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COMMISSION MEMORANDUM

TO: Mayor Dan Gelber and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: July 17, 2019

SUBJECT: **REQUEST FOR APPROVAL TO EXTEND TASK ORDER NO. MB2017-02 FOR EMERGENCY MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES.**

ADMINISTRATION RECOMMENDATION

Authorize the issuance of extension to the Task Order.

BACKGROUND

The City adopted Resolution No. 2013-28249 in July 2013, approving an award for emergency management and administrative support services to Tidal Basin Government Consulting, LLC. ("Consultant"). The contract provided that the Consultant was to serve as the primary emergency management and administrative support firm for a period of three years with two (2) available contract extensions of two (2) years. In October 2016, the City exercised the first extension and extended the contract through November 30, 2017. In August 2017, the City exercised the second extension and extended the contract through November 30, 2018. At its November 14, 2018 meeting the Mayor and City Commission approved an extension of the above referenced agreement on a month-to-month basis for a term not to exceed one year or until the Hurricane Irma funds recovery process is complete, whichever comes first.

When it became apparent on September 5, 2017, that Hurricane Irma was going to impact the City of Miami Beach, the Department of Emergency Management directed the Consultant to arrive for recovery support services as soon as possible after the storm had passed. The Consultant arrived on September 11, 2017, one day after Hurricane Irma hit Miami Beach.

Task Order #MB2017-01, which supplemented the original contract agreement, was executed on September 20, 2017. Compensation for services under the first Task Order has met the time-basis limitation of funds.

Task Order #MB2017-02 covered continued professional services through March 1, 2018 with funding for this extension not to exceed \$500,000.

The Consultant has assisted the City with compilation and proper designation of documentation that is required by FEMA for reimbursement. The City has completed submission to FEMA with the help of the Consultant and is now in the final phase as approved funds are disbursed to the State of Florida. Now, as sub-grantee of the reimbursement funding, the City continues to work with the Consultant to take the final steps towards collection of these funds. In order for the Consultant to complete the requested directions from the City, as they are most familiar with the requirements from both FEMA and the state, the City seeks to extend the current task order.

Although the original administrative support services contract with the Consultant has expired, this task order extension is necessary to see the project through. Task Order #MB2017-02 is being modified with a not-to-exceed amount of \$725,000 will expire on September 30, 2019 or until the Hurricane Irma funds recovery process is complete, whichever comes first.

SCOPE OF SERVICES

The scope of services is defined within this task orders and as directed through outlined priorities during regular briefings with the consultant. Complete information about the project description, scope of services, definition of deliverables, City of Miami Beach responsibilities, service period and compensation are outlined in the attached Task Order (TB-City of Miami Beach-MB2017-02 Extension).

CONCLUSION

The Administration recommends that the Mayor and Commission authorize the extension of Task Order No. MB2017-02-Extension for Tidal Basin Government Consultants, LLC.

- **ATTACHMENTS**

Attachment A: Tidal Basin Task Order: TB-City of Miami Beach-MB2017-02 - Extension