



AGENDA MEMORANDUM

Finance Department

City Council Regular Meeting Date: October 3, 2023

To: City Council
From: Steven C. Chaipel, Deputy City Manager/CFO
Date: September 21, 2023

SUBJECT: 30 Day Extension of Agreement with Tidal Basin

BACKGROUND: The City has had a long standing agreement with Tidal Basin to provide services related to reimbursement of storm related expenses from the Federal Emergency Management Agency (FEMA). After a significant storm, Tidal Basin assists City staff in managing the process of developing projects, interacting with FEMA and the reimbursement of storm related expenses. The current contract with Tidal Basin expired on July 12, 2023.

Current FEMA guidelines require the City to issue a Request for Proposal (RFP) for the services that Tidal Basin provides. Due to staff time constraints, a 90 day extension of the current contract was ratified by the City Council at the July 18, 2023 meeting to give some additional time in preparing and releasing the RFP.

The RFP is in the final stages of processing. However, an additional 30 day extension is needed to advertise the RFP, allow companies to respond, evaluate proposals received and take the results to the City Council for approval. Results of the RFP are anticipated to be presented at the November 7, 2023 City Council meeting. This final extension would be effective through November 12, 2023.

FUNDING SOURCE: These services are reimbursable from FEMA.

RECOMMENDED ACTION: Approve a 30 day extension of the current contract with Tidal Basin.

Sanibel is and shall remain a barrier island sanctuary