



Disaster Recovery RFP – Finance Department Budget & Fiscal Affairs Committee

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Outline

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Background

- Council approved a disaster recovery contract for **Finance Department** to the firm Tetra Tech in February 2017 for a term of 5 years (3 years plus 2 one-year renewals).
- Current contract ends February 14, 2022.
- The current contractor has assisted the City to respond to numerous disasters such as –
 - Hurricane Harvey (2017)
 - COVID-19 Pandemic, Coronavirus Relief Fund (2020)
 - Winter Storm Uri (2021)
- Purpose of the new RFP (Request for Proposal) is to continue disaster cost recovery services for the City of Houston.

Overview and Purpose of this RFP

- Pre-position a pool of contractors for federal disaster grant project development, grant management, and compliance monitoring.
- Effectively navigate the complex and lengthy disaster recovery and reimbursement process.
- Recommended contractors have expertise with managing full lifecycle recovery related to large scale federal disaster grants.
- A federally compliant prepositioned (ready-to-go) contract ensures an expedient and compliant recovery.

RFP Summary

RFP Issued	September 4, 2020 FEMA PA (Public Assistance) CDBG-DR (Disaster Recovery)
Contracts Proposed to be Awarded	FIN for FEMA PA – Approximately Three (3)
Preproposal Conference	September 15, 2020
Proposal Due Date	November 19, 2020
Total Funding for Contracts Award	\$25 - \$30M
RFP Advertised	Houston Business Journal, COH OBO's Opportunity eblast, and SPD website
Proposals Received	14 Proposals received, 4 deemed non-responsive
MWBE Goal	24%
Intended Contract Term	3 years plus 2 one-year renewals

Spend Authority

- Future Disasters
 - Initial spending authority request is \$50K for each of the 3 contract(s) for future disasters.
 - Separate council action will be requested for additional spending authority upon disaster declaration(s).
- Legacy Disasters*
 - Vendor(s) – TBD

**Legacy Disasters: are previously presidentially declared disasters that are currently open and managed by Finance Department.*

Legacy Disasters Covered Under Contract(s)

- Federal Emergency Management Agency (FEMA)
 - Hurricane Ike (2008)
 - Flood Event (2015)
 - Flood Event (2016)
 - Hurricane Harvey (2017)
 - COVID-19 (2020)
 - Winter Storm Uri (2021)
- U.S. Department of Treasury
 - CARES Coronavirus Relief Fund (2020)
 - ARPA Local Fiscal Recovery Funds (2021)

Reimbursement and Funding

- Reimbursement

- Disaster contract expenses are reimbursable under the Administrative Cost portion of a disaster grant if the contract is procured in accordance with federal requirements

- Funding

- Disaster cost recovery contracts will be paid out of the City's disaster funds
- Costs will be reimbursed to the City as administrative/management costs following approval of projects by federal agencies
- For direct allocation grants (such as Coronavirus Relief Fund) costs will be paid directly from the specified fund(s)

Assignment of Task Orders

- The Finance Department may consider the following general guidelines when assigning task order(s) to contractor(s) from the approved pool of vendors.
 - Evaluate current workload based on volume and/or breadth of tasks assigned
 - Ability to respond within the given execution schedule and/or delivery period
 - Adequate staff and resources with capacity and expertise to respond
 - Performance on previous task orders and deliverables (if applicable)
 - Quality, timeliness, customer satisfaction, completeness, etc.
 - Cost effectiveness of the estimated task order
 - Evaluate completion of past tasks in a cost-efficient manner
 - Input from management and relevant stakeholders

Next Steps

- Finalize Contract Negotiations
- Obtain Council Approval of Contract(s)
- Obtain Council Approval on Spend Authority for Legacy Disasters
- Anticipated Council Date – January 19, 2022