



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** March 27, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Solid Waste Department

**DEPARTMENT HEAD:** Josephine Valencia, Interim Department Head

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

On-Call Emergency Debris Management Monitoring

**SUMMARY:**

This ordinance authorizes a contract with Tetra Tech, Inc. to provide monitoring services that include management and accounting services as necessary for disaster related debris removal and disposal during a Federal Emergency Management Administration (FEMA)-declared emergency for an estimated total value of \$950,000. Funds are not encumbered by this ordinance. Initial funding for this contract will come from the Solid Waste Operating Fund with reimbursement of costs incurred from FEMA.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal submitted by Tetra Tech, Inc. dependent on a FEMA-declared disaster emergency. Services provided include project management and process oversight, documentation and reimbursement, field collection monitoring, temporary debris storage, reduction site and drop off site monitors, aerial photographs of debris sites, and necessary personnel. The successful firm has proven experience with overall management and FEMA requirements, rules, and regulations to qualify.

The City issued a Request for Proposals (RFP) for On-Call Emergency Debris Management Monitoring (RFP 24-176; RFX 6100018467) on October 25, 2024, with a submission deadline of November 26, 2024. The RFP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Three proposals were received, and all proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Solid Waste Management Department (SWMD) and the Parks and Recreation Department. The Finance Department's, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 40 points allotted for experience, background and qualifications; 40 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the proposals on January 15, 2025. The top ranked firm was Tetra Tech, Inc. and is recommended for award.

The initial term of the agreement will begin upon the effective date of the ordinance awarding the contract and shall terminate on March 30, 2028. Two additional, one-year renewals at the City's discretion will also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide services in case of a natural or manmade disaster. Examples of the services are emergency road clearance, debris removal from public and private property, debris removal from rights of way, temporary debris staging and reduction sites, and debris disposal, among other services in response to an emergency.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the use of Federal Funds.

The Local Preference Program was not applicable to this contract, as grant does not expressly mandate or encourage geographic preference.

The Veteran-Owned Small Business Preference Program (VOSB) was not applicable to this contract, as grant does not expressly mandate or encourage a VOSB preference.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

#### **ALTERNATIVES:**

City Council could elect to not approve this contract for On-Call Emergency Debris Management Services. Consequently, SWMD would be required to process individual procurements to provide such services, thus delaying action required during a FEMA disaster declaration. The department does not have the staff to perform these services in addition to day-to-day operations. The department also lacks the expertise in FEMA-related rules and regulations related to reimbursement and debris management monitoring.

**FISCAL IMPACT:**

This ordinance will approve a contract with Tetra Tech, Inc., to provide the Solid Waste Management Department with On-Call Emergency Debris Management Monitoring services for an estimated total value of \$950,000 as directed by the City, during a Federal Emergency Management Administration (FEMA)-declared emergency. Funds are not encumbered by this ordinance. Initial funding for this contract will come from the Solid Waste Operating Fund with reimbursement of costs incurred from FEMA.

**RECOMMENDATION:**

Staff recommends approval of this ordinance, awarding a contract to Tetra Tech, Inc. for On-Call Emergency Debris Management Monitoring Services.

This contract was procured by means of Request for Proposals and a Contracts Disclosure Form is required.