



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 01/18/2022

**REQUESTER:** Joseph Hill, Streets Program Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-85: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TETRA TECH, INC., TO PROVIDE CONSULTANT SERVICES TO UPDATE THE CITY OF NORMAN DISASTER DEBRIS MANAGEMENT PLAN

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### **BACKGROUND:**

Natural disasters commonly occur in Oklahoma including wind storms, ice storms, flooding, and tornados. When faced with natural disasters and recovery from these disasters, planning is the key to preparedness. The City of Norman utilizes a Disaster Debris Management Plan (DDMP) to ensure a quicker, more thorough and calculated response in the event of a natural disaster.

The Federal Emergency Management Agency (FEMA) strongly recommends that local government agencies develop and adopt a DDMP. In fact, FEMA provides an incentive of an additional 5 percent in disaster relief funds to municipalities that have an adopted, certified DDMP. FEMA also recommends that the DDMP be updated at least every 10 years.

The City of Norman's current Disaster Debris Management Plan was adopted by City Council in 2009 in response to the City's largest debris removal program (\$6 Million) in the winter of 2008 following the December 9, 2007 ice storm. Since 2009, the City of Norman has implemented its DDMP 8 times including three ice storms, three tornadoes and two micro-bursts. The total cost of debris removal for these eight weather events exceeded \$13.6 Million.

In October of 2021 City staff solicited a request for proposal (RFP#2122-27) associated with project WS0002 for purpose of updating the current Disaster Debris Management Plan to meet local, state, and federal requirements. On November 4<sup>th</sup>, 2021 Staff received proposals from two consultants.

### **DISCUSSION:**

Upon receiving the two consultant proposals on November 4<sup>th</sup>, 2021 for the Disaster Debris Management Plan update, a five-person committee comprised of two City of Norman Citizens Mr. Greg Hall, retired Street Superintendent, Mr. Sean Marley, CPA and three City of Norman staff members, Ricky Wilkerson, Streets Supervisor, Jacob Huckabaa, Budget Technician, and

Joseph Hill, Streets Program Manager completed review, ranking and selection of the submitted proposals. As a result of this selection, Tetra Tech, Inc. was selected as the most qualified firm for this project.

The City's FYE 2022 Capital Budget includes \$40,000 (WS0002, 50595534-46201) for this project. In addition to updating the written DDMP, City staff from multiple departments will receive additional training on the implementation of the plan.

**RECOMMENDATION:**

Staff recommends the approval of Contract K-2122-85 with Tetra Tech, Inc. in the amount of \$26,641 for completion of the update to Disaster Debris Management plan project.