



City of Clearwater

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Cover Memo

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SUBJECT/RECOMMENDATION:

Approve the Master Services Agreement for Professional Consulting Services between the City of Clearwater and Tetra Tech, Inc. for disaster recovery consulting services pursuant to RFP 54-22, Disaster Recovery Consulting Services, and authorize the appropriate officials to execute same. (consent)

SUMMARY:

Upon declaration and eligibility for Federal Emergency Management Administration (FEMA) Public Assistance, Tetra Tech will provide management advice related to FEMA and the Federal Highway Administration Emergency Relief program through grants and disaster related projects. They will prepare and submit the City's initial request for public assistance and prepare documentation to maximize the reimbursement eligibility. Project managers will attend meetings, inform the city of its plans and procedures to maximize eligibility. They will locate, reproduce, and assemble all required supporting documentation for the City related to the disaster claims; review and advise the City in writing of the cost estimates of the disaster related damages prepared by the departments; and review these documents for accuracy to ensure eligibility.

Tetra Tech will track all project documentation to ensure complete reconciliation of expenditures, costs claimed, monies recovered and obligated. They will maintain all documentation through the grants management process and provide all documentation to the City for accurate record keeping. They will inspect post disaster damages and provide written recommendations to the City as to the eligibility of these cost related damages. They will develop strategies for disputes and represent the City during audits related to the incidents that they handled during the term of their contract.

In addition to consulting services, Tetra Tech is on retainer as our debris monitoring contract and therefore has extensive knowledge of our disaster operations.

Tetra Tech is paid when their services are needed. If no event requires their services, the City will not incur any fees. The fee for services will be based on the actual hours of services furnished multiplied by Contractor's billing hourly rates (Attachment C). The hourly rates are fully burdened to include overhead, profit, and non-labor expenses.

This term of the agreement is effective on the date written on the agreement and will be in effect for three years with the option to renew for up to two additional one-year periods.

APPROPRIATION CODE AND AMOUNT:

Funds will be available in special program 99927, Emergency Operations to fund costs

associated with this agreement.

USE OF RESERVE FUNDS:

NA