



# City of San Antonio

## Agenda Memorandum

**File Number:**18-6454

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**Agenda Item Number:** 19.

**Agenda Date:** 2/14/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Fire

**DEPARTMENT HEAD:** Charles N. Hood

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Multi-Year Emergency Management Strategic Planning Services

### **SUMMARY:**

An Ordinance authorizing the execution of four (4) professional services contracts for emergency management services for the term of three years, with options for renewal for fourth and fifth years. The recommended consulting firms are CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC who will work with the Office of Emergency Management on a task order basis to conduct a variety of emergency management services, totaling no more than \$950,000.00 over an initial three (3) year term with two (2), one (1) year options to renew.

Funding for the first term of the contract is available from the 2018 Urban Area Security Initiative and 2018 State Homeland Security Program grant in the amount of up to \$100,000.00 and \$35,000 respectively. Additionally, funding in the amount of up to \$50,000 is available in the FY 2019 General Fund Budget. Funding for subsequent year of the contract is subject to City Council approval of the annual budget and of funds. Additional funding is contingent upon future grant awards.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action are four (4) professional services contracts with CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC. The Consultants will serve in a qualified vendor pool as the need for a specific emergency management service arises, and grant funds permit.

## **ISSUE:**

This ordinance authorizes the execution of contracts with CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC for emergency management services. The initial term of the contract is for three years, with the opportunity to renew the contract for fourth and fifth years. This will allow the Office of Emergency Management to engage with the awardees to conduct a variety of emergency management services, including but not limited to preparedness, planning, exercises, mitigation, and recovery projects.

The City issued a Request for Proposal (RFP) for “Multi-Year Emergency Management Strategic Planning Services” on October 12, 2018, with a submission deadline of November 7, 2018. The RFP was advertised in the San Antonio Express-News, TVSA channel, San Antonio e-Procurement System, and the City’s Bidding and Contracting opportunities website. Five proposals were received and were responsive for proposal evaluation.

The evaluation committee consisted of 5 members from the San Antonio Fire Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with city procurement policies and procedures.

Proposals were evaluated and scored based on the published evaluation criteria in the RFP, which included: Experience, Background, Qualifications (40 points), Proposed Plan (30 points), Price Schedule (20 points), Small Business Economic Development Advocacy (SBEDA) Program: Small Business Enterprise (SBE) Prime Contract Program (5 points), and the Minority/Women Business Enterprise (M/WBE) Prime Contract Program (5 points).

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points.

The evaluation committee met to review, evaluate and score all five proposals received. After all discussions and scoring were completed by the evaluation committee, the four highest ranked firm(s) CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC were selected for award recommendation.

The Local Preference Program (LPP) and Veteran-Owned Small Business Preference Program (VOSBPP) were not applicable for this solicitation.

The contract will enable contractors to provide a variety of emergency management professional services, including, but not limited to preparedness, planning, training, exercise design, mitigation, and recovery. These professional services will address grant funded projects and enable the Office of Emergency Management to more quickly hire consultants in the case of a real world emergency.

## **ALTERNATIVES:**

City Council may elect not to approve this contract which would not enable the Office of Emergency Management to move forward with the contracts for emergency management services in a timely manner.

**FISCAL IMPACT:**

This ordinance authorizes the execution of contracts with CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC for emergency management services in an amount not to exceed \$950,000 over the term of the contract. Funding for the first term of the contract is available from the 2018 Urban Area Security Initiative and 2018 State Homeland Security Program grant in the amount of up to \$100,000.00 and \$35,000 respectively. Additionally, funding in the amount of up to \$50,000 is available in the FY 2019 General Fund Budget. Funding for subsequent year of the contract is subject to City Council approval of the annual budget and of funds. Additional funding is contingent upon future grant awards.

**RECOMMENDATION:**

- a) Staff recommends approval of contracts with CohnReznick; Hagerty Consulting, Inc.; Integrated Solutions Consulting; and Partner Forces, LLC for emergency management services.
- b) This contract is procured by means of Request for Proposals and the Contract Disclosure Form is attached.