting, preparing proper documentation in order to request and obtain reimbursement from FEMA for disaster related costs and other related services. The firm shall monitor the DMC's progress and suggest and assist with implementing recommendations to improve efficiency. The original contract was for four years with one, one year renewal to be used on an "as needed" basis.

For this contract, costs associated with the use of the award are dependent upon a FEMA declared disaster emergency. Therefore, expenses incurred due to such an event are to be reimbursed by FEMA.

ALTERNATIVES:

Should this contract not be renewed, SWMD would be required to enter in the procurement process to replace this contract. This would potentially delay action required during a FEMA disaster declaration. The department does not have the staff to perform these services in addition to day to day operational duties. In addition, the department lacks the expertise in FEMA related rules and regulations related to FEMA reimbursement and debris management monitoring.

FISCAL IMPACT:

This ordinance authorizes execution of a contract with Tetra Tech, Inc. in an amount not to exceed \$100,000.00 annually for On-Call Debris Management Monitoring service. In the event that there is an emergency, the department can reallocate funds from their existing operating budget to cover the cost of the event. The City will make no minimum guarantee pertaining to the volume of work which may be expected from the contract.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the one year renewal of the contract with Tetra Tech Inc., for On-Call Debris Management Monitoring services.