7. **CONSENT AGENDA**

o. Approve staff's ranking of the disaster debris monitoring services firms and direct staff to negotiate contracts with the two top ranked firms, Neel-Schaffer Inc., and Solid Resources, Inc."

Memorandum

DATE: August 19, 2008

TO: City Council

THROUGH: City Manager Judie Zimomra

FROM: Public Works Director Gates Castle

Subject: Disaster Debris Monitoring Services

RECOMMENDATION: Approve staff's ranking of the disaster debris monitoring services firms and direct the staff to negotiate contracts with the two top ranked firms, Neel-Schaffer, Inc and Solid Resources, Inc.

The disaster recovery process following Hurricanes Charley and Wilma utilized City employees to monitor the disaster recovery contractor. This method was effective but prevented employees from performing their normal functions and the regular time charges were not reimbursable. Other government entities utilized consultants to perform these services and received reimbursement for the costs. A scope of work was prepared for a firm to provide disaster debris monitoring services for the City including, but not limited to:

- Coordinating daily briefings, work progress, staffing and other key items with the City
- Aid with permitting/regulatory issues as necessary
- Scheduling work for all team members and contractors on a daily basis
- Hiring, scheduling and managing field staff
- Certifying contractor vehicles for debris removal
- Entering load tickets into a database application
- Development of maps, GIS applications, etc as necessary
- Project Worksheet and other pertinent report preparation
- Final report and appeal preparation and assistance

In the July 7, 2008 edition of the Ft. Myers News-Press, a request for proposals was placed to provide the City's disaster debris monitoring services. Three firms responded to the request and a staff committee comprised of Police Major Mike Murray, Deputy Public Works Director Scott Krawczuk and Public Works Director Gates Castle reviewed the submittals. Based upon the firms' written submittals, the staff committee ranked the firms as follows:

1. (tied) Neel-Schaffer, Inc.
1. (tied) Solid Resources, Inc.
3. All South Consulting Engineers, LLC

Staff recommends that City Council approve the staff ranking of the disaster debris monitoring firms and direct the City Manager to negotiate a contract with the top-ranked firms, Neel-Schaffer, Inc. and Solid Resources, Inc. If the contract negotiations are successful with both firms, it is staff's intent to recommend that Council enter into two contracts for the services.