



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 7/23/2019

To: Sonoma County Board of Supervisors Sonoma County Water Agency Board of Directors Sonoma County Agricultural Preservation and Open Space District, Board of Directors Community Development Commission

Department or Agency Name(s): Human Resources

Staff Name and Phone Number: Heidi Fowers, (707) 565-2940

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Workplace Security Agreements

Recommended Action:

Authorize the Director of Human Resources to execute agreements with Alvarez Associates, LLC and Facilities Engineering Associates (FEA) for workplace security consultation services in amounts not to exceed \$300,000 and \$150,000 respectively. The agreements have a three-year term from July 1, 2019 through June 30, 2022, with an option to renew for an additional two year term at the discretion of the Human Resources Director.

Executive Summary:

The requested Board action authorizes the Director of Human Resources to execute agreements for Workplace Security Consultation services with two firms that were selected through a Request for Proposal (RFP) process in April 2019.

The selected consultants have specialized qualifications in the areas of workplace security and violence prevention, including development, implementation, application and evaluation. They will provide consultation and support for compliance programs and Cal/OSHA regulations and guidelines.

The agreements proposed in this report are all fee for service contracts, which means there is no minimum or maximum amount of work guaranteed to the firms, and services are only paid for if they are performed. The proposed agreement is for a three-year term, July 1, 2019 through June 30, 2022, with no rate increases from existing rates during the term. Actual costs will depend on demand from departments and training needs of the County.

Discussion:

The County of Sonoma has a long history of commitment to providing a safe and healthy workplace in which to deliver governmental services beginning with safety program inception in 1956. Most recently, the Board adopted a Safety Management Policy and Safety Management Program in 2008 that reaffirms the County's commitment to providing a safe and healthy workplace and defines the responsibilities of department, district and agency heads in implementing and administering the Safety Management Program. The Safety Management program includes provisions and methods that direct the development of effective programs to manage occupational health and safety, injury prevention, hazardous materials management, fire prevention, emergency preparedness, and workplace violence prevention.

Workplace violence prevention has been a major area of focus in recent years. To ensure the County receives the best workplace violence prevention and security consulting and training services and as part of the County's commitment to ensure a competitive process in contract awards, a Request for Proposal (RFP) was conducted in April 2019. Eight proposals were received and evaluated by staff in Human Resources, County Counsel and Probation. As a result of the selection process, HR recommends the County execute agreements with Alvarez Associates, LLC for \$300,000 and Facility Engineering Associates (FEA) for \$150,000. The agreements will each have a three-year term from July 1, 2019 through June 30, 2022, with an option to renew for an additional two-year term at the discretion of the Human Resources Director.

Alvarez Associates, LLC provides workplace security program consultation including physical security assessment, workplace security training, and assistance to County departments with the development of related strategies and program direction. Alvarez Associates, LLC has been on contract with the County since 2016 and has trained over 1,650 of County Employees on Workplace Violence Prevention, Confrontation Management and Field Safety.

FEA is a specialty-consulting firm that was founded in 1992. They have extensive experience in physical security, emergency management planning, and continuity of operations plans, organizational assessments, training and asset management planning for municipalities. FEA offers a full spectrum of services to help make facilities more secure. FEA offers tabletop and full-scale exercises for active shooter and other events, where participants test functional roles they would play in an event. Human Resources/Risk Management and Department of Emergency Management (DEM) are aligned with emergency planning and drill objectives. DEM's focus is external agency coordination, large incident communication and continuity of operations planning, whereas HR/Risk focuses on the Emergency Action Plan needs of County departments. They can also provide independent assessments of security elements, such as locking systems and hardware, access control, notification and communications methods, video surveillance systems, and egress and refuge capabilities.

Prior Board Actions:

9/20/1994: Board Action to adopt policy and action plan to reduce risk of violence in the workplace

6/20/2017: Alvarez Associates LLC - First Amendment to Workplace Security Consultation Agreement

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	\$100,000	\$100,000	\$100,000
Additional Appropriation Requested			
Total Expenditures	\$100,000	\$100,000	\$100,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$100,000	\$100,000	\$100,000
Use of Fund Balance			
Contingencies			
Total Sources	\$100,000	\$100,000	\$100,000

Narrative Explanation of Fiscal Impacts:

Expenditures on these agreements are primarily paid through the Workers' Compensation Self Insurance program, Dept. #23021500, Account # 51249 and the General Liability Self Insurance program, Dept. #23022500, Account #51803; however, departments may also request to utilize these services and pay for them out of their respective budgets. There is \$100,000 budgeted for workplace security in the FY 2019-20 Adopted Budget. The actual costs depend upon specific projects assigned to each firm.

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:

Agenda Date: 7/23/2019

Contracts for Services and “Exhibits A - Scope of Services” for each proposed contract