

Agenda Item:

3.c

Meeting Date: November 20, 2025

MEMORANDUM

To: City Commission

Through:

From: Les Tyler, Director of Finance

Date: 2025-10-29

Subject: Award of a contract to Tetra Tech, Inc of Maitland, FL and Witt O'Brien's LLC, of Houston ,TX to provide the City with Disaster Recovery Consulting Services.

Presenter(s): Les Tyler, Director of Finance

Staff Recommendation: N/A

Strategic Themes: Good Governance and Infrastructure, Planning and Growth

Boards & Committees: N/A

Budget Impact: None. This service will be used as needed and will be expensed to the Disaster Recovery Fund.

Past Action: August 4, 2020 -Award Contract to Tetra Tech, Inc of Maitland, FL to provide the City with Disaster Recovery Consulting Services.

Next Action: N/A

Attachments: [A. Purchase Agent Memo -RFP 25-2524 Disaster Recovery Consulting Servicesxx.pdf](#)
[SUPPLEMENT: B. Attachment_B_RFP_25-2524_Disaster_Recovery_Consulting_Services_Agreement_Witt_O'Brien's_LLC.pdf](#)
[SUPPLEMENT: C. Attachment_C_RFP25-2524_Disaster_Recovery_Consulting_Services_Agreement_Tetra_Tech_Inc.pdf](#)

Background: The City has an occasional need for a Consultant qualified to provide service to assist the City's disaster recovery efforts. The Consultant will assist the City in expediting financial recovery and mitigation through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program and other federal and state programs, to ensure full compliance with all Federal, State and Local laws in order to limit any subsequent audits and reviews, and to minimize impacts from future disasters.

Staff issued RFP 25-2524 titled "Disaster Recovery Consulting Services" to contract for the service. The City received five responses. The Evaluation Committee (Team) evaluated the proposals and ranked the proposals submitted by Tetra Tech, Inc. and Witt O'Brien's LLC the highest and recommends awarding two firms the contract.

Staff is recommending awarding to two qualified firms for this RFP for the following reasons:

1. Redundancy and resilience: The primary advantage is having a built-in safety net. If one firm can't respond or its resources are unavailable, the second firm can step in immediately to prevent delays in the city's recovery.
2. Specialization: The RFP can be designed to select firms with different specialties, resulting in a more comprehensive response capability. For instance, one firm might be an expert in substantial damage removal process, while another specializes in grant management and FEMA coordination.
3. Increased response speed: A dual-vendor model can significantly reduce response times, especially during widespread disasters. The city can immediately assign tasks to both firms, allowing a larger, multi-front response to be launched simultaneously.
4. Cost optimization: The competitive tension between the two firms motivates them to offer higher-quality services at better prices to secure most of the city's workload. The city can allocate the work based on performance
5. Benchmarking performance: Having two vendors enables the city to evaluate and compare their effectiveness. This data can guide future decisions and contracts, ensuring the city consistently partners with high-performing providers.

This contract will be used "as needed" and individual scope and fee proposals will be developed as needed. Staff will return to City Commission for approval of scope and fee proposals exceeding \$50,000. Generally, They will be charged to the Disaster Recovery Fund (Acct#199-1506-513-053110-GG).