

RESOLUTION NO. 08-121

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF KEY WEST, FLORIDA, EXERCISING A ONE
YEAR OPTION FOR EMERGENCY SUPPORT SERVICES
WITH EARLY ALERT PER REQUEST FOR
QUALIFICATIONS NO. 03-007; PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the City of Key West entered into a contract with Early Alert, Inc pursuant to RFQ No. 03-007; and

WHEREAS, the RFP specifies the contract term is one year with two one year options;

WHEREAS, the City of Key West has determined that it is in its best interest, as well as the citizens and visitors of the City, to exercise the first one year option for the provision of Emergency Management Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

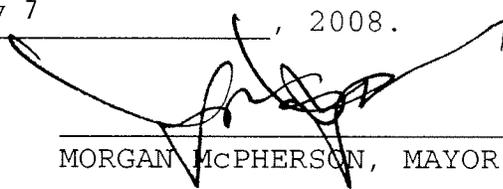
Section 1: That the contract between the City of Key West and Early Alert, Inc. is extended for a period of one year upon the same terms and conditions contained in the agreement that became effective April 17, 2007.

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 6th day of May, 2008.

Authenticated by the presiding officer and Clerk of the
Commission on May 7, 2007.

Filed with the Clerk May 7, 2008.


MORGAN McPHERSON, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

RFQ 03-007

EMERGENCY MANAGEMENT SUPPORT SERVICES

REQUEST FOR QUALIFICATIONS

The city's emergency preparedness and administration of the emergency programs for the City of Key West have been the responsibility of the city manager and the EOC director over the past decade. Increased cyclone activities during the 1995 hurricane season, and the advent of the Homeland Security Act, have placed an inordinate amount of duties and responsibilities on the city's emergency task force. As a consequence, the city's emergency task force is in need of added support for the upcoming hurricane season, and for any citywide emergency incident that may require the deployment of city emergency personnel and the Emergency Operation Center.

SCOPE

1. Emergency Management Support Services

- a. Provide comprehensive Emergency Management consulting to include: Emergency services to the City of Key West; Provide strategic analysis of the City's emergency plans; Be able to respond immediately should an incident require city assistance and provide to the City guidance for tropical cyclones and other emergency incidences as described by NIMS.
- b. Provide an on-site Professional Emergency Manager (EM) for emergency responses and consultation services to emergency City personnel during threats of manmade, natural disasters (tropical cyclones) and other major threats. Firm is expected to have an EOC manager on-site to assist in the coordination of the EOC operations before, during and after an incident.
- c. Provide access to a Professional Emergency Manager for routine emergency management matters for City planning, and day-to-day coordination with federal, state, county and local public sector officials.
- d. Provide immediate recovery support to the City for post storm recovery operations and make available options for long term recovery support in the City's emergency plan.
- e. Provide and maintain tropical cyclone situational awareness.
- f. Assist with recommendations as to what risks should be identified before the hurricane season in the City's emergency plan.
- g. Maintain communications and provide status reports via telephonic calls, e-mails, cell phones and appropriate emergency communication devises with the city manager and designated emergency staff , before, during and after tropical storms and/or hurricanes.

2. Emergency Planning

- a. Perform specific risk analysis for the unique characteristics of Key West prior to the hurricane season.

- b. Review and provide recommended updated information to existing emergency plans, checklists for operational objectives and milestones.
- c. Review and provide recommended updates to assure consistency with federal, county and state emergency management plans and procedures.
- d. Review and provide recommended updated information to existing recovery plan in concert with local, state and federal recovery procedures for declared disasters that are consistent with Public Assistance (PA) and Individual Assistance (IA) requirements.
- e. Review and provide recommended updates to the current Comprehensive Emergency Management Plan (CEMP) in accordance with FS 252, State Emergency Management Act.
- f. Provide after action reports following landfall of tropical cyclones relating to: planning for, responding to and mitigating any emergency incident for the City of Key West.
- g. Provide necessary components and assistance as identified for the City's CEMP. (Evacuation, Shelter recovery plan, Communications, Hazard Annex, Response).
- h. Provide post incident report within thirty days after incident and provide critique of emergency operations after hurricane season, but not later than January 30, 2008.

3. Situational Awareness

- a. Provide 24 hour monitoring of tropical cyclone activity during the Atlantic Basin Hurricane Season, including the Gulf of Mexico and Caribbean.
- b. Provide tropical cyclone consulting from leading experts in emergency management and hurricane meteorology.
- c. Provide daily electronic e-mail Bulletins and Special Reports during tropical cyclone activity.
- d. Provide electronic e-mail in tandem with the National Hurricane Center's forecast containing specific recommendations for protective actions
- e. Provide a County Tropical cyclone Web Page to include any and all tropical cyclone threats linked to the City's web site with unique information pertaining to storm specific information, detailing forecasted wind impacts and storm surge.

4. Training and Education

- a. Provide in-service training on the National Incident Management System (NIMS) and the Incident Command System to assure NIMS compliance as required by HSPD 5 and 8.
- b. Provide in-service training for city managers and designated emergency staff regarding the City's Comprehensive Emergency Management Plan.
- c. Provide annual hurricane table-top exercise in concert with the City's emergency plans and procedures no later than April 30, of each year the contact is in effect.
- d. Review and update the city's emergency plan no later than May 30, of each year the contact is in effect.

5. Communication/Coordination

- a. Be knowledgeable of all federal, state, and local emergency agencies, and their duties and responsibilities to local organizations during emergencies as described in the NIMS and CIS manuals.
- b. Have knowledge of key local emergency public and private officials and their operational emergency plans.
- c. Have knowledge of the existing CEMPS for the city and county.

Term of Contract: One year contract with option for two (2) additional one (1) year contracts.

BASIS OF AWARD:

City Staff will be responsible for “short listing” to three (3) bidders or less depending upon qualifications. Final award will be made by the City Commission based solely on that proposal which, in their opinion, is in the best interest of the City of Key West, all factors considered.

The City of Key West reserves the right to ask questions, seek clarification of any or all Proposers as part of its evaluation, including presentation before the City Commission.

RESOLUTION NO. 07-080

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF KEY WEST, FLORIDA, RANKING AND
SELECTING AN EMERGENCY SUPPORT SERVICES
PROVIDER PER REQUEST FOR QUALIFICATIONS NO.
03-007; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Key West obtained two responses as a result of RFQ No. 03-007; and

WHEREAS, on March 6, 2007, the City Commission heard presentations by the two candidates;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the ranking of the two firms to provide emergency support services to the City of Key West is hereby approved as follows:

1. Early Alert
2. PBS&J

Section 2: That the City Manager is hereby authorized to negotiate a contract for City Commission approval with the first-ranked firm in accordance with RFQ 03-007; and if the first-ranked firm and the City cannot reach agreement on a contract, the City

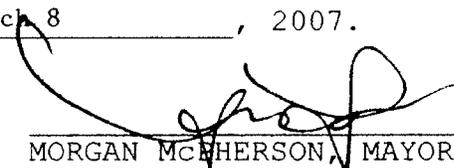
shall terminate such negotiations and commence negotiations with the second-ranked firm.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 6 day of March, 2007.

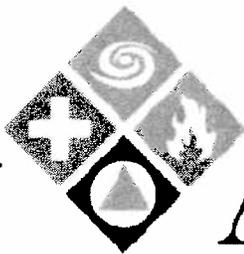
Authenticated by the presiding officer and Clerk of the Commission on March 8, 2007.

Filed with the Clerk March 8, 2007.


MORGAN MCPHERSON, MAYOR

ATTEST:

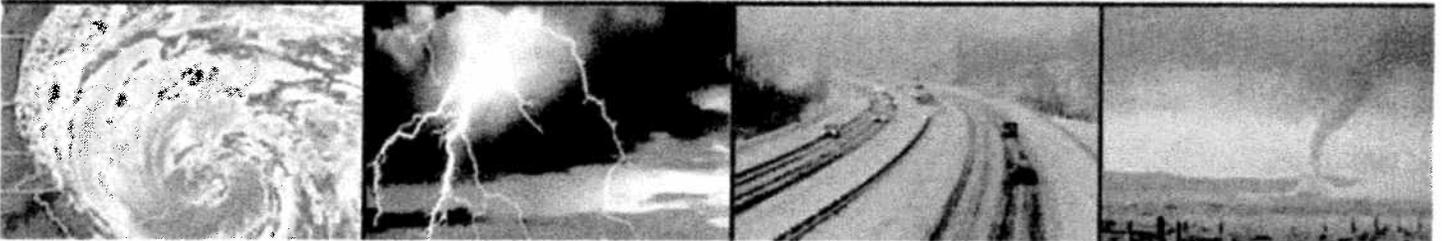

CHERYL SMITH, CITY CLERK



EARLY ALERT

**Emergency Management Consulting
Program Proposal for
City of Key West, Florida**

**EMERGENCY MANAGEMENT & CONTINUITY
PLANNING • CONSULTING • TRAINING • SITUATIONAL AWARENESS**



www.earlyalert.com
info@earlyalert.com

877- WE ALERT (932-5378)

305- 481- 2116 (C)

Emergency Management Consulting Program Proposal for City of Key West

This proposal is based on a service deliverable specific to tropical cyclone threats and other emergency management support functions. The purpose is to show the value of Early Alert, Inc. while outlining our scope of services and fees.

This proposal is based on a service deliverable specific to tropical cyclone threats and other emergency management support functions. The purpose is to show the value of Early Alert, Inc. while outlining our scope of services and fees.

As outlined below, Early Alert, Inc. will provide emergency management/all hazards consulting through a comprehensive "Program Assessment and Gap Analysis" for emergency response capabilities for the City of Key West. This program assessment and gap analysis will review preparedness, response, recovery and proposed mitigation efforts and make recommendations as required. In addition, this will include a number of key elements such as evacuation, sheltering and refuges of last resort, coordination with the military and county, special needs, tourist, and re-entry.

Our staff has developed and conducted comprehensive reviews of emergency plans for multiple local government agencies within Florida. These reviews have included the development of assessment tools based on Federal and State guidelines, best practices, and local priorities. The Comprehensive Emergency Management Plans (CEMP), Standard Operating Procedures (SOPs), Hazard Specific Annexes and Recovery Plans including sheltering and special need requirements have been written, tested and ruled into compliance by the State of Florida for several counties within Florida. Additionally, staff has written and published plans for Monroe County and Islamorada which include the CEMP(s), Emergency Operation Center SOPs, Disaster Recovery Plans, Hazard Specific Annexes, Hurricane Evacuations, Shelter and Refuge of Last Resort, and Critical Facility Inventories (CFI). This will provide government and operational continuity enhancing the City of Key West's preparedness and strategic response to the threat of a tropical cyclone or other disasters as well as addressing immediate recovery support for post disaster operations. Furthermore, we have extensive experience in coordinating emergency management efforts with over 50 Federal, State, and local governmental agencies and numerous volunteer and provide organizations.

All services will comply with and conform to the National Response Plan, National Incident Management System, industry standards as well as state and local emergency plans procedures.

EXECUTIVE SUMMARY

The City of Key is located in the southern most part of the United States making it the highest prone area for a Tropical Cyclone threat. The island has approximately 28,000 year around residence with about one million visitors annually.

The mission of Early Alert, Inc. is to reduce your risk and mitigate your losses from natural and manmade disasters by providing preparedness planning and real-time operational advice to our customers. Our motto, "Bridging the Gap between Government and the Private Sector", illustrates our commitment to satisfy the individual needs of our clients. We accomplish this by working with each customer to tailor our products and services to fit your unique requirements. Our award-winning staff of emergency managers and meteorologists represents decades of experience in dealing with all aspects of emergency's and disasters such as tropical cyclones, including preparedness, forecasting, emergency response and operations, and disaster recovery. They include Dr. William "Bill" Gray, world renowned tropical cyclone expert who pioneered the science of seasonal and long range hurricane forecasting; Jerry Jarrell, former Director of the National Hurricane Center (NHC); Miles Lawrence and Dr. Joe Pelissier, former NHC Hurricane Specialists; nationally renowned emergency manager Billy Wagner; comprehensive emergency planner, Lisa Watson, and other nationally recognized emergency managers and meteorologists.

The frequency and intensity of hurricanes that strike the United States increased dramatically in the past decade. In 2004, the four hurricanes that hit Florida caused dollar damage in the billions to homes, businesses, and public facilities. The record-setting 2005 hurricane season produced 26 named storms, including 13 hurricanes. Of these, seven were major hurricanes (Category 3-4-5), one short of the 1950 season's record. For the first time for either the Atlantic or eastern Pacific, forecasters exhausted their alphabetical list of names and had to resort to letters of the Greek alphabet to name the additional storms. Moreover, Dr. Gray's research suggests that the current period of above normal hurricane activity will likely continue for another decade or more.

PROPOSED SERVICES AND PRODUCTS

The key components to coping with a hurricane and recovering from its effects are an effective preparedness plan, *early and timely warnings and advice*, a sound response plan, and a fast paced, progressive recovery plan to maintain *continuity of operations* and to get the county and municipal services functioning after the storm to once again provide service to the community.

1. Emergency Planning & Plan Review:

- a. Perform specific risk analysis for the unique characteristics of Key West.
- b. Review and provide recommended updated information to existing emergency plans, checklists for operational objectives and milestones.
- c. Review and provide recommended updates to assure consistency with County and State emergency management plans and procedures.
- d. Review and provide recommended updated information to existing recovery plans in concert with Local, State and Federal recovery procedures.
- e. Review and provide recommended updates to the current Comprehensive Emergency Management Plan (CEMP) in accordance with F.S.S. 252 State Emergency Management Act.
- f. Provide after action reports following landfall of tropical cyclones relating to; planning for, responding to and mitigation for the City of Key West.
- g. Review and provide recommended update necessary components as identified for the City's CEMP. (Evacuation, Shelter recovery plan, Communications, Hazard Annex, Response, ect.)
- h. Review Monroe County's support capabilities and CEMP components which effect the City of Key West.
- i. Review and asses staff training compliance applicable to the National Incident Management System, the Incident Command System and the City's EOC Multi-agency Coordination System (MAC).
- j. Identify grant opportunities to promote and enhance Key West's Emergency Management Program.

2. Early Alert Warning Notifications

- a. Provide daily electronic e-mail Bulletins and Special Reports during tropical cyclone activity
- b. Provide electronic e-mail ALERT's in concert with the National Hurricane Center's forecast containing specific recommendations for protective actions.

PROPOSAL:

The proposed price below includes a base fee and onsite activation fee.

Fees:

- Cost per year: Base Fee: \$19,500 (Items 1&2)

Early Alert shall be entitled to negotiate a fee percentage increase annually for each subsequent year based on service performance and actual costs of services rendered. Contract proposal renewal and any increase to be approved by the Key West City Manager.

Early Alert will have rights to explore certain marketing and literature use.

Additional Services upon request:

1. Emergency Management Support Services

- Provide conference calls as identified with Early Alert Team during tropical storm or hurricane threats within 72 hours of landfall.
- Provide comprehensive Emergency Management consulting to include: Continuity of operations; Strategic analysis; Local emergency management response guidance for tropical cyclones.
- Provide an on-site Professional Emergency Manager (EM) for emergency response and consultation during threats of manmade, natural disasters (tropical cyclones) and other threats as activated by the City Manager. *Specific response times for an EM will be identified in the contractual agreement.*
- Provide access to a Professional Emergency Manager for routine emergency management matters for City planning, coordination with state, county and public sector officials and oversight of the Comprehensive Emergency Management Plan CEMP as directed by the City Manager.
- Provide immediate recovery support for post storm recovery operations and make available options for long term recovery support.
- Provide and maintain tropical cyclone situational awareness.
- Assist with recommendations as to what risks should be identified.
- Assist with specific continuity of operation relating to tropical cyclone response.
- Provide telephonic calls with the City Manager and designated staff during development of tropical storms and/or hurricanes.

- ◆ On-site Emergency Manager Activation Fee: \$3,500 per 24 hr. day, any partial days are billed at 6 hour increments

Note: *The Activation fee is based on the following:*

*** Onsite Activation:** *When requested by the City Manager to report to the City Emergency Operation Center.*

**** Activation (Emergency Management) fees are eligible for reimbursement if the City of Key West is included in a declared disaster by a Presidential Declaration. The amount of the recovery may vary depending on the disaster eligibility of Federal, State, and local match for the event. (i.e.: In a hurricane activation: 100% recovery for Emergency Protective Measures for initial 72 hours response, 75% Federal / 25% (divided by local and state) for other disaster recovery operations).**

2. Situational Awareness

- a. Provide 24 hour monitoring of tropical cyclone activity during the Atlantic Basin Hurricane Season, to including the Gulf of Mexico and Caribbean.
- b. Provide tropical cyclone consulting from leading experts in emergency management and hurricane meteorology.
- c. Provide to staff a Tropical Cyclone Web Page (password protected) to include any and all tropical cyclone threats linked to the City's web site with unique information pertaining to storm specific information, detailing forecasted wind impacts and storm surge. (Optional)

3. Training and Education

- a. In-service training on the National Incident Management System NIMS and the Incident Command System to assure NIMS compliance as required by HSPD 5 and 8.
- b. In-service training for City management and staff on the Comprehensive Emergency Management Plan, specific planning and operational considerations, and employee response and recovery concerns.
- c. Provide annual hurricane table-top exercise in concert with the City's emergency plans and procedures.

◆ Cost to be negotiated per training event

- Research, develop and manage grant opportunities to enhance the Emergency Management capabilities of the City of Key West.
 - The costs associated with this service will be negotiated prior to grant development, submittal and subsequent management.
- Long Term Recovery Support Available upon request
 - Fee negotiable
- Additional emergency management services not defined within this proposal.
 - \$ 200 per hour.

CONCLUSION:

Tropical cyclone experts predict that the next 10 to 20 years will see an increase in tropical cyclone activity in the Atlantic basin. While we recognize and respect the close relation the City of Key West has developed with the local weather forecast office, Early Alert will augment and amplify those services enhancing and improve the decision making process.

Early Alert has demonstrated the need for assisting others, with proven success, during the threat of a Tropical Cyclone and other emergencies. We are experiencing great reception with bridging the gap between state, county, private sector and the local emergency management community. Early Alert will continue to work closely with management as to what services are expected if they are under a possible tropical cyclone threat as well as continue to assist the City of Key West in developing preparedness and response methodologies. Building a successful relationship with the City of Key West is vital to our company's growth and success.

Early Alert.....Bridging the Gap between Government and the Private Sector!™

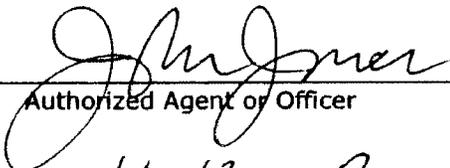
IN WITNESS WHEREOF, the parties hereto have executed this Agreement or caused this Agreement to be executed by its authorized representatives on the date set forth below.

CLIENT: **CITY OF KEY WEST**

EARLY ALERT, INC.

Name: JOHN JONES
Print

Name: HANS K. WAGNER V.P.
Print

Sign: 
Authorized Agent or Officer

Sign:  V.P.
Authorized Agent or Officer

Date: 4-13-07

Date: 4/17/07