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MEMORANDUM

To: Mark McQueen, City Manager

From: Jennifer Aldridge, Disaster Recovery Project Manager

Date: April 5, 2022

Re: RFP No. PC22-018 Disaster Debris Monitoring Services

*Approved for action.
Commission
Mark McQueen
5/11/22*

The City received four (4) proposals for “Disaster Debris Monitoring Services” that were properly submitted during the applicable timeframe for consideration – TetraTech, Landfall Strategis, Debristech, and Disaster Program & Operations, Inc.

The selection committee consisted of the following Jennifer Aldridge (Disaster Recovery Project Manager), Shane Daugherty (Environmental Service Manager), Robert Nix (Superintendent Solid Waste), and Clint Murphy (Capital Project Engineer) Also in attendance was Joy Masters (Burke Blue) who attended as legal advisor and not as a selection committee member.

The Request For Proposal (“RFP”) for this project was publicly posted on The City of Panama City’s website, Dodge Data & Analytics at construction.com, GovDirections.com, BidNet.com and the News Herald. A pre-bid meeting was held on February 23, 2022 with five (5) potential proposers attending in-person & four (4) potential proposers attending by Zoom.

On Wednesday, April 4, 2022, 2021 at 11:00am the selection committee met to discuss the four (4) Disaster Debris Monitoring Services.

The Selection Committee reviewed the four (4) Proposals in accordance with the evaluation criteria listed in Section 5.2 the RFP. All Proposals met the minimum qualifications outlined in the RFP, although not all submissions were complete regarding the paperwork required under the RFP. During the selection process, the committee unanimously agreed that the proposal submitted by Tetra Tech stood out above the others for the following reasons:

- Proposer’s Qualifications and Experience: Tetra Tech demonstrated in its proposal that as a firm, it has over 50 years of **direct** experience with past Debris Monitoring for

declared disasters. This direct experience confirmed that in comparison with the other submittals, Tetra Tech had far more direct experience which relates to the requested services for the City regarding Debris Monitoring and specifically with Debris Monitoring on declared disasters such as a Hurricane.

- Proposer's Lead Architect/Engineer Qualifications and Experience: Tetra Tech's Lead individual's resume exhibited the highest level of skill and knowledge which is necessary to effectuate the Scope outlined in the RFP when compared with the other proposer's Lead individuals.
- Proposer's Team Qualifications and Experience: Tetra Tech's overall Team members' resumes reinforced that Tetra Tech has a team with the skill set, experience and knowledge which is necessary to best execute the project as described in the RFP's Scope, as compared to the other proposals submitted.
- Design Philosophy and Process: Tetra Tech provided an exceptional operational plan. Tetra Tech overall submitted the most responsive proposal, in that the Proposal exhibited that Tetra Tech's ability and processes best accomplished all aspects of the services enumerated in the RFP's Scope of Services.
- Technical Capabilities and Approach/Capacity: Tetra Tech's automated debris software program is superior to the other proposer's responses, and demonstrated that it has the highest degree of technical capabilities and showed the most excellent approach to complete the scope needed for the project as compared to the other proposals submitted.

As stated above, the Selection Committee carefully considered and discussed the contents of the four (4) proposals received and, based on the criteria in the RFP, the committee recommends Tetra Tech as the top choice for Debris Monitoring Firm.

If you agree with the Selection Committee's recommendations, we will reach out to the four (4) firms prior to submitting to the City Commission for the April 12, 2022 Commission Meeting.