

September 7, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP FM21-067 and award a contract to Tetra Tech, Inc., of Pasadena, CA, for consulting, technical, and accounting services for Disaster Funding Administration and Cost Recovery, in a total annual amount of \$400,000 for a period of one year, with the option to renew for an additional two-year period, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Tetra Tech, Inc., to provide advisory consulting and hands-on technical and accounting services with respect to Federal Emergency Management Agency (FEMA) cost recovery and administration of American Rescue Plan Act of 2021 (ARPA) funds, as well as potential current or future federal, State, or other agency assistance funds.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on May 27, 2021, and 851 potential proposers specializing in accounting and governmental consulting services were notified of the RFP opportunity. Of those proposers, 49 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. There were six proposals received on June 8, 2021. Of those bidders, one was a Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Long Beach business (Local), and none were certified Small Business Enterprises (SBEs). The selection committee determined that Tetra Tech, Inc. of Pasadena, CA (not an MBE, WBE, SBE, or Local) was the most qualified firm to provide the services.

Tetra Tech, Inc., was selected due to its competence and experience in providing cost recovery services in response to disaster declarations to government agencies similar to the City of Long Beach (City). In addition, they have extensive experience with procurement and documentation requirements of federal disaster grant programs that would provide the City with high-quality, audit-ready files in preparation for future State and federal audits.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 90 Long Beach vendors were notified to submit proposals, of which three downloaded and one submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 6, 2021, Business Services Bureau Manager Tara Mortensen on August 10, 2021, and by Revenue Management Officer Geraldine Alejo on August 16, 2021.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP FM21-067 and award a contract concurrently is requested on September 7, 2021, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$400,000 and is based on the estimated number of hours needed to complete and submit FEMA reimbursement requests by their respective due dates, prepare files for future audits, and provide consulting and accounting services for ARPA and other current and future financial assistance funds. FEMA grant funds will primarily fund the contract, although the exact amount will depend on the final grant allocation awarded to the City. At this time, based on the anticipated grant allocation award, it is estimated that there will be \$300,000 in available grant funding to support this contract. The remaining amount of \$100,000 is anticipated to be absorbed within current appropriations in the General Fund Group in the Financial Management and Citywide Activities Departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



for KEVIN RIPER
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



THOMAS B. MODICA
CITY MANAGER