



## SUMMARY REPORT

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**Agenda Date:** 9/12/2023

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**To:** Board of Supervisors

**Department or Agency Name(s):** Sonoma County Public Infrastructure

**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Disaster Debris Removal and Disposal Monitoring Agreements

**Recommended Action:**

- A. Authorize the Director of the Public Infrastructure Department to execute five (5) agreements, in form approved by County Counsel, for as-needed disaster debris monitoring services with the following entities: Tetra Tech, Inc., Witt O'Brien's LLC, Thompson Consulting Services, LLC, WSP USA Solutions Inc., and Weston Solutions, Inc.
- B. Authorize the Director of Public Infrastructure Department to issue and execute Task Orders pursuant to the proposed agreements, up to total amounts not-to-exceed \$500,000 per task order, and contingent on availability of sufficient funding for each order.

**Executive Summary:**

As the County prepares to respond to future emergency events, Sonoma County Public Infrastructure (SPI) staff recommends the County enter into As-Needed Disaster Debris Removal and Disposal Monitoring agreements with qualified contractors. If approved, the agreements will provide on-call disaster debris management services and monitoring of disaster debris removal and disposal, including by approved contractors (see separate Board item recommending the execution of 13 disaster debris removal and disposal services agreements). These monitoring and other support services are necessary to comply with meticulous tracking and documentation standards required to secure reimbursement from Federal and State agencies in the event of large debris-generating disasters.

**Discussion:**

The County has faced several federally declared disasters since 2017, each resulting in an immediate need for a variety of specialized professional services. One of the services required during disaster events where Federal or State assistance/funding is available is meticulous monitoring of debris removal operations, including documentation of debris sources, types, and volumes, as required for disaster cost recovery. Based on this need, in 2020 the Board of Supervisors approved two, three-year agreements with qualified firms to provide monitoring of disaster debris removal and disposal contractors.

In anticipation of the expiration of these agreements, on January 26, 2023 Sonoma County Public Infrastructure (SPI) issued a Request For Proposals (RFP) to solicit competitive proposals from qualified

vendors capable of providing monitoring/documentation services to the County on an as-needed basis. When establishing the initial contracts in 2020, SPI consulted and collaborated with the Department of Emergency Management 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.

This year, SPI also collaborated with Department of Health Services Environmental Health Section to include environmental health services, consulting, and insurance collection and settlement services that could be part of future Debris Removal Programs. This comprehensive approach will enable the County to better prepare for, and respond to, future disasters, while ensuring that all necessary services are provided and properly documented for funding and reimbursement purposes.

The RFP was developed 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 scenarios. In addition, the County took 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, as well as utilizing the services of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, and 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 five 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.
- Witt O'Brien's, LLC
- Thompson Consulting Services, LLC
- WSP USA Solutions Inc.
- Weston Solutions, Inc.

The total estimated cost of these services will depend on the scope and nature of future disasters and, therefore, is difficult to predict. No monetary limit will be placed on these agreements; costs will be managed through project-specific, written Task Orders, executed by the Director of the Public Infrastructure Department. No work will be authorized without a written Task Order that specifically describes the scope of services and the agreed-upon price or rates for those services. In the event of a debris-generating disaster and these contracts are used, SPI will work with the Auditor-Controller Disaster Finance staff to identify the appropriate funding source.

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

SPI recommends the Board to authorize the (5) agreements for as-needed monitoring services.

The Board may elect not to award these contracts. However, doing so could create delays in emergency responses since contracting for the needed services would have to be undertaken during the disaster response.

**Strategic Plan:**

N/A

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**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

09/01/2020: Board approved two (2) as-needed monitoring services agreements.

**FISCAL SUMMARY**

**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. Consistent with past disasters, SPI will coordinate disaster funding and budget appropriations with the Auditor Controller's Disaster Finance Team and County Administrator's Office.

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Example Professional Services Agreement for As-Needed Debris Monitoring Services

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

None.