



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/2/2022

ALL

Item Creation Date: 1/7/2022

T29617(3of3) - Disaster Recovery and Consulting Services - ORDINANCE (Tetra Tech, Inc.)

Agenda Item#: 36.

### **Summary:**

ORDINANCE awarding Pre-Positioned Contract to **TETRA TECH, INC** for Professional Services for Disaster Recovery and Consulting Services for the City of Houston Finance Department; providing a maximum contract amount - 3 Years with 2 one-year options - \$24,050,000.00 - Grant Fund

**TAGGED BY COUNCIL MEMBERS THOMAS and POLLARD**

This was Item 22 on Agenda of January 26, 2022

### **Background:**

**Request for Proposal for S83-T29617 - Approve an ordinance awarding a pre-positioned three-year contract with two one-year options to Tetra Tech, Inc. in the maximum contract amount not to exceed \$24,050,000.00 to provide Professional Services for Disaster Recovery and Consulting Services for the Finance Department.**

### **Specific Explanation:**

The Chief Business Officer/Director of Finance and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a pre-positioned **three-year contract, with two-one-year options to Tetra Tech, Inc.** in the maximum contract amount not to exceed **\$24,050,000.00** to provide Professional Services for Disaster Recovery and Consulting Services for the Finance Department. The Chief Business Officer/Director of Finance and/or the Chief Procurement Officer may terminate the contract at any time upon written notice to contractor.

- Total Allocation of \$24.05M consists of an allocation of \$24M for legacy disasters (Harvey, CRF, and ARPA) related to scope of work pending completion under the current expiring contract. Additionally, the total allocation also includes an amount of \$50k as a placeholder for future disaster events.

The scope of work requires the contractor to provide professional services related to the City of Houston's disaster cost recovery processes in the event of a natural or man-made disaster to ensure successful reimbursement of disaster related costs. The contractor will be required to manage these processes in coordination with City personnel to ensure compliance with federal reimbursement guidelines as outlined in the Stafford Act, 2 CFR, 44 CFR or any other applicable laws, rules, and regulations relevant to the cost recovery process. Additional activities for which the contractor may be tasked include training and development, managing grant funds, development and documentation of projects to meet regulatory and compliance requirements by federal, state, city, and external auditors. The contractor may be required to assist with project closeout and aid with filing of appeals. The contractor may also be required to facilitate communication between the disaster cost recovery manager (The Chief Business Officer/Director of Finance or his or her designee), federal and state partners, and City stakeholders.

The Request for Proposals (RFP) S83-T29617 was advertised in accordance with the requirements of the State of Texas bid laws. Fourteen (14) proposals were received from the following vendors: Atkins, CDR-Maguire, Cooper Claims Services, Disaster Recovery

Services, Guidehouse, Hagerty Consulting, H.W.G. Consulting, Plexos Group, ServPro, Tetra Tech, Tidal Basin, Tracy Johnson, Witt O'Brien's and Zarinkelk Engineering. Proposals from ServPro, HWG Consulting, Tracy Johnson and Zarinkelk Engineering were considered to be non-responsive, because these proposers did not provide a proposal for the required legal services outlined in the RFP.

The Evaluation Committee consisted of members from the Finance Department, Legal Department, Houston Public Works, Houston Airport System and the Mayor's Recovery Office. The proposals were evaluated based on the following criteria:

1. Responsiveness of the Proposal
2. Technical Competence/Requirements
  - a) Professional qualifications and specialized experience
  - b) Key Personnel
  - c) Experience in handling complex large organizations
  - d) Quality, comprehensiveness, and adequacy of proposed work plan
3. MWBE Participation
4. Financial Stability
5. Proposed Cost Fee

After a detailed evaluation Tetra Tech was one of the top three (3) vendors to receive an award.

**M/WBE Participation**

The RFP was issued with a 24% goal for MWBE participation. Tetra Tech have designated the below named companies as their certified MWBE subcontractors, with the following proposed participation percentage.

Tetra Tech	Subcontractor	Services	MWBE %
	Trilogy Engineering Services	Engineering Services	5%
	EJES Inc.	Engineering Services	2%
	KIT Professionals	Engineering Services	2%
	SES Horizon Consulting	Engineering Services	2%
	Wendorf Beward & Partners	Consulting Services	2%
	MPACT Strategic Consulting	Compliance Services	5%
	EnFocus Strategies	Consulting Services	2%
	Sylvia Cavazos	Staff Augmentation	3%
	The Donatto Group	Consulting Services	2%
	Chase Source LP	Staff Augmentation	2%
	Acosta Cooper Forensic Group	Accounting Services	3%
<b>TOTAL</b>			<b>30%</b>

**Pay or Play Program:**

The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, the contractors have elected to play into the Contractor Responsibility Fund in compliance with the City policy.

**Hire Houston First:**

Hire Houston First does not apply to this expenditure, because it involves the use of Federal Funds and is subject to specific procurement rules of the Federal government.

**Fiscal Note:**

No Fiscal note is needed for grant items.

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**Jerry Adams, Chief Procurement Officer**  
**Finance/Strategic Procurement Division**

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**Department Approval Authority**

Estimated Spending Authority			
Department	FY2022	Out-Years	Total Amount
Finance Department	\$7,605,000.00	\$16,445,000.00	\$24,050,000.00

**Amount and Source of Funding:**

- \$18,650,000.00 - Disaster Recovery Fund (5303)
- \$ 700,000.00 - COVID-19 Disaster Fund (5306)
- \$ 1,200,000.00 - CARES Act 2020 Fund (5307)
- \$ 3,500,000.00 - ARPA Recovery Fund (5309)
- \$24,050,000.00 - Total**

**Contact Information:**

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**ATTACHMENTS:**

Description	Type
Affidavit of Ownership	Backup Material
Debarment Form	Backup Material
Anti-Lobbying Form	Backup Material
Secretary of State	Backup Material
Signature Letters	Backup Material

Signatory Letter  
POP Form 1  
MWBE Documents  
Affidavit of Ownership  
POP Form 1  
RFP  
Contract  
Certificate of Funds  
Certification of Funds  
Verification of Grant Funding .YL  
signed Coversheet  
Ordinance

Backup Material  
Backup Material  
Backup Material  
Backup Material  
Backup Material  
Contract/Exhibit  
Backup Material  
Financial Information  
Backup Material  
Signed Cover sheet  
Ordinance/Resolution/Motion