



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Works
Department No.: 054
For Agenda Of: September 18, 2018
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Scott D. McGolpin, P.E. Director, 568-3010
Director(s)
Contact Info: Mark Schleich, P.E. Deputy Director, 882-3603
SUBJECT: Approval of professional services contract with Tetra Tech Inc. for Technical Support and Quality Assurance Services at the Santa Ynez Valley Recycling and Transfer Station, Third Supervisorial District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the professional services contract with Tetra Tech, Inc. (a local vendor) with an end date of June 30, 2020 and a total contract amount not to exceed \$37,416.20;and
- b) Find that the proposed action to approve the contract does not constitute a "Project" within the meaning of the California Environmental Quality Act pursuant to 15378(b)(5), organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment. Find that the construction of a limited number of new storm water treatment best management practices (BMPs) at the existing Santa Ynez Valley Recycling Transfer Station is exempt from the California Environmental Quality Act pursuant to Guideline Section 14 CCR 15303 (c) New Construction or Conversion of Small Structures, and Guideline Section 14 CCR 15304 (a) Minor Alterations to Land and direct the Clerk of the Board to file the Notice of Exemption on these bases for the proposed actions.

Summary Text:

This item is on the agenda to approve the attached professional services contract with Tetra Tech Inc. to provide regulatory compliance support to the Public Works, Resource Recovery and Waste Management Division (RRWMD) by preparing a Final Level 2 Exceedance Response Action (ERA) Technical

Report and provide engineering design and construction quality assurance (CQA) services for the Santa Ynez Valley Recycling and Transfer Station (SYVRTS). When combined with existing County contracts, this Public Works contract of \$37,416.20 will exceed the \$100,000 countywide purchasing threshold for Tetra Tech, Inc. and therefore requires Board of Supervisors’ approval.

Background:

The RRWMD is responsible for the management and operation of the SYVRTS in Santa Barbara County. The SYVRTS is subject to storm water rules contained in California State Storm Water Industrial General Permit (IGP). Depending on storm water sample results obtained each year, the IGP contains actions to be taken. SYVRTS is at IGP Level 2 action which requires a Final Level 2 ERA Technical Report due December 2018, followed within 1 year by installation of storm water improvements named in that Final Level 2 ERA Technical Report.

Tetra Tech was retained in FY 2017/18 to assist with prior storm water regulatory permit steps including: preparing and submitting the storm water Level 2 ERA Plan, storm water sampling, and a draft Level 2 ERA Technical Report. Tasks under this board request include: (1) preparation of the Final Level 2 ERA Technical Report; (2) 100% design plans, details, specifications and cost estimate; (3) CQA for installation.

Tetra Tech, Inc. is listed on the Public Works Department’s Prequalified Consultant Listing for 2018-2020, approved by your Board at the January 9, 2018 hearing. Tetra Tech, Inc. has historically provided consulting services to the RRWMD for over 10 years. Tetra Tech, Inc. has expertise in solid waste facility design and permitting support, and a detailed knowledge of storm water conditions at the SYVRTS. Staff is requesting that the professional services contract with Tetra Tech, Inc. be authorized with an end date of June 30, 2020, for a total contract amount not to exceed \$37,416.20.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative:

Engineering costs are budgeted for in the RRWMD Engineering Program. The source of funds is the Solid Waste Enterprise Fund.

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
Federal	\$ -	\$ -	\$ -
Fees	\$ -	\$ -	\$ -
Enterprise Fund	\$ 37,416.20	\$ -	\$ 37,416.20
Total	\$ 37,416.20	\$ -	\$ 37,416.20

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Key Contract Risks:

The risk rating level for this contract is estimated to be low due to the contract value and type. Authorization of funding for the work maintains ongoing regulatory compliance pertaining to surface water at solid waste management facilities without interruption.

Special Instructions:

Following Board approval, Clerk of the Board to please post the Notice of Exemption and forward a stamped copy with certified, stamped Minute Order approving this action to:
Public Works, Resource Recovery and Waste Management Division, Attn: Nina Danza, 130 E. Victoria Street, Suite 100, Santa Barbara, CA 93101.

Attachments:

Attachment A: Agreement for Services with Tetra Tech, Inc. (3 originals)
Attachment B: Notice of Exemption

Authored by:

Nina Danza, Civil Engineer – Permits and Engineering, 882-3622