



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 19-1254, **Version:** 2

**Item #:** C-3.

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**CC - Approval of Two Five-Year Professional Services Agreements with Ceres Environmental Services and DRC Pacific, Inc. for Disaster Debris Management, Removal and Disposal Services in an Amount Not-to-Exceed \$10,000 Annually per Consultant (Aggregate of \$20,000 Annually).**

**Meeting Date:** June 10, 2019

**Contact Person/Dept:** Chanel Kincaid

**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 (06/05/19);

**Department Approval:** Charles D. Herbertson, PW Director/ City Engineer (05/25/19)

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### **RECOMMENDATION**

Staff recommends the City Council approve two five-year professional services agreements with Ceres Environmental Services and DRC Pacific, Inc. for disaster debris management, removal and disposal services in an amount not-to-exceed \$10,000 annually per consultant (aggregate of \$20,000 annually) for planning services (not including costs associated with actual disaster debris management).

### **BACKGROUND**

The Public Works Environmental Programs and Operations Division has limited resources to provide debris management activities in the event the City experiences massive destruction from the impacts of a major earthquake, violent storm, flood, and other natural or manmade disaster. An experienced disaster debris management contractor 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 the California Office of Emergency Services and the Federal Emergency Management Agency.

To establish a pre-need, pre-event contract to prepare for such events, the City requested proposals to provide disaster debris management, removal, and disposal services. The disaster debris management contractor is responsible for large-scale debris removal, separation, storage, processing and disposal; demolition and demolition debris removal; hazardous waste handling; tree trimming, stump grinding and removal; marine salvage operations; waterway debris clearing; clearing of streets and rights-of-way; emergency construction in the field in accordance with the requirements of State, Federal and any other governmental agency with jurisdiction over disaster response and recovery actions, policies and guidelines.

The disaster debris management contractors will work under the direction of the City and coordinate disaster debris collection efforts with Tetra Tech, the City's contracted disaster debris monitoring and financial recovery assistance firm.

## **DISCUSSION**

In response to a Request for Proposals (RFP), on March 28, 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	DRC Pacific, Inc.	Attachment 1
2	CERES Environmental Services	Attachment 2

To ensure the City of Culver City is prepared in the event of a major disaster, staff recommends the City Council approve agreements with both DRC Pacific, Inc. and Ceres Environmental Services. By having agreements with both firms, there will be greater assurances that essential equipment, labor; and overall disaster response services will be available to meet the City and its community needs during a disaster.

## **FISCAL ANALYSIS**

Annual planning services, which includes annual meetings, trainings and procedure updates for disaster debris management shall be provided for a fixed annual amount, not to exceed \$10,000 per consultant. In the event of a disaster, additional costs associated with actual disaster debris management, removal and disposal 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 2018/2019 is sufficiently available in 202.60410.619800. Funding for future fiscal years will be incorporated into the budget and is contingent upon budget approval.

<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>
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## **ATTACHMENTS**

1. DRC Pacific Inc. proposal
2. Ceres Environmental Services proposal

## **MOTION**

That the City Council:

- 1) Approve two five-year professional services agreements with DRC Pacific Inc. and Ceres Environmental Services for Disaster Debris Management, Removal and Disposal Services for planning services in an amount not-to-exceed \$10,000 annually per consultant (aggregate of \$20,000 annually); and Disaster Debris Management, Removal and Disposal Services 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.