



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



Date: October 23, 2013

Board Meeting Date: January 7, 2014

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Greg Munks, Sheriff

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 1, 2014 through December 31, 2014, in the amount of \$121,000.

BACKGROUND:

In May 2012, the San Mateo County Office of Emergency Services was awarded 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, trainings, and functions. The planner was also to 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.

In August 2012, the Sheriff's Area Office of Emergency Services issued a Request for Proposal (RFP) for a West Bay/San Mateo County Planner position. Three firms submitted proposals and on January 15, 2013, an agreement was entered into between Tetra Tech, Inc. and the County, for the amount of \$122,946 and a 10-month term ending October 31, 2013. The contract was later amended to extend the term one month to November 30, 2013 in order to complete all the tasks outlined in the contract.

In October 2013, the San Mateo County Area Office of Emergency Services was awarded funding from the San Francisco Bay Area UASI to continue the project management services for UASI funded projects as well as represent the San Mateo County Operational Area of Emergency Services at certain UASI related meetings, training events, and exercises.

DISCUSSION:

The services outlined in the previous contract with Tetra Tech Inc. have been completed. A new contract with Tetra Tech Inc. is being proposed in which the vendor will 1) customize and integrate UASI funded catastrophic plans into the San Mateo County (EOP); 2) provide staff support on behalf of San Mateo County for regional planning, 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; 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 identifying funding priorities for Homeland Security grants; and 5) complete Hazard and Emergency Function Annexes for the San Mateo County Emergency Operations Plan.

Tetra Tech Inc. was selected through the RFP process conducted in 2012. Based on Tetra Tech’s depth and breadth of experience and working knowledge of UASI, the Operational Area and region, as well as the successful completion of previous work connected to this project, a waiver of the Request for Proposals process is being requested.

The Contractor has agreed to comply with the County’s Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies.

County Counsel has reviewed and approved the Resolution and agreement as to form.

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:

Measure	FY 2012-13 Actual	FY 2013-14 Projected
Number of Incidents responded to by OES Staff	35	30
Percent of emergency incidents responded to within one hour	100	100

FISCAL IMPACT:

The agreement with Tetra Tech Inc. is fully funded through the FY 2013 UASI grant. This has been included in the Sheriff’s Office FY 2013-2014 adopted budget. There is no Net County Cost associated with this agreement.