



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 15, 2019

DATE: Wednesday, December 26, 2018

TO: Board of County Commissioners

FROM: Kelly Echeverria, Emergency Management and Homeland Security
(775) 337-5859, kecheverria@washoecounty.us

THROUGH: Kate Thomas, Assistant County Manager and
Pamela Mann, Purchasing and Contracts Manager,
775-328-2563, pmann@washoecounty.us

SUBJECT: Recommendation to award Request for Proposal (RFP) No. 3069-19 for the Washoe County Regional Hazard Mitigation Plan Update to the most responsive and responsible bidder, Ecology and Environment, Inc., in the amount of [\$256,131] and if approved, authorize the Purchasing and Contracts Manager to execute the contract. (All Commission Districts)

SUMMARY

Washoe County Board of County Commissioners (BCC) approved the acceptance of a 2017 Pre-Disaster Mitigation (PDM) grant. Based upon that acceptance, a request for proposal (RFP 3069-19) was issued. Approval is recommended to authorize awarding RFP to Ecology and Environment, Inc., in the proposed amount of [\$256,131].

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

On August 23, 2018, the Board of County Commissioners accepted the 2017 Pre-Disaster Mitigation Grant from State of Nevada, Division of Emergency Management, [\$225,000 with 25% match requirement of \$75,000.00; (\$40,000 in-kind services provided by the Washoe County Geographic Information System (GIS), Engineering, and various departmental staff to participate in the plan development process; and \$35,000 from Washoe County General Fund].

On November 13, 2018 the Board of County Commissioners approved interlocal cooperative agreements for contributions toward the Regional Hazard Mitigation Plan from the following regional partnering agencies: [\$2,500.00] from Reno-Sparks Indian Colony, [\$7,500.00] from City of Reno, [\$7,500.00] from Truckee River Flood Management Authority.

AGENDA ITEM # _____

BACKGROUND

On September 24, 2018 the Washoe County Purchasing Office released a Request for Proposal (RFP) # 3069-19 for Regional Hazard Mitigation Plan with the intent of seeking proposals from qualified vendors for an update of the Regional Hazard Mitigation Plan. Four (4) Respondents submitted proposal responses to (RFP) # 3069-19 for Regional Hazard Mitigation Plan by the deadline. All of the proposals received were deemed as responsive and responsible, and were subsequently evaluated. Respondents to the request for Request for Proposal (RFP) # 3069-19 for Regional Hazard Mitigation Plan were:

RESPONDENT	RANK
Ecology and Environment, Inc. 333 SW Fifth Avenue, Suite 600 Portland, OR 97204	1
JE Fuller Hydrology & Geomorphology 40 E. Helen Street Tucson, AZ 85705	3
Tetra Tech, Inc. 1999 Harrison, Suite 500 Oakland, CA 94612	2
Wood Environment & Infrastructure Solutions, Inc. 1105 Lakewood Parkway, Suite 300 Alpharetta, GA 30009	4

The following regional partners will also be contributing toward the cost of the updated plan: \$5,000.00 from the City of Sparks and \$2,500.00 from the Pyramid Lake Paiute Tribe. Total regional partner contribution will be \$25,000.00.

FISCAL IMPACT

Should the Board approve this award, there will be sufficient FY19 budget authority to cover the Hazard Mitigation Plan proposed cost of [\$256,131]: \$225,000.00 from internal order 11495-710100, \$25,000.00 from internal order 20455-710100 and \$6,131.00 from cost center 155100-710100.

RECOMMENDATION

Recommendation to award Request for Proposal (RFP) No. 3069-19 for the Washoe County Regional Hazard Mitigation Plan Update to the most responsive and responsible bidder, Ecology and Environment, Inc., in the amount of [\$256,131] and if approved, authorize the Purchasing and Contracts Manager to execute the contract.

POSSIBLE MOTION

Should the Board agree with the staff's recommendation, a possible motion could be:

“Move to approve Recommendation to award Request for Proposal (RFP) No. 3069-19 for the Washoe County Regional Hazard Mitigation Plan Update to the most responsive and responsible bidder, Ecology and Environment, Inc., in the amount of [\$256,131] and if approved, authorize the Purchasing and Contracts Manager to execute the contract..”