

TOWN OF PALM BEACH

Information for Town Council Meeting on: August 15, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P. E., Director of Public Works

RE: Ratify and Approve a Contract for Disaster Debris Services Contract - First Pass,
Cut & Toss, Sand and Vegetation Services RFP No. 2018-45
Resolution No. 113-2018

DATE: July 31, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 113-2018 to ratify the Selection Committee's recommendation, award RFP No. 2018-45, and approve a Disaster Debris Service Contract for first pass, cut and toss, sand and vegetation removal services to Arbor Tree and Land, Inc. provided that the Purchasing Division hold negotiations with the proposer regarding the hourly rates and the pricing structure, and authorizing the Town Manager to execute that contract when approved by the Town Attorney.

GENERAL INFORMATION

The previous Disaster Debris Contract for first pass, cut and toss was not renewed by the awarded contractor from RFP 2016-04. As a result of the non-renewal and lessons learned by staff during Hurricane Irma recovery efforts, it was determined that a smaller scale version of the original scope of work was needed to assist the Town forces in the initial roadway clearing efforts. Detailed sand removal from the public right-of-way, sidewalks and green area along with vegetation removal from public parks and Town facilities was also determined to be a task that needed contractor assistance, thus included as a component of this RFP.

The Town advertised and received two (2) proposals on July 10, 2018 to provide disaster debris services. A Selection Committee was formed and approved to evaluate and make recommendations on proposals submitted. The Selection Committee consisted of Eric Brown, P.E., Assistant Public Works Director (non-voting), Mary McQuaig, Accounting Assistant, Michael Roach, P.E., Project Engineer, Chester Purves, Public Works Services Division Manager, Darrel Donatto, Fire Rescue Chief and Director of Emergency Management, Roger Bollier, Trash Bureau Supervisor (non-voting), Dean Mealy, Purchasing Manager (non-voting), and Duke Basha, Assistant Purchasing Manager (non-voting).

Two (2) proposals were received and reviewed amongst the approved Selection Committee on July 24, 2018. The Committee worked through the evaluation criteria and arrived at an overall rating of 2.54 and 3.06 for DRC and ATL respectively.

The Committee elected to conduct an oral interview with the proposer with a ranking of 3.06 (ATL). The Committee was instructed to prepare a list of questions to provide to the proposer for oral interview related to the Scope of Work for additional clarification. This interview process was held on July 30, 2018 at the Public Works facility. The content of the interview included the proposer's presentation and explanation regarding other capabilities and the Committee's initial areas of concern.

Based on the evaluation criteria and the scoring of the Selection Committee members, the Selection Committee voted three (3) to one (1) to recommend the award to Arbor Tree and Land, Inc., with provisions that the Purchasing Division hold negotiations with the proposer in order to reduce the hourly rates, change the pricing structure.

Entering into a contract with the contractor does not obligate the Town to authorize any work with the contractor, since the contract is based on "standby" requirements to be used in the event of a natural disaster or emergency declaration as needed. The proposed initial term of the contract will be for one (1) year, with the option to renew annually for up to four (4) additional years.

FUNDING/FISCAL IMPACT

Fiscal impact is unknown and is dependent on the magnitude of the disaster or emergency circumstances. Funding for any tasks issued under this contract would be the subject of a future Town Council approval. If no tasks are issued, then no monies would be expended.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency. Review and approval by the Town Attorney of the proposed contracts for legal form and sufficiency will be sought prior to the execution of the contracts by the Town Manager.

Attachments

cc: Jay Boodheshwar, Deputy Town Manager
Jane Le Clainche, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
Chester Purves, Services Division Manager
Dean Mealy, Purchasing Manager
Selection Committee Members