



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Sheriff's Office



Date: December 4, 2012

Board Meeting Date: January 15, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Sheriff Greg Munks

Subject: Agreement with Tetra Tech, Inc.

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Tetra Tech Inc. for project management services for the term of January 2, 2013 through October 31, 2013, in an amount not to exceed \$122,946.

BACKGROUND:

In May 2012, the Office of Emergency Services was awarded grant funding from the San Francisco Bay Area Urban Area Security Initiative (UASI) for a West Bay Planner to provide project management for all Urban Area Security Initiative funded San Mateo Operational Area projects and to represent the West Bay Hub at all UASI related meetings, training, and functions. The planner will also be responsible for the customization and integration of UASI funded catastrophic plans into the San Mateo County Emergency Operations Plan with input from emergency managers of both the County and municipal agencies represented by the Emergency Services Joint Powers Authority. This is in alignment with Contra Costa, Santa Clara, and Sonoma counties which also have a planner representing their hubs at meetings, trainings and exercises related to the Bay Area UASI.

DISCUSSION:

In August 2012, the Sheriff's Office of Emergency Services issued a Request for Proposal (RFP) for the planning position. The RFP was posted on the Sheriff's Office website and sent to potential responders. Representatives from both the Sheriff's Office and Office of Emergency Services participated on the selection panel that reviewed the qualifications of three individuals or firm(s) that submitted proposals. The selection panel determined that Tetra Tech Inc. was the most qualified and recommended that the company be selected to provide the planner for the West Bay.

Through the agreement, Tetra Tech Inc. will: 1) customize and integrate UASI funded catastrophic plans into the San Mateo County Emergency Operations Plan; 2) provide staff support, on behalf of San Mateo County, for regional training and exercises; 3) provide briefings to the West Bay participants on Homeland Security Strategic Planning processes and overall status updates on projects specific to the Operational Area and region; and 4) review and analyze existing data within the Digital Sandbox Risk Analysis Tool as it pertains to San Mateo County and the West Bay Hub in support of the funding priorities for Homeland Security grants.

It is being requested that your Board authorize the Sheriff or Sheriff's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel has reviewed and approved the agreement and Resolution as to form. The Contractor meets insurance certification requirements.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by representing both the County and cities in the UASI grant process and incorporating updates to emergency plans for both the County and cities represented by the Emergency Service's Joint Powers Authority.

PERFORMANCE MEASURES:

Measures	FY 2012-13 Actual	FY 2013-14 Projected
Number of incidents responded to by OES Staff	44	50
Percent of emergency incidents responded to within one hour	100%	100%

FISCAL IMPACT:

The term of the agreement commences January 2, 2013 through October 31, 2013 and is for an amount not to exceed \$122,946. The agreement is fully funded through the FY 2011 UASI grant. The funding for this agreement has been included in the Sheriff's Office FY 2012-13 Adopted Budget.