



# City of Culver City

## Staff Report

---

File #: 19-1053, Version: 1

Item #: C-3.

---

**CC - Approve a Five-Year Professional Services Agreement with Tetra Tech for Disaster Debris Monitoring Services and Financial Recovery Assistance in an Amount Not-to-Exceed \$20,000 Annually.**

**Meeting Date:** April 22, 2019

**Contact Person/Dept:** Chanel Kincaid/Public Works

**Phone Number:** (310) 253-6445

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (04/17/19);

**Department Approval:** Charles D. Herbertson (04/11/19)

---

### RECOMMENDATION

Staff recommends the City Council approve a five-year professional services agreement with Tetra Tech for the Disaster Debris Monitoring Services and Financial Recovery Assistance in an amount not-to-exceed \$20,000 annually for planning services (not including costs associated with actual disaster debris monitoring).

### BACKGROUND

The City operates an exclusive residential and commercial refuse collection and disposal service as a municipal enterprise. The Environmental Programs and Operations Division of the Public Works Department (EPO) operates solely on revenue generated through the provision of solid waste transfer and collection services to businesses and residents. This revenue covers the costs for refuse collection, disposal, recycling programs, and public outreach and education. Refuse and recycling along with the City's transfer station's operations are 100% supported by enterprise fund revenues.

EPO manages the City's transfer station's operations and is responsible for the collection and removal of refuse, construction debris (C&D), recyclables, green waste, food waste, and bulky items, which are exclusively handled by the City or its authorized agents, pursuant to Culver City Municipal

Code Section 5.01.010. The transfer station is a fully enclosed facility with a 500 ton per day permitted capacity. The transfer station operation is a great advantage for Culver City as most other cities must travel several miles outside of their city boundaries to the nearest transfer station or disposal facility. The refuse and recycling routing operations currently consists of five residential, nine commercial and two industrial / roll off routes and has a fleet of three roll-off vehicles, 20 Compressed Natural Gas (CNG) commercial and residential collection vehicles and approximately 45 City employees.

In the event the City experiences massive destruction from the impacts of a major earthquake, violent storm, flood, and other natural or manmade disaster or emergency that produces large amounts of debris to be collected throughout the City, the EPO division has limited resources to provide the effective coordination between the City, State agencies such as California Office of Emergency Services (Cal OES), and federal authorities such as the Federal Emergency Management Agency (FEMA) to ensure debris removal operations are effective and eligible for Cal OES and FEMA public assistance. The efficient and effective monitoring of debris management services is paramount following a disaster to protect the health, safety, and welfare of the City’s community and to ensure maximum reimbursement of disaster costs from Cal OES and FEMA.

To establish a pre-need, pre-event contract to prepare for such events the City sought proposals to provide Disaster Debris Monitoring Services and Financial Recovery Assistance. The Disaster Debris Monitoring and Recovery Assistance firm is responsible for monitoring the recovery efforts of the City’s Debris Management Contractor (DMC) in the field in accordance with the requirements of Cal OES and FEMA), as well as the Federal Highway Administration (FHWA), California Department of Transportation (CalTrans), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over disaster response and recovery actions policies and guidelines. In addition to monitoring debris removal efforts, the consultant will prepare data for reporting and financial recovery efforts.

**DISCUSSION**

In response to a Request for Proposals (RFP), on March 7, 2019, the City Clerk publicly opened proposals received for this service. Two (2) firms responded with the following labor and services proposal amounts:

	<b>CONSULTANTS</b>	<b>PROPOSAL AMOUNTS</b>
1	Tetra Tech	Attachment 1
2	Tidal Basin	Attachment 2

After thorough review of the submitted proposals, Tidal Basin’s proposal was nonresponsive. Tetra Tech; therefore, is the suggested firm to provide Disaster Debris Monitoring Services and Financial Recovery Assistance for the City of Culver City.

**FISCAL ANALYSIS**

Annual planning services, which includes bi-annual meetings, on-going training and procedure updates for disaster debris monitoring shall be provided for a fixed annual amount, not to exceed \$20,000 based on Tetra Tech’s Proposal Form (Attachment 1). In the event of a disaster, additional costs associated with actual disaster debris monitoring services, based on accounting records that are supported with adequate documentation and appropriation, would far exceed the annual planning services cost and would be appropriated through an executive emergency order.

Funding of \$20,000 for FY 2019/2020 will be budgeted during the proposed budget process and service cost for additional years through FY 2023/2024 will be incorporated into future budgets.

<b>PROPOSED PROJECT BUDGET</b>	
<b>Funding Sources</b>	<b>Amount</b>
202.60410.619800	20,000
<b>Total Available Funds</b>	<b>20,000</b>

**ATTACHMENTS**

1. Tetra Tech proposal
2. Tidal Basin proposal

**MOTION**

That the City Council:

- 1) Approve a five-year professional services agreement with Tetra Tech for Disaster Debris Monitoring Services and Financial Recovery Assistance annual planning services in an amount not-to-exceed, \$20,000 annually; and (B) Disaster Debris Monitoring Services and Financial Recovery Assistance in the event of an emergency or natural disaster, as described in the staff report; and
- 2) Authorize the City Attorney to review/prepare the necessary documents; and
- 3) Authorize the City Manager to execute such documents on behalf of the City.