




**EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STAFF REPORT**

| | |
|-----------------|---|
| DATE | February 13, 2025 |
| TITLE | Recommendation to the Board of Directors to Award a Contract for Disaster Recovery Support Services to Public Consulting Group (PCG) 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

Staff requests that the Board Finance Committee recommend to the full Board of Directors the award 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 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, support 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..

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 Account would be credited.

ATTACHMENTS

None.