

**Date:** September 1, 2022

**To:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

Agenda Item No. 8(F)(11)

**From:** Daniella Levine Cava  
Mayor



**Subject:** Recommendation for Approval to Establish a Prequalification Pool for RTQ-02040 - Grants Management and Cost Recovery Services

## Summary

This item creates a prequalification pool of professional consulting firms to assist the County with federal and state grant disaster recovery programs; to maximize reimbursements that defer unbudgeted cost as a result of a significant event and/or disaster. Additionally, the prequalified firms have the knowledge, expertise and the experience in comprehensive emergency management, specifically in federal cost reimbursement; mitigation grant planning; Community Development Block Grant-Disaster Recovery FEMA National Disaster Recovery Framework (NDRF); comprehensive grant and program management services for federally funded initiatives; expertise with the Uniform Guidance for Grant Administration (2 CFR Part 200) and application and agency-specific regulations for federally funded programs; expertise in financial management and reporting of grant awards; and responsibilities of emergency management and grant management. Nine vendors are being recommended for inclusion in the pool, of which four have local addresses. Vendors in the pool will be invited to participate in future spot market competition, as needed.

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-02040, Grants Management and Cost Recovery Services* for the Office of Management and Budget (OMB) in a total amount up to \$10,000,000 for a five-year term. This newly established pool will assist OMB with documenting costs related to declared disasters eligible for Federal Emergency Management Agency (FEMA) reimbursement and to provide subject matter expertise on appeals and other technical situations that will enhance Miami-Dade County's reimbursement of disaster costs. The Small Business Enterprise Measures and Local Preference do not apply due to the Federal funding source.

A County contract *RFP-01488, Disaster Cost Recovery Services* for similar services was awarded to a single vendor in the cumulative amount of \$950,000 for a five-year term, with two, five-year options to renew. Subsequently, *Contract No. RFP-01488* was modified to address multiple emergencies, including COVID-19, the Surfside condo collapse, past storm cost recovery, etc. The Board has ratified \$7,181,510 of COVID-19 related emergency purchases through Resolution No. R-645-21, with any remaining emergency purchase amount to be ratified in the near future. The contract has a current cumulative allocation of \$12,797,200. The establishment of this new pool will allow the County to be able to access multiple vendors, versus having only one vendor to immediately respond to emergencies and disasters for services related to cost recovery and reimbursement needs. Having multiple vendors with the ability to do this work will result in the most cost-effective pricing for the County and will fulfill federal funders' requirements to maximize competition for grant-funded contract work.

## Background

Disasters and emergencies generally cost the County several million dollars in unbudgeted costs that could jeopardize the County's financial position unless maximum reimbursement is achieved from federal funding sources. COVID-19 has cost the County over \$600 million and the last storm affecting our community, Hurricane Irma, created damages that cost more than \$270 million. The cost of these services is a small fraction relative to the cost of a disaster and represent a significant return on investment. The pool will only be accessed on an as-needed basis and the cost of these services are fully reimbursable by FEMA. While the County has established a new unit for disaster reimbursement

work, FEMA currently requires all documentation for labor and purchases to be submitted within 90 days of work completion. If the documentation is not submitted within the timeframes prescribed by FEMA’s policy, the County may forfeit reimbursement of disaster costs. Preparing well-documented claims requires significant effort to not only compile the required documents, but to also thoroughly reconcile and explain various circumstances related to overtime benefits for union employees to minimize denials from FEMA and ultimately ensure prompt reimbursement to the County. Almost 400 hours has been devoted by OMB staff beyond their regular schedule on administering the claims, reconciliation, and reporting processes for the Surfside building collapse and COVID-19. Between the Surfside collapse and COVID-19, there are currently, 38 active projects at various phases of FEMA and the State’s review, approval, reimbursement, and closeout processes that require ongoing work and collaboration with our funding partners to complete. Work on both these disasters is ongoing without a firm completion date at this time.

Because of FEMA’s deadlines and the detail required to prepare quality claims that will not jeopardize the County’s standing and reputation with FEMA and other funders, this pool is being created and will be used only as needed to supplement OMB’s staff if another disaster event should occur this upcoming season or if an event is large enough that properly documented claims cannot be completed within the 90-day without additional support. The pool will also be leveraged in situations where technical skills are needed to provide appeals support for denied claims or if expertise are needed in implementing new processes resulting from changes to FEMA’s policies, while OMB further develops its own technical skills related to this work.

**Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$10,000,000. Grant Management costs are allowable, reimbursable costs under FEMA policy and are also generally allowable as administrative costs for other grants up to certain caps established by the funding source. FEMA policy allows 5 percent of the total award amount for the disaster or emergency to be claimed for management costs and other federal funders allow a minimum rate of 10 percent of the awarded amount. A cost analysis will be done prior to awarding any contracts to vendors in the pool to ensure sufficient grant funding is available to fully cover all costs.

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Management and Budget	\$10,000,000	Federal Funds	Elena Quevedo
<b>Total:</b>	<b>\$10,000,000</b>		

**Track Record/Monitor**

Pearl Bethel of the Internal Services Department is the Procurement Contracting Manager.

**Delegated Authority**

Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor’s designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor’s designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

**Vendors Prequalified for Pool**

Thirty-six vendors responded to the solicitation, of which one was a “No Bid” and nine are being recommended for inclusion in the pool as set forth in the table below. It is important to note that this is an open pool; as such vendors can be added throughout its term, once the required documentation is provided. Upon advertisement, 16,020 vendors were notified, and 162 viewed the solicitation. Nine vendors are being recommended for inclusion in the pool, of which four have local addresses. Outreach will be conducted to ensure local vendors are provided the opportunity to join the pool once they meet the prequalification criteria.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local. The solicitation was posted to the BidSync platform, based on the commodity codes selected, 16,020 vendors received notification of the posting of solicitation. Of the 16,020 vendors notified, 162 viewed the solicitation.

<b>Vendor</b>	<b>Principal Address</b>	<b>Local Address</b>	<b>Principal</b>
AC Disaster Consulting LLC	2805 Lakeshore Drive Arlington, TX	None	Alyssa Carrier
CDR Maguire, Inc.	11740 SW 80 Street Suite 102 Miami, FL	Same	Laura Farinas
Ernst & Young LLP	1 Manhattan West Ave, New York, NY	700 NW 1 Avenue Suite 1500 Miami, FL	Carmine Di Sibio
ICF Incorporated	9300 Lee Highway Fairfax, VA	None	Sudhakar Kesavan
Innovative Emergency Management, Inc.	2801 Slater Road Suite 200 Morrisville, NC	None	Madhu Beriwal
Integrated Solutions Consulting Corp.	220 S Buchanan Drive Edwardsville, IL	None	Daniel Martin
iParametrics, LLC	6515 Shiloh Road Alpharetta, GA	13940 SW 136 Street Miami, FL	Andrew Klein
KPMG LLP	345 Park Avenue New York, NY	78 SW 7 Street Suite 1200 Miami, FL	Lynne Doughtie
Tidal Basin Government Consulting, LLC	126 Business Park Drive Utica, NY	None	Mollie Matthews

**Vendors Not Prequalified for Pool or Did Not Bid**

The vendors in the below table are not being recommended for prequalification or did not bid. However, the Strategic Procurement Division is providing guidance to the vendors that did not meet the prequalification requirements so they can provide the required information and documentation. Upon submission of the required documents and/or verification of information, the vendor may be added to the pool.

<b>Vendor</b>	<b>Local Address</b>	<b>Reason for Not Recommending</b>
AG Witt, LLC	No	
Atkins North America, Inc.	Yes	
BDO USA,	Yes	

Vendor	Local Address	Reason for Not Recommending
Brian Davis CPA, P.A.	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Calyptus Consulting Group, Inc.	No	
Carlisle Thompson LLC	No	
CCS Global Tech	No	
CohnReznick, LLP	No	
CSRS	No	
DCMC, LLC	No	
Deloitte & Touche LLP	Yes	
Disaster Program & Operations, Inc.	No	
Eighty Eight Prints LLC	Yes	
GP Strategies	No	
Grant Thornton LLP	No	
Hagerty Consulting	No	
Indelible Business Solutions Inc.	Yes	
JP Consulting & Training	No	
MB3 Inc., DBA Civix	No	
Metric Engineering Inc.	Yes	
MPACT Strategic Consulting	No	
SSERS Financial Services Group	Yes	
Summit Group Consulting, LLC	No	
Synergy Disaster Recovery	No	
Tetra Tech, Inc	No	
Witt O'Brien's LLC	No	
Fiscal Advising, Consulting & Strategizing, Inc. (FACS, Inc.)	Not Applicable	No Bid

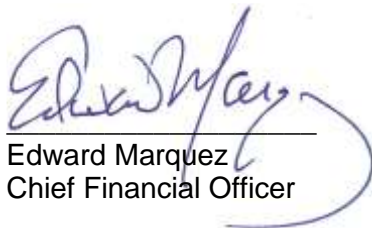
\*A “No Bid” means the vendor responded indicating that it will not be providing an offer.

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department’s Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision does not apply.
- The Small Business Enterprise Measures and Local Preference do not apply due to funding source.
- The Living Wage does not apply as the services are not covered under the ordinance.



Edward Marquez  
 Chief Financial Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**DATE:** September 1, 2022

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(11)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(F)(11)  
9-1-22

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-02040 FOR THE PURCHASE OF GRANTS MANAGEMENT AND COST RECOVERY SERVICES FOR THE OFFICE OF MANAGEMENT AND BUDGET FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$10,000,000.00; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes the establishment of Prequalification Pool RTQ-02040 for the purchase of Grants Management and Cost Recovery Services for the Office of Management and Budget for a five-year term in a total amount up to \$10,000,000.00; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document is on file and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

- |                                       |                        |
|---------------------------------------|------------------------|
| Jose "Pepe" Diaz, Chairman            |                        |
| Oliver G. Gilbert, III, Vice-Chairman |                        |
| Sen. René García                      | Keon Hardemon          |
| Sally A. Heyman                       | Danielle Cohen Higgins |
| Eileen Higgins                        | Joe A. Martinez        |
| Kionne L. McGhee                      | Jean Monestime         |
| Raquel A. Regalado                    | Rebeca Sosa            |
| Sen. Javier D. Souto                  |                        |

The Chairperson thereupon declared this resolution duly passed and adopted this 1<sup>st</sup> day of September, 2022. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

OR

Oren Rosenthal