

CITY OF MARIANNA
COMMISSION AGENDA MEMO
September 3, 2019

ADMINISTRATIVE STAFF REPORT

Subject: Request for Qualifications RFQ # 2019-06: City of Marianna Monitoring Disaster Debris Removal Services

Subject Background: The Commission held a Special Public Hearing on July 11, 2019, at which time it was decided to explore hurricane debris pick-up on private property.

In order to solicit, study and select a debris removal monitoring service(s) firm, a request for qualifications (RFQ) for monitoring services was established and advertised twice in a newspaper of local circulation the Jackson County Times.

RFQ's were received from four (4) firms on August 15, 2019. Staff consisting of the City Manager, Public Works Director and Street/Fleet/Facility Supervisor met in order to study the firms qualifications, credentials, and capabilities, and in order to rank the submittals.

The scoring committee's final scores (see attached scoring sheet dated August 28, 2019), recognized Wheeler Emergency Management Consulting, LLC, as the highest ranked firm.

Recommendation: Based on the scoring committee(s) points ranking, it is recommended that the City Manager notify and attempt to engage the firm of Wheeler Emergency Management Consulting, LLC.

Potential Motion: I move to allow the City Manager to notify and attempt to enter into an agreement with Wheeler Emergency Management Consulting, LLC.

Prepared by: Joe Richey, Public Works Director 