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M. Renée Cahoon
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Michael Siers
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To: Board of Commissioners

From: David Ryan, P.E.

Date: June 24, 2019

RE: Proposals for Post-Storm Debris Removal and Monitoring Services for FY 19/20

On May 9, 2019 the Town issued Requests for Proposals (RFP's) to provide post-storm debris removal monitoring services for the period July 1, 2019 through June 30, 2020. Advertisements for RFP's were placed on the Town of Nags Head website. Proposals for Debris Monitoring were received from three firms. The firms submitting proposals for debris monitoring included Tetra Tech (Maitland, Florida), SEPI (Pinetown, NC), and Vaughn and Melton, (New Bern, NC). The first firm is a large, national firm. The second is a medium sized North Carolina firm, and the last a medium to large sized regional firm.

The Debris Removal Monitoring Services Request for Proposals utilized a Category One Debris Generating Event as a baseline to estimate the necessary monitoring services required and associative debris monitoring positions. Hourly unit prices were requested based upon two separate documentation approaches; paper-based ticketing and automated ticketing.

A Debris Monitoring evaluation was conducted utilizing a cost analysis matrix for those items listed on the bid form, by vendor, for the identified debris monitoring positions and associative hourly rates with an aggregate of the total unit prices computed for the two separate methods of document tracking. A comparative analysis of the submitted hourly prices indicates that **Tetra Tech, Inc.**, of Maitland, FL, as providing the most advantageous competitive hourly rates.

Tetra Tech, Inc. has significant experience in dealing with many types of natural disasters throughout the US, with recently provided debris monitoring services in the City of New Bern, NC, the Town of North Topsail Beach, Craven County, NC as well as towns in South Carolina and Florida. Tetra Tech have supported clients throughout North Carolina for over a decade, performing more than 30 disaster debris, grant and emergency management projects. Each of the references checked for Tetra Tech provided very positive reviews.

Staff recommends Tetra-Tech as the lowest responsive, responsible bidder. Board approval on this request will authorize the Town Manager to execute an agreement with Tetra Tech, Inc. for FY period 19/20. This agreement is a pre-positioned agreement for debris monitoring services that may activate in the case of a storm generating event. It should be noted that this agreement will not become "active" until a Notice to Proceed is issued.

Attachments: Exhibit A FY 19/20 Debris Monitoring Price Evaluation Matrix (Paper Based Ticketing)

Exhibit B FY 19/20 Debris Monitoring Price Evaluation Matrix (Automated
Ticketing)