

George Latimer
County Executive

Department of Emergency Services

Richard G. Wishnie
Commissioner

Susan B. Spear
Deputy Commissioner

84428

Date: April 20, 2021

To: Board of Acquisition and Contract

From: Richard Wishnie
Acting Commissioner of Emergency Services

Re: Resolution authorizing the County of Westchester (the "County") to enter into an agreement with Tetra Tech, Inc. for the provision of consulting services in connection with updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan

On November 13, 2020, The County of Westchester (the "County"), acting by and through its Department of Emergency Services (the "Department"), issued a request for proposals ("RFP") seeking qualified firms to provide consulting services in connection with updating the County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. The consulting services solicited under the RFP included the development and preparation of a Multi-Jurisdictional, Multi-Hazard Mitigation Plan Update (the "Plan") for the County and participating municipalities to help reduce risks from multiple hazards, and to serve as a guide for decision-makers as they commit resources to reduce the effects of natural, technological and human-caused hazards. In accordance with the RFP and proposed agreement, the Plan shall comply with the criteria set forth in all applicable State and Federal requirements, as determined by the Federal Emergency Management Agency (FEMA) and New York State Division of Homeland Security and Emergency Services.

Proposals were due by December 18, 2020 and the Department received two (2) proposals in response to the RFP from: 1) Tetra Tech, Inc. ("TT") in the amount of \$171,958.00; and 2) Hagerty Consulting, Inc. in the amount of \$171,919.00. After a thorough review of the proposals received, I recommend that an agreement be entered into with TT for the above described services.

The proposals were evaluated using the following evaluation criteria as set forth in the RFP: the experience of the proposers; the overall profiles of the proposers, including expertise of the

staff to be assigned; cost; and the responsiveness of the proposals to the RFP and their proposed solutions. Each of the evaluation criteria was assigned a score based on a weighted.

percentage. Following the evaluation of each proposal with reference to the aforementioned criteria, the Department's review committee determined that TT received the highest score. While not the lowest cost proposer (cost being only one of the criteria), the selection of TT was based upon, among other things, its demonstrated clear understanding of the requirements of the RFP and the relevant experience of its staff. In addition, TT proposed a more comprehensive planning process, provided a better description of its technological abilities, and from the geospatial perspective, TT's presentation and solution were excellent with its proposed development of a "Story Map" to provide an interactive and expandable platform to enhance public information and engagement.

The proposed agreement would have a term commencing upon full execution and terminating on April 1, 2022, and be in an amount not to exceed \$171,958, payable in accordance with an approved budget.

The public purpose of the proposed agreement is for the County to comply with applicable State and Federal requirements, and to assist decision-makers to reduce the risks and potential negative impacts from the effects of natural, technological and human-caused hazards. Performance of the agreement will be measured by Department personnel.

I believe that it is in the best interest of the County to enter into this proposed agreement with TT and I therefore recommend that you act favorably on the annexed proposed resolution.

RW/jpi
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Emergency Services, is hereby authorized to enter into an agreement with Tetra Tech, Inc. for the provision of consulting services in connection with updating the County’s Multi-Jurisdictional Multi-Hazard Mitigation Plan; and be it further

RESOLVED, that the agreement shall have a term commencing upon full execution and terminate on April 1, 2022, and be in an amount not to exceed \$171,958.00, payable in accordance with an approved budget; and be it further

RESOLVED, that the Agreement is subject to County appropriation; and be it further

RESOLVED, that this Agreement is subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of the Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Consultant, then the Consultant shall have the right to terminate this Agreement upon reasonable prior written notice, and, be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	263	20	486V	4380	T486	\$171,958.00

Budget Funding Year(s)
(must match resolution)

Start Date: Upon Execution

End Date: 4/1/2022

Funding Source: Tax Dollars _____

Contractor Federal I.D. No./
Social Security No.: _____

State Aid _____

\$171,958.00 Federal Aid \$171,958.00
(must match resolution)

Vendor No.: 732185

Other _____

Encumbrance No.: _____