Staff Report Details (With Text)

File #:	21-717	**Version:**	1	**Name:**	Approval of an Amendment to Existing Professional Services Agreement with Tetra Tech to include a Debris Management Tabletop Exercise Design, Education, and Evaluation, in an Amount Not-to-Exceed $29,974.
Type:	Minute Order			**Status:**	Consent Agenda
File created:	2/18/2021			**In control:**	City Council Meeting Agenda
On agenda:	3/8/2021			**Final action:**	
Title:	CC - Approval of an Amendment to Existing Professional Services Agreement with Tetra Tech to include a Debris Management Tabletop Exercise Design, Education, and Evaluation, in an Amount Not-to-Exceed $29,974 Resulting in an aggregate amount of 79,874.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result

CC - Approval of an Amendment to Existing Professional Services Agreement with Tetra Tech to include a Debris Management Tabletop Exercise Design, Education, and Evaluation, in an Amount Not-to-Exceed $29,974 Resulting in an aggregate amount of 79,874.

Meeting Date: March 8, 2021

Contact Person/Dept: Chanel Kincaid/Public Works EPO
Phone Number: 310-253-6445

Fiscal Impact: Yes [X] No [] **General Fund:** Yes [] No [X]

Public Hearing: [] **Action Item:** [] **Attachments:** []

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (03/03/2021);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (02/19/2021)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Tetra Tech to include Debris Management Tabletop Exercise Design, Education, and

Evaluation in an amount not-to-exceed $29,974 resulting in an aggregate amount of 79,874.

BACKGROUND/DISCUSSION

On April 22, 2019, City Council approved a professional services agreement with Tetra Tech for 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 Contractors (DMC's) in the field in accordance with the requirements of the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (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.

Tetra Tech is also developing the City's Mass Debris Management Plan (MDMP). The MDMP will provide the organizational structure, guidance, and standardized procedures for the clearance, removal, and disposal of debris caused by a major debris-generating event.

Once the MDMP has been approved by City Council at a future meeting, it will be important to evaluate the ability of Culver City staff to activate and execute the MDMP. Therefore, the Debris Management Tabletop Exercise Design, Execution, and Evaluation is an exercise to educate and train staff about disaster preparedness with the focus on the MDMP. Tetra Tech will develop an after-action report to capture the findings from the exercise and conduct an after-action meeting to address recommendations and develop an improvement plan to assist the City to improve its capability to respond to a debris generating disaster. Tetra Tech will use the FEMA Homeland Security Exercise Evaluation Program (HSEEP) process to guide the management of the project and employ subject matter experts to verify the validity of the exercise scenario, the proposed questions/guidance for breakout groups, and exercise evaluation to include the development of an after-action report/improvement plan (AAR/IP).

These services will enable staff to prepare the City 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.

FISCAL ANALYSIS

Funds are available in FY 2020/2021 for $29,974 in the 202.60400.516100 fund.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Tetra Tech for the Debris Management Tabletop Exercise Design, Education, and Evaluation in an additional amount not-to-exceed, $29,974 resulting in an aggregate amount of 79,874; 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.