



SUMMARY REPORT

Agenda Date: 9/1/2020

To: Board of Supervisors

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Disaster Debris Removal and Disposal Monitoring Agreements

Recommended Action:

- A. Authorize the Chair to execute two (2) agreements for as-needed monitoring services with the following contractors for Disaster Debris Removal and Disposal Monitoring: Tetra Tech, Inc. and Whitt O'Brien's LLC.
- B. Authorize the County Administrator, or designee(s), to issue and execute Task Orders pursuant to the proposed agreements, up to total amounts not-to-exceed \$500,000 per order.

Executive Summary:

As the County prepares to respond to future emergency scenarios, staff recommends the Board enter into As-Needed Disaster Debris Removal and Disposal Monitoring agreements with qualified firms. The agreements would provide for monitoring of disaster debris removal and disposal contractors, to comply with meticulous tracking and documentation standards required to secure reimbursement from Federal or State agencies in the event of large debris-generating disasters.

Discussion:

During the past three years, the County has experienced four federally-declared disasters, each requiring multiple services to be provided on short notice. In order to prepare for future disasters, the Board of Supervisors, on July 14th, 2020, approved 16 agreements with qualified firms to handle large debris-generating events. During times of disaster and where Federal or State assistance/funding is available, meticulous documentation is required in order for jurisdictions to secure and recover funding.

On January 13, 2020, the Department of Transportation and Public Works (TPW) issued a Request for Proposal (RFP) to solicit competitive proposals from qualified firms capable of providing these monitoring/documentation services to the County on an as-needed basis. Throughout this process, TPW consulted and collaborated with the Department of Emergency Services as well as County Counsel's office to ensure such services would be available via pre-positioned contracts while complying with Federal Emergency Management Agency (FEMA) regulations.

It was the specific intent of the RFP to promote a competitive selection process that would result in the establishment of at least two agreements to ensure the County's capacity to respond efficiently to a broad

range of possible needs.

The County took the necessary steps to assure that small and minority businesses, women’s business enterprises, and labor surplus area firms are used when possible, including soliciting proposals from these providers, and using the services and assistance, as appropriate, of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce, including posting the County’s RFP on the County’s supplier portal at <http://sonomacounty.ca.gov/Supplier-Portal>.

In response to the RFP, the County received proposals from two well-qualified firms. Proposals were evaluated by a panel based on understanding of work, similar experience, technical ability/qualifications and cost. Based on this evaluation, staff recommends that the County enter into agreements with the following firms:

- Tetra Tech, Inc.
- Whitt O’Brien’s, LLC

The above firms are both qualified to execute the work described in the agreements they are proposed to receive. The total estimated cost of these services will depend on the scope and nature of a future disasters and, therefore, is difficult to predict. As such, County staff recommends that no monetary limit be placed on these agreements. Instead, staff proposes that costs be managed through project-specific, written Task Orders, executed by the Department Head, under the direction of the County Administrator. No work will be authorized without a written Task Order that specifically describes the scope of services and the agreed-upon price for those services. In the event of a debris-generating disaster, and these contracts are used, TPW will work with the Auditor-Controller Disaster Finance staff as-needed to identify the appropriate funding source.

Both contracts have a 3-year term and fixed rates for the duration of the term, except as minor adjustments are allowed by established formulas. This action is consistent with the Recovery and Resiliency Framework approved by the Board on December 11, 2018, goal C4: “Identify essential infrastructure, services and resources necessary during a disaster and, to the extent possible, have contracts and/or Memorandum of Understandings in place.”

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			

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Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

At this time, appropriations are not being requested, since the proposed agreements will be utilized only in the event of a disaster. As with past disasters, TPW would coordinate funding in consultation with the Auditors Office and County Administrators Office.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

Related Items "On File" with the Clerk of the Board:

- Tetra Tech, Inc. Agreement
- Whitt O'Brien's, LLC Agreement