



Office of the City Manager

02

CONSENT CALENDAR
September 22, 2020

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: David White, Deputy City Manager
Subject: Contract No. 32000282 Amendment: AG Witt, LLC for COVID-19
Emergency Operations Cost Recovery Consultant

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32000282 with AG Witt, LLC for COVID-19 Emergency Operations Cost Recovery Consulting, increasing the amount by \$100,000 for a total not to exceed amount of \$150,000.

FISCAL IMPACTS OF RECOMMENDATION

Funds up to \$150,000 for disaster cost recovery consulting services were included in the FY 2021 Adopted Budget with an approved General Fund appropriation of \$1.0 million for the City's COVID-19 response costs. The City will seek reimbursement from FEMA for the costs incurred under this contract.

CURRENT SITUATION AND ITS EFFECTS

As part of the City's COVID-19 response, the City underwent a Request for Proposal process to retain a firm to provide disaster cost recovery consulting services. After a selection process that included interviews with the top two responders, the City's evaluation team consisting of representatives from the offices of the City Manager, City Auditor, City Attorney and the Emergency Operations Center, determined that the best qualified firm meeting the City's needs was AG Witt, LLC. In June, the City entered into a contract with AG Witt. The City contract costs with AG Witt, LLC will now exceed the City Manager contract authorization spending amount of \$50,000. A contract amendment is needed to increase the spending authority.

BACKGROUND

The City has been working with AG Witt, LLC since June on cost recovery issues tied to the City's COVID-19 response. The work AG Witt has done has been extremely helpful in developing policies and processes related to the COVID-19 response and has helped with preparing the City to submit cost reimbursement requests to the Federal Emergency Management Agency and the California Governor's Office of Emergency Services.

ENVIRONMENTAL SUSTAINABILITY

None

RATIONALE FOR RECOMMENDATION

In order to ensure the uninterrupted cost recovery assistance to the City, staff recommends that Council authorize execution of an amendment to Contract No. 32000282 with AG Witt, LLC to increase the contract amount.

ALTERNATIVE ACTIONS CONSIDERED

The City Council could decide not to approve this contract. This is not recommended as staff does not have the expertise to navigate the FEMA reimbursement process.

CONTACT PERSON

Rama Murty, Senior Management Analyst, City Manager's Office, (510) 981-7000

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32000282 – AG WITT, LLC FOR COVID-19 DISASTER COST
RECOVERY CONSULTING SERVICES

WHEREAS, in May 2020 the City underwent a Request for Proposal process for a consultant firm to provide disaster cost recovery services; and

WHEREAS, the City determined after evaluating the proposals received that AG Witt, LLC. was the best qualified firm meeting the City's needs to provide COVID-19 disaster cost recovery consulting services; and

WHEREAS, the City contract costs with AG Witt, LLC will now exceed the City Manager authorization spending amount of \$50,000; and

WHEREAS, the FY 2021 Adopted Budget had funds up to \$150,000 for disaster cost recovery consulting services allocated as part of an approved General Fund allocation of \$1.0 million for the City's COVID-19 response.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32000282 with AG Witt, LLC to increase the contract amount by \$100,000 to a not to exceed amount of \$150,000. A record signature copy of said contract amendment to be on file in the Office of the City Clerk.

