



**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	February 18, 2025
TITLE	Authorization to Award a Contract for Disaster Recovery Support Services to Public Consulting Group in the Amount of \$250,000
DIVISION	Finance and Management Services
FROM	Katie Dignan, Assistant Finance Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors authorize the award and execution of a contract for disaster recovery support services to Public Consulting Group (PCG) in the amount of \$250,000.

BACKGROUND

In 2017 and 2023 the East Bay Regional Park District (Park District) sustained severe damage to our parks and facilities due to winter storm events. For 2017, approximately 10 projects, obligated at approximately \$6.5 million, remain to be completed. For 2023, staff are still in the process of developing project worksheets to capture all the damages sustained at our parks. Staff anticipates approximately 16 project worksheets valued at \$13 million will be prepared. In advance of future declared disasters, staff intends to secure a contract to support grant activities related to disaster response and recovery as needed for the Federal Emergency Management Agency (FEMA) Public Assistance program. The selected contractor, working closely with and at the direction of the Park District staff, will assist in strategically managing program development after a declared emergency or disaster providing advisory and technical services. The selected contractor would also be asked to provide assistance in resolving any special issues related to 2017 and 2023 projects.

On September 6, 2024 a formal Request for Proposals (RFP) was issued soliciting qualified firms with proven experience to provide disaster recovery administrative support of grant activities following a Federally Declared Disaster. The primary services required are Federal Emergency Management Agency (FEMA) Public Assistance Advisory Services supporting Damage Identification, Scope of Work Development, Cost Estimation, Project Worksheet Development and Mitigation; to ensure full compliance with all federal, state, and local laws and minimize impacts from future disasters.

On October 10, 2024, the Park District received five proposals in response to the RFP.

ANALYSIS

The evaluation process included a panel of two members from the Finance and Management Services

Division and the Division Lead for Design and Construction (DECO), who were assembled to review and rank the proposals. The proposals were evaluated based on experience, approach, qualifications, additional noteworthy items, and price. The top two firms were interviewed by the three panel members. The firms submitted examples of support services performed for other clients, references were checked, and results were shared with the panel. After reviewing all the additional information, the decision was made to recommend award of the contract to PCG.

PCG's scope of work will include, but not be limited to, grant management advice to maximize reimbursement of disaster recovery expenses, compile/summarize/justify costs for presentation to FEMA for reimbursement of eligible costs, ensuring compliance with applicable regulations, preparing responses to requests for information, preparing cost estimates, supporting coordination to ensure all eligible damages have been identified, quantified, and presented in Project Worksheets, and review of contracts, bid documentation, change orders and other records to support reimbursement claims, etc..

On February 13, 2025, the Board Finance Committee reviewed this recommendation and approved moving forward to the full Board of Directors.

FISCAL IMPACT

The contract to support disaster recovery services is not to exceed \$250,000. Funds are available in the Emergency Repairs project (562100) for this contract. Consultant costs are expected to be fully reimbursable by FEMA, therefore once reimbursement is received, the Emergency Repairs project would be credited.

ATTACHMENTS

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2025 – 02 -
FEBRUARY 18, 2025**

**AUTHORIZATION TO AWARD A CONTRACT FOR DISASTER
RECOVERY SUPPORT SERVICES TO PUBLIC CONSULTING GROUP IN
THE AMOUNT OF \$250,000**

WHEREAS, the East Bay Regional Park District (Park District) needs disaster recovery administrative support of grant activities following a Federally Declared Disaster; and

WHEREAS, on September 6, 2024, staff issued a formal request for proposals (RFP) soliciting qualified firms with proven experience to provide disaster recovery administrative support of grant activities following a Federally Declared Disaster. The primary services required are Federal Emergency Management Agency (FEMA) Public Assistance Advisory Services supporting Damage Identification, Scope of Work Development, Cost Estimation, Project Worksheet Development and Mitigation; to ensure full compliance with all federal, state, and local laws and minimize impacts from future disasters; and

WHEREAS, five proposals were received, and Public Consulting Group (PCG) rated highest in the Park District's RFP selection process;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby authorize award and execution of a contract to PCG in the amount of \$250,000 to be funded out of the Emergency Repair project (562100); and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and adopted February 18, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: