

Board of County Commissioners

Agenda Request

Date of Meeting: December 19, 2023

Date Submitted: December 5, 2023

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator

Subject: Approval to Award RFP No. 23-08 Emergency Debris Monitoring Services

Statement of Issue:

This agenda item seeks Board approval to award RFP No. 23-08 Emergency Debris Monitoring Services to Thompson Consulting Services and Tetra Tech, Inc. for the County's Emergency Debris Monitoring Services, as they are the firms with the top scores. It is further requested that the Board authorize the County Administrator to negotiate the contracts.

Background:

The Gadsden County Board of County Commissioners issued a solicitation for Request for Proposals (RFPs) from experienced and qualified contractors to provide Emergency Debris Monitoring Services (RFP No 23-08). The proposal opening was held on August 29, 2023 and the proposal evaluation was held on September 7, 2023. The following vendors responded to this solicitation:

1. Tetra Tech, Inc.
2. Thompson Consulting Services
3. Wheeler Emergency Management Consulting

Analysis:

Gadsden County requires the support of contract debris monitors following a disaster. The contract monitors are necessary to support the debris removal from public rights-of-way and public property, monitoring the reduction and disposal sites, as well as roving monitors to assure the debris management plan and contracts are effectively and efficiently implemented.

Fiscal Impact:

These contracts would only be activated during a declared emergency and funds from existing approved budgets and other emergency funding would need to be identified.

Options:

1. Award RFP No. 23-08 to Thompson Consulting Services and Tetra Tech, Inc. for Emergency Debris Monitoring Services and authorize the Administrator to negotiate the contracts.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

1. RFP Report



RFP REPORT

RFP No. 23-08

Gadsden County Emergency Debris Monitoring Services

OPENING DATE: August 29, 2023

OPENING TIME: 10:00 a.m.

EVALUATION DATE: September 7, 2023

EVALUATION TIME: 2:00 p.m.

PRESENT: Justin Stiell, Growth Management Director
Georgette Daniels, Assistant County Administrator
Agnes Denson, Project Manager
Pheshe Bennett, Administrative Assistant II
Jennifer Burgess, Budget Manager
Roosevelt Morris, Building Official
Curtis Young, Public Works Director
Tashonda Whaley, Emergency Management Director

The following vendors responded to our solicitation for Gadsden County Emergency Debris Monitoring Services.

Vendors

Tetra Tech, Inc.
2301 Lucien Way, Suite 120
Maitland, FL 32751

Wheeler Emergency Management Consulting
2954 Highway 71
Marianna, FL 32446

Thompson Consulting Services
2601 Maitland Center Parkway
Maitland, FL 32751

RFQ Results

See Attached Evaluation Form

The proposals will be reviewed and a recommendation for award will be made to the Board. The Board will award this to the company that best meets the requirements of the specifications in the bid.

The opening meeting adjourned at 10:20 a.m.

The evaluation meeting adjourned at 4:15 p.m.



**GADSDEN COUNTY
BOARD OF COUNTY COMMISSIONERS**

**ADVERTISEMENT REQUEST FOR PROPOSALS FOR
Gadsden County Emergency Debris Monitoring Services**

The Gadsden County Board of County Commissioners is soliciting bid proposals from experienced and qualified contractors to provide Emergency Debris Monitoring Services.

RFP No.	23-08	Contracting Officer:	NA
RFP Open Date:	August 29, 2023	Pre-RFP Meeting Date:	NA
RFP Time:	10:00 a.m.	RFP Issue Date:	August 2, 2023

Sealed qualifications must be delivered at the address below:

Management Services Department
ATTN: Omesha S. James
5-B E. Jefferson Street
Room 204
Quincy, Florida 32351

All proposals shall be submitted in duplicate (one original, five copies and 1 CD or Flash Drive) in sealed envelopes/packages addressed to the Management Services Department and marked "**R.F.P. NO.23-08 Gadsden County Emergency Debris Monitoring Services**". Any proposals received after the designated date will be returned unopened.

Request for Proposal packages can be obtained from the Management Services Department, Room 204 located at 5-B E Jefferson Street, Quincy, FL 32351 or by emailing Ms. Omesha James at Ojames@gadsdencountyfl.gov or by contacting (850) 875-7243.

RFP will be received **until 4:00 p.m. (EST) on Monday August 28, 2023**, at the Gadsden County Management Services Department, Room 204, 5B East Jefferson Street, Quincy, Florida 32351, and will be opened and evaluated **on Tuesday, August 29, 2023, at 10:00 a.m. (EST)** at the County Administrator's Conference Room at 9B East Jefferson Street, Quincy, Florida 32351.

The County reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The County further reserves the right to award the agreement to those proposers whose qualifications best comply with the specifications. Proposers may withdraw their proposal by notifying the County in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer for a period of sixty (60) days. Once opened, proposals become a record of the County and will not be returned to the proposer. EEO/AA



RFP 23-08 Emergency Debris Monitoring Services

SCOPE OF WORK:

Gadsden County is a is vulnerable to natural and manmade disasters including hurricanes, tornadoes, floods, oil spills, and hazardous material releases. Disasters such as hurricanes often produce large volumes of debris. Debris and damaged trees create hazardous conditions including blocked roadways/drives and obstacles to emergency vehicles. These hazards and obstacles often block routine, essential, and emergency traffic, both vehicular and pedestrian. One of the first essential steps in securing the community is the removal of hazardous debris to allow for security, emergency and other service traffic.

Gadsden County requests proposals for Emergency Debris Monitoring Services by individuals and/or organization(s) as follows:

Gadsden County requires the support of contract debris monitors following a disaster. The contract monitors are necessary to support the debris removal from public rights-of-way and public property, monitoring the reduction and disposal sites, as well as roving monitors to assure debris management plan and contracts are effectively and efficiently implemented.

Within 72 hours of notification, the Contractor shall be able to provide adequate number of qualified personnel (all personnel shall be a minimum of 18 years of age and have a valid driver's license issued in the United States) to monitor 30 debris removal sites and 5 reduction/disposal sites along with associated roving monitors. The Contractor will be required to increase or reduce its staffing from this point depending on severity of debris generating event.

The Contractor shall provide all monitors with appropriate personal protective equipment to include but not limited to eye protection, hearing protection, safety vests, hard hats, and wet and cold weather clothing, to comply with all federal, State and local requirements.

The Contractor shall provide a mandatory debris monitor training session for all its supervisors and monitors prior to the start of the first shift.

The Contractor shall provide all transportation and communication equipment necessary to remain in contact with County and Contractor Staff, and all required logistical support.

Immediately following the storm, Contractor will establish points of contact with contractors, geographically divide Gadsden County by zone, assign contractors to zones at the direction of the County and identify temporary disposal staging and reduction sites (TDSRS).

The Contractor will establish a Debris Management Center to include Call Center Hotline for public information.

All monitoring will be done in compliance with FEMA Guidelines and will abide by any Gadsden County Emergency Management Requirements.

The Contractor shall reference FEMA procedures to ensure the company is familiar with FEMA requirements prior to beginning work. In particular, the contractor will be guided by the FEMA Public Assistance Debris Monitoring Guide of March 2021 (or alter version should one be published and effective at date and time services are provided.) Presently located on-line at [FEMA Public Assistance Debris Monitoring Guide \(March 2021\)](#).

LOADING SITE MONITORING SERVICES The function of the Load Site Monitor is to issue debris load tickets for **eligible** debris cleared and removed at locations designated by the Debris Management Center.

- Contractor shall within 72 hours notification by the County, be prepared to provide qualified on-site personnel to monitor debris removal operations at debris loading sites located throughout Gadsden County. Additional sites may be added as debris removal efforts increase. Each loading site will operate up to 14 hours per day, 7 days per week. Exact number and location of loading sites will be determined by County Debris Manager in coordination with the debris removal contractor.
- Citizen Drop-off Sites -Contractor will have Load Site Monitors stations at each citizen drop-off site being operated by the debris removal and disposal Contractor. Citizen drop-off loading sites must be identified by the removal Contractor and coordinated with the County Debris Management Center the day before. A minimum of one Load Site Monitor will be stationed at the actual loading site and will issue a load ticket to each driver in accordance with established procedures that validates were the material originated and that it is eligible for pickup. The load ticket must contain a street address and GPS coordinates. The volume of debris hauled will be estimated at the disposal site by the Disposal Site Monitor.
- Contractor shall provide all management, supervision, labor, transportation, safety and other equipment necessary to initiate debris load tickets to document the removal of eligible debris from public access roads, rights-of-way, and public property within Gadsden County.
- Contractor shall provide a minimum of one Loading Site Monitors per site per day fora 12-14 hours shift.

DEBRIS REDUCTION/DISPOSAL SITE MONITORING SERVICES The function of the Reduction/Disposal Site Monitors is to complete the load ticket and estimate volumes that have been transported to the reduction/disposal site for processing, storage and disposal. A shift may be up to 14 hours.

Monitors must be capable of spending shifts in an outside environment and be able to climb a staircase ladder of 10 feet high.

ROVING DEBRIS MONITOR SERVICES The function of the Roving Debris Monitor is to verify that only **eligible** debris is being removed from designated public rights-of-way and public property within assigned debris pickup zones in Gadsden County.

The roving monitor(s) must be prepared to operate approximately 10 -12 hours per day, 7 days per week. Additional roving monitors may be required as needed with approval of the County.

Contractor shall provide all management, supervision, labor, transportation and equipment necessary to monitor the operations of the debris removal and disposal Contractor and shall report all safety violations to the County Project Manager.

Roving Debris Monitors must be capable of spending shifts in an outside environment and be able to climb a staircase ladder of 10 feet or higher.

OPERATIONAL REQUIREMENTS General Operating Procedures -The County will require a Contractor(s) to remove and transport disaster debris from the public rights-of-way and public property within Gadsden County to designated debris reduction/disposal sites. Each load of eligible debris shall be tracked using a multi-page load ticket. The Contractor shall provide the load tickets to be used. The following guidance provides the basic procedure for completing the load tickets. Revised procedures, if necessary, may be established by the Contractor, in coordination with the County, and shall be followed by the Contractor in lieu of the following procedure.

Load Ticket Section 1 -The Debris Load Site Monitor will be responsible for completing the appropriate information on the load ticket. The Load Site Monitor will retain one copy of the load ticket and give the remaining copies to the truck driver. The Debris Load Site Monitor will maintain a log that contains the information required in the Reporting Section.

Load Ticket Section 2 -The Reduction/Disposal Site Monitor is responsible for completing the remaining sections of the load ticket. The Reduction/Disposal Site Monitor will verify that all required information is completed by the Loading Site Monitor. After verifying that Section 1 Section I is complete, the monitor in the inspection tower will make an estimate of the volume of debris contained in the truck or trailer in cubic yards. Each truck or trailer will have the measured size in cubic yards recorded on the side of the truck or trailer. That number should be validated with the volume stated in Section 1 Section I.

The Reduction/Disposal Site Monitor will indicate the name of the debris reduction site and estimate the volume of material contained within the bed of the truck or trailer. The estimated volume will be recorded on the load ticket in the Estimated Debris Volume block and the Debris Reduction/Disposal Site Monitor will sign in the designated block. The Reduction/Disposal Site Monitor will retain one copy of the load ticket and give the remaining copies to the Debris Removal Contractor's representative at the reduction/disposal site. The Reduction/Disposal Site Monitor's copy will be turned into their supervisor at the end of each day. These are controlled forms and cannot be lost since they will be used to verify the amount of money paid to the debris reduction/disposal site Contractor and to the debris hauling Contractor. The reduction/Disposal Site Monitor will maintain an appropriate log.

Operational Requirements of Roving Monitor(s)

- The Roving Monitor(s) will provide oversight of all debris removal and disposal operations provided by the debris removal and disposal contractor.
- The Roving Monitor(s) will be the "eyes and ears" in the field for the Contractor. Therefore, their observations and reports must be backed up with digital photographs whenever possible.
- The Roving Monitor(s) are expected to make multiple visits to all loading sites and disposal sites on a random daily basis.

REPORTING

The Loading Site Monitor will turn in their copy of the load ticket to their supervisor at the end of each shift. The Contractor shall also be responsible for entering all data into a daily and master spread sheet, preferably in Microsoft Office Access, as well as maintaining original load tickets and logs. Daily summaries will be submitted to the County within one day. Additionally, all finalized data and tickets will be provided to the County upon completion of the project.

The Loading Site Monitors will also maintain a daily log including the following information:

Loading Site Monitor's Name

Supervisor's Name

Number of Load Tickets issued during the shift.

Starting load ticket # _____ Ending load ticket # _____

Any problems encountered or anticipated.

- Debris site delivered to
- The Reduction/Disposal Site Monitor will turn in their copy of the load ticket to their supervisor at the end of each shift. The Contractor's supervisor will ensure that the load tickets and log are submitted to the County no later than 10:00 a.m. the following day.
- The Reduction/Disposal Site Monitors will maintain a daily log that contains the following information:

- Debris reduction/disposal site location
- Reduction/Disposal Site Monitor's Name
- Supervisor's Name
- Truck/trailer number and volume of debris hauled into the site.
- Cumulative total of debris delivered at the site during the shift.
- Any problems encountered or anticipated.
- The Roving Monitor(s) will be responsible for completing the Debris Removal/Loading Site Monitoring Checklist provided by the County Debris Management Center. Report will be submitted to immediate supervisor on a daily basis.
- The Roving Monitor(s) will report any serious or safety related discrepancies observed to their supervisor. The Supervisor will keep County Debris Manager informed of situations that impact the execution of the debris removal contract.
- The supervisor will collect all written reports and provide a copy to the County Debris Manager by 5:00 p.m. the following day.
- The Contractor will provide Monitors with a means of communications (cell phones, radio, etc.) to contact their supervisor or the Debris Management Center in the event of any problems that occur. Monitors should not argue with truck drivers or other Contractor personnel. They are advised to wait until a supervisor arrives on site to resolve the problem.

TRUCK CERTIFICATION

- Contractor, measures, records, and photo documents debris hauling trucks.
- Truck capacity is data-based. Capacity database drives office data preparation for FEMA project worksheet generation.
- Trucks are assigned a unique number. If truck is re-measured it must receive a new number. Truck number and capacity are clearly labeled on all trucks retained by Gadsden County to remove debris.
- Hard and electronic copies of truck certification are filed on behalf of Gadsden County for FEMA and other federal audits.

BEACH RESTORATION

- Contractor will assist in the development of a beach restoration program. This includes cost and quality analysis of various sand sources and recovery methods.
- Contractor will monitor the recovery and screening of debris laden sand, and placement of clean-sand back onto the beach. If more cost effective, Contractor will monitor the transportation of sand from a remote source to restore the beach. Ticketing and documentation will be tailored to Gadsden County's beach re-nourishment contract. Ticketing will be conducted and data-based using the same QA/QC procedures utilized with debris removal monitoring.
- Documentation of the work will be data-based and filed as support documentation for FEMA reimbursement and contractor invoice reconciliation.

HAZARDOUS TREE REMOVAL

Contractor monitors are trained to identify dangerous hanging limbs, leaning trees and uprooted stumps that present an imminent threat to public health and safety and report the location of same to the County Monitor. The County Monitor will determine and advise if further documentation is required (pictures, measurements, location, etc.).

DEMOLITION PROGRAMS

- If necessary, Contractor will work with Gadsden County to implement a demolition program for structures destroyed by an event.
- Contractor will ensure that all County ordinances are followed and that all necessary documentation is collected and recorded.
- Contractor will serve as the liaison between demolition contractors, FEMA, building inspectors, and the Florida Department of Environmental Protection. Demolition and debris removal will be monitored according to Gadsden County's contract. The selected company shall coordinate with the County to set up a system of forms to be used in the event of activation of this contract.
- Documentation of demolition program will be data-based and filed as support documentation for FEMA reimbursement and contractor invoice reconciliation. The Contractor will provide assistance to the County as needed in completing any and all forms necessary for reimbursement from State or Federal agencies.
- Contractor will work with Gadsden County and FEMA to identify scopes of work to remove vegetative hazards.
- Vegetative hazard removal will be monitored according to Gadsden County's Debris Removal contract.
- Documentation of vegetative hazard removal will be data-based and filed as support documentation for FEMA reimbursement and contractor invoice reconciliation.

RIGHT OF ENTRY WORK

- Sand recovery, vegetative hazard removal and demolition programs often times require for a County to instruct its contractors to perform work on private property. If this is necessary in Gadsden County, Contractor will:
 - Manage the administration, mailing and collection of Right of Entry documentation.
 - Survey, in conjunction with FEMA, properties for hazards that are eligible for FEMA reimbursement.
 - Monitor and document the work for reimbursement and reconciliation purposes.
 - Serve as Gadsden County's public relations representative on site as work is being performed.

PUBLIC INFORMATION

Contractor will provide the necessary labor and equipment to operate a call center to communicate a consistent message regarding the debris removal progress and programs to Gadsden County residents.

Contractor will assist Gadsden County public information staff in preparing public service announcements and other media as necessary.

REIMBURSEMENT APPEALS

Contractor will assist the County in preparing appeals for any funds that are deemed non-reimbursable by FEMA.

SAFETY

The Contractor's Loading Site Monitors and Reduction/Disposal Site Monitors must wear required safety equipment, as needed, whenever on the site. The following are mandatory: hard hat, reflective vest, work boots, long pants, appropriate cold and rainy weather clothing, eye and hearing protection.

The Contractor will maintain a telephonic contact list at each loading site and reduction/disposal site of the Contractor's supervisor, County Debris Manager, County Debris Management Center and nearest fire, police and emergency medical facilities.

The Contractor will ensure that Contractor personnel adhere to the debris reduction site Contractor's safety requirements.

OTHER CONSIDERATIONS

The Contractor shall supervise and direct the work, using qualified labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes and fees necessary to perform under the terms of this contract.

The Contractor must be duly licensed in accordance with federal and state statutory and regulatory requirements to perform the work. The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are necessary to perform under the contract. Copies of all permits shall be submitted to the County Debris Management Center before commencing work.

The Contractor shall be responsible for correcting any notices of violations issued as a result of the Contractor's or any subcontractors' actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional cost.

The Contractor shall be responsible for paying any and all costs associated with violations of law or regulation relative to Contractor's activities. Such costs might include but are not limited to: site cleanup and remediation; fines, administrative and civil penalties; and third party claims imposed on Gadsden County by any regulatory agency or by any third party as a result of noncompliance with

federal, state or local environmental laws and regulations or nuisance statutes by Contractor, its subcontractors or any other persons, corporations or legal entities retained by the Contractor under this contract.

Meetings -The Contractor must attend any and all meetings required by County Debris Manager to evaluate the performance of all monitors.

Quality Assurance -The Contractor must provide sufficient personnel and management to assure the policies and procedures of work meets the requirements and intent of this contract. The work will be closely monitored.



RFP 23-08 Gadsden Emergency Debris Monitoring Services
Scoring Factor

EXECUTIVE SUMMARY (10 points)

- Provide a summary of the firm, with general description of the firm background, work history, awards, major accomplishments, etc.
- Statement demonstrating the firm's or individual's understanding as to the County's needs relative to this RFP, including a typical project approach and a statement as the firm's commitment to use the most current tools and technology available to provide the Professional Services.
- Include:
 - Address of the office from which work is to be performed.
 - A listing of the professional services to be offered.
 - The name of the person(s) who will be authorized to make representations for the Proposer, their title(s), address(es), and contact numbers.
 - MBE State Certification (5 points)

This executive summary should be no more than 10 (ten) pages.

ABILITY OF PERSONNEL (25 POINTS)

Provide an organizational profile of the firm and a listing of key personnel who will be assigned to provide the Professional Services. Include each individual's name, function with the firm, years of experience with the firm, education, and **years of experience specific to the Professional Services being offered**. Professional resume and any professional certificates or licenses held should be included for each individual listed.

EXPERIENCE OF FIRM AND REFERENCES (30 POINTS)

- Provide a detailed list and examples of relevant experience and qualifications for the Professional Services being offered.
- Permitting: provide a description of the firm's experience in dealing with federal, state and local permitting and regulatory agencies.
- Provide four (4) projects completed within the last five (5) years of the same or a similar nature of the Professional Services being offered. Include a project description, location name of project manager, scheduled and actual completion date, anticipated and actual cost of the project and client contact information familiar with the project. If available, include if project was federal or state funded.

AVAILABILITY OF WORKLOAD AND WILLINGNESS TO MEET TIME REQUIREMENT (30 POINTS)

Provide current and projected description of current workload.



EVALUATION FORM
Proposer #1 Tetra Tech, Inc.

RFP TITLE: Gadsden County Emergency Debris Monitoring Services
RFP NUMBER: 23-08
OPENING DATE: August 29, 2023
TIME OF OPENING: 10:00 a.m.

Evaluation Committee Members: Georgette Daniels, Curtis Young, Tashonda Whaley, Roosevelt Morris, Justin Stiehl
Date of Evaluation: September 7, 2023
Time of Evaluation: 2:00 p.m.

Evaluation Criteria	Evaluators/ Points				
	G. Daniels	C. Young	J.Stiehl	T. Whaley	R. Morris
Executive Summary (10 Points)	10	8	10	8	8
Ability of Personnel (25 points)	25	21	25	20	24
Experience of Firm and References (30 Points)	30	27	26	25	30
Availability of Workload and Willingness to Meet Time Requirement (30 Points)	28	27	30	25	29
MBE State Certification (5 Points)	0	0	0	0	0
Total	93	83	91	78	91

Proposer No. 1: Tetra Tech, Inc.
 Proposer No. 2: Wheeler Emergency Management Consulting
 Proposer No. 3: Thompson Consulting Services

Note: This list is for identification purposes only. It does not reflect ranking in any way.



EVALUATION FORM

Proposer #2 Wheeler Emergency Management Consulting

RFP TITLE: Gadsden County Emergency Debris Monitoring Services RFP NUMBER: 23-08 OPENING DATE: August 29, 2023 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Georgette Daniels, Curtis Young, Tashonda Whaley, Roosevelt Morris, Justin Stiehl Date of Evaluation: September 7, 2023 Time of Evaluation: 2:00 p.m.
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Evaluation Criteria	Evaluators/ Points				
	G. Daniels	C. Young	J.Stiehl	T. Whaley	R. Morris
Executive Summary (10 Points)	10	8	10	5	8
Ability of Personnel (25 points)	15	20	25	15	20
Experience of Firm and References (30 Points)	20	20	20	15	20
Availability of Workload and Willingness to Meet Time Requirement (30 Points)	20	24	25	15	20
MBE State Certification (5 Points)	0	0	0	0	0
Total	65	72	80	50	68

Proposer No. 1: Tetra Tech, Inc.
 Proposer No. 2: Wheeler Emergency Management Consulting
 Proposer No. 3: Thompson Consulting Services

Note: This list is for identification purposes only. It does not reflect ranking in any way.



EVALUATION FORM

Proposer #3 Thompson Consulting Services

RFP TITLE: Gadsden County Emergency Debris Monitoring Services RFP NUMBER: 23-08 OPENING DATE: August 29, 2023 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Georgette Daniels, Curtis Young, Tashonda Whaley, Roosevelt Morris, Justin Stiehl Date of Evaluation: September 7, 2023 Time of Evaluation: 2:00 p.m.
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Evaluation Criteria	Evaluators/ Points				
	G. Daniels	C. Young	J.Stiehl	T. Whaley	R. Morris
Executive Summary (10 Points)	10	8	10	9	10
Ability of Personnel (25 points)	25	23	25	22	25
Experience of Firm and References (30 Points)	25	28	30	30	30
Availability of Workload and Willingness to Meet Time Requirement (30 Points)	30	29	30	25	28
MBE State Certification (5 Points)	0	0	0	0	0
Total	90	88	95	86	93

Proposer No. 1: Tetra Tech, Inc.
 Proposer No. 2: Wheeler Emergency Management Consulting
 Proposer No. 3: Thompson Consulting Services

Note: This list is for identification purposes only. It does not reflect ranking in any way.



EVALUATION FORM

Cumulative

RFP TITLE: Gadsden County Emergency Debris Monitoring Services RFP NUMBER: 23-08 OPENING DATE: August 29, 2023 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Georgette Daniels, Curtis Young, Tashonda Whaley, Roosevelt Morris, Justin Stiell Date of Evaluation: September 7, 2023 Time of Evaluation: 2:00 p.m.
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Evaluation Criteria	Proposers/ Point		
	Tetra Tech, Inc.	Wheeler Emergency Management Consulting	Thompson Consulting Services
Executive Summary	44	41	47
Ability of Personnel	115	95	120
Experience of Firm and References	137	95	143
Availability of Workload and Willingness to Meet Time Requirement	139	104	142
MBE State Certification	0	0	0
Total	435	335	452

Proposer No. 1: Tetra Tech, Inc.
 Proposer No. 2: Wheeler Emergency Management Consulting
 Proposer No. 3: Thompson Consulting Services

Note: This list is for identification purposes only. It does not reflect ranking in any way.



RFP TABULATION FORM

RFP TITLE: Gadsden County Emergency Debris Monitoring Services RFP NUMBER: 23-08 OPENING DATE: 8-29-2023 TIME OF OPENING: 10:00 A.M. EVALUATION DATE: 8-29-2023 EVALUATION TIME:	OPENED BY: Agnes Denson TABULATED BY: Phebe Bennett VERIFIED BY: Jenifer Burgess

QUALIFIER LIST	COVER LETTER INCLUDED-Yes or No
Tetra Tech, Inc. 2301 Lucien Way, Suite 200 Maitland, FL 32751	Yes
Wheeler Emergency Mgmt Consulting 2954 Highway 71 Marianna, FL 32446	Yes
Thompson Consulting Services 2101 Maitland Center Parkway Maitland, FL 32751	Yes

RFP No. 23-08 Adjourn at

Disclaimer: RFP tabulations are the results of vendors who responded to the RFP and/or quotes listed. Totals listed on the RFP tabulation are for comparison only. RFPs will be evaluated for completeness and compliance with specifications by the Purchasing Department and the employing department. The tabulations do not represent a notice of award but only of the bids received.



**Gadsden County Board of
County Commissioners
Management Services Department**

8-29-2023

Sign In Sheet

RFP Name: Gadsden County Emergency Debris Monitoring Services

RFP No: 23-08

Opening Date: 8-29-2023

Opening Time: 10:00 AM

Evaluation Date: 8-29-2023

Evaluation Time:

Name	Company/Title	Phone or Email
Jheshe Bennett	Gadsden BOCC	(850) 627-4053
Jennifer Burgess	Gadsden BOCC	850-627-8433
Agnes Denson	Gadsden BOCC	850-746-3185



**Gadsden County Board of
County Commissioners
Management Services Department**

9/7/2023

Sign In Sheet

RFP Name: Gadsden County Emergency Debris Monitoring

RFP No: 23-08

Evaluation Date: 9-7-2023

Evaluation Time: 2:00 PM

Name	Company/Title	Phone or Email
Curtis Young JUSTIN STELL	Public Works	850-544-8447
ROOSEVELT MORRIS	JUSTIN STELL BUILDING OFFICIAL	850-875-8663
Georgette Daniels	GC BOCC	850-743-7192
Tashonda Whaley	GC EM	850-545-4429