



Department of Emergency Services

Memorandum

**35552**

**DATE:** October 25, 2013

**TO:** Board of Acquisition and Contract

**FROM:** John M. Cullen  
Commissioner of Emergency Services

**SUBJECT:** Authority for the County Of Westchester to enter into an agreement with Malcolm Pirnie, Inc., the Water Division of Arcadis, to develop a Multi-Jurisdictional Disaster Debris Management Plan for the County, for a term commencing upon execution and expiring June 2, 2014, for an amount not to exceed \$124,500.00, pursuant to an approved budget

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On or about March 18, 2013, the Department of Emergency Services (the "Department") issued a Request for Proposals ("RFP"), pursuant to Section 6 of the County's Procurement Policy. This RFP solicited proposals from vendors to: (i) lead the development of a Multi-Jurisdictional Disaster Debris Management Plan ("Plan") customized to the particular conditions, hazards and resources of the County in compliance with the Federal Emergency Management Agency ("FEMA") Public Assistance Debris Management Guide (FEMA-325), or the most current FEMA guidance available on Disaster Debris Management, and (ii) provide training and orientation workshops for appropriate County and jurisdiction officials. In addition, the RFP requested that vendors include a proposal for some additional work that would only be performed if the County in its discretion opted to undertake the work ("Optional "Work").

In response to the RFP, the Department received five (5) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The proposal submitted by Malcolm Pirnie, Inc., the Water Division of Arcadis ("Malcolm Pirnie") received the highest score and was, accordingly, ranked first. Based on Malcolm Pirnie's past performance in contracts with the County and its current proposal, the County is confident that Malcolm Pirnie is a responsible vendor for these services.

Accordingly, authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement with Malcolm Pirnie pursuant to which Malcolm Pirnie will develop a Multi-Jurisdictional Disaster Debris Management Plan for the County and upon completion of the final plan, be responsible to conduct four (4) Disaster Debris Management Plan orientation workshops (two for municipal executives and two for operational staff). For these services, Malcolm Pirnie will be paid an amount not to exceed Ninety Nine Thousand Five Hundred (\$99,500.00) Dollars, pursuant to an approved budget.

In addition, the Commissioner of Emergency Services, in his sole discretion, may require Malcolm Pirnie to provide the Optional Work consisting of providing assistance to the County with the creation and drafting of a Request for Qualifications to be used to prequalify contractors for emergency contracting pursuant to 44 CFR Part 13.36(d)(4)(i)(B), which services may include, but are not limited to: debris clearance, collection, hazardous waste handling, processing, disposal, volume reduction and recycling, tracking and monitoring, hauling, demolition and environmental studies; and (b) develop, for the County's use, an evaluation criteria checklist and template contract for the above indicated services, consistent with the procurement requirements of the FEMA Public Assistance Program, FEMA-325, New York State and Westchester County. In the event Malcolm Pirnie is directed to undertake the Optional Work, Malcolm Pirnie will be paid an additional amount not to exceed Twenty Five Thousand (\$25,000.00) Dollars, bringing the total contract amount to One Hundred and Twenty Four Thousand, Five Hundred (\$124,500.00) Dollars, pursuant to an approved budget.

The agreement will be for the period commencing upon execution and continuing through June 2, 2014. Malcolm Pirnie will be required to work with various County Departments including, but not limited to, the Departments of Emergency Services, Public Safety, Environmental Facilities, Parks, Recreation and Conservation, Public Works and Transportation, and Planning. It should be noted that pursuant to New York State law, the County is the designated solid waste planning unit for the County and all of its municipalities. The County created Refuse Disposal District No. 1, which manages the County's municipal solid waste stream. The District is operated by the County through the Department of Environmental Facilities. Pursuant to the terms of the proposed agreement, Malcolm Pirnie will be required to review the Solid Waste Management Plan ("SWMP"), and proposed amendment, to identify areas of need, in order to include same in the Multi-Jurisdictional Disaster Debris Management Plan.

The proposed agreement will serve a public purpose by providing the County with a debris management plan to enable it to be better prepared to restore public services and ensure the public's health and safety in the aftermath of a disaster.

The goal and objective of the proposed agreement is to provide the County with a plan that will help assist in disaster response and recovery activities and improve the County's readiness.

The proposed agreement will be tracked and monitored by the staff of the Department through meetings and conference calls and closely working with Malcolm Pirnie.

I respectfully recommend approval of the attached Resolution.

JMC/TSA

## RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Malcolm Pirnie, Inc., the Water Division of Arcadis ("Malcolm Pirnie") pursuant to which Malcolm Pirnie will develop a Multi-Jurisdictional Disaster Debris Management Plan for the County and upon completion of the final plan, be responsible to conduct four (4) Disaster Debris Management Plan orientation workshops (two for municipal executives and two for operational staff). For these services, Malcolm Pirnie will be paid an amount not to exceed Ninety Nine Thousand Five Hundred (\$99,500.00) Dollars, pursuant to an approved budget; and be it further

**RESOLVED**, that in addition, the Commissioner of Emergency Services, in his sole discretion, may require Malcolm Pirnie to provide assistance to the County with the creation and drafting of a Request for Qualifications to be used to prequalify contractors for emergency contracting pursuant to 44 CFR Part 13.36(d)(4)(i)(B), which services may include, but are not limited to: debris clearance, collection, hazardous waste handling, processing, disposal, volume reduction and recycling, tracking and monitoring, hauling, demolition and environmental studies; and (b) develop, for the County's use, an evaluation criteria checklist and template contract for the above indicated services, consistent with the procurement requirements of the FEMA Public Assistance Program, FEMA-325, New York State and Westchester County. In the event Malcolm Pirnie is directed to undertake this optional work, Malcolm Pirnie will be paid an additional amount not to exceed Twenty Five Thousand (\$25,000.00) Dollars, bringing the total contract amount to One Hundred and Twenty Four Thousand, Five Hundred (\$124,500.00) Dollars, pursuant to an approved budget; and be it further

**RESOLVED**, that the Agreement shall commence upon execution and continue through June 2, 2014; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	20	391M	4380	T391	\$124,500

Budget Funding Year(s): 2013 - 2014 Start Date: upon execution End Date: 6/2/14  
(must match resolution)

Funding Source  
\$124,500  
(must match resolution)

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \$124,500  
Other: \_\_\_\_\_