



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:** Community Services  
**Department No.:** 057  
**For Agenda Of:** January 25, 2022  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department George Chapjian, Community Services Director (805) 568-2467  
Director:  
Contact Info: Dinah Lockhart, Deputy Director (805)568-3523  
**SUBJECT:** Approval of Contract for Sanitation Services to Encampments in Santa Barbara County Using American Rescue Plan Act of 2021 (ARPA) Funds as part of the COVID-19 Recovery Plan

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute a service contract with Qwik Response Restoration & Construction (Contractor) in the amount not to exceed \$325,000. This contract will provide sanitation services to homeless encampments throughout the County for a period of approximately six (6) months beginning January 12, 2022 and ending June 30, 2022; (Attachment A); and
- b) Authorize the Director of Community Services Department, unless otherwise ordered by the Board, to exercise the option for two additional one (1) year extensions, at the County's discretion, in the amount not to exceed \$750,000, subject to annual budget appropriations and with the following annual breakdown:
  - i. July 1, 2022-June 30, 2023 (2nd Year) at \$375,000
  - ii. July 1, 2023-June 30, 2024 (3rd Year) at \$375,000; and
- c) Determine that the above recommended action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the action involves the maintenance of existing public facilities that will result in no or negligible expansion of existing use.

**Summary Text:**

This item is before the Board of Supervisors following a competitive bid process and request for proposals (RFP), for the provision of sanitation services to homeless encampments located throughout the County. Of the three bids received, Qwik Response was the most qualified bidder, and met the bid requirements. Therefore, it is Community Services' recommendation to award this contract to Qwik Response.

**Background:**

On August 31, 2021 the Board of Supervisors approved \$1,482,500 in County American Rescue Plan Act (ARPA) funds for the first year of Encampment Response. Following the August 31, 2021 approval and adoption of an Encampment Resolution Strategy, including an Encampment Response Protocol (Attachment B), the Board approved a Budget Revision Request (#0007927) on September 14, 2021. The Board directed resources for implementation of the strategy, including funding to provide sanitation services. On October 19, 2021, the encampment response was included as part of the Housing and Homelessness COVID-19 Recovery Plan. A key step of recovery is to create an encampment resolution strategy and deploy the adopted encampment protocol and teams to assist persons experiencing homelessness access services, shelter and housing. Encampment response also includes the removal of abandoned belongings and debris when an encampment is resolved. The \$325,000 for sanitation services is a key part of restoring public lands for community use and removing hazardous materials.

Sanitation services in the attached contract will include the actual cleaning and clearing of encampment sites, working with the County to provide turnkey site cleanup for a safe and clean site for property owned and/or controlled by Santa Barbara County by removing biohazardous material and other non-biohazardous encampment waste material.

Sanitation services companies were invited to bid on October 12, 2021. There were three bidders. Qwik Response was the selected qualified respondent. Qwik Response has been involved in local homeless encampment clean-up in Santa Barbara County since 2018 with projects ranging in size from miles of riverbed with large track loaders to small syringe collections. Qwik Response was the only respondent with current certifications and licenses relevant to handling hazardous materials and waste streams, including hazardous material hauler licensing.

CSD is requesting the Board authorize and approve a contract for up to \$325,000 with Qwik Response for sanitation services at homeless encampment sites for an initial term of January 11, 2022 to June 30, 2022. There is a large amount of debris build-up and abandoned camps from the period impacted by COVID-19; in the final quarter of the 2021 calendar year, over 20 camps have been resolved and removed. The Encampment Resolution Strategy approved on August 31, 2021 proposed resolution of 15 camps in each of the three years of implementation.

CSD is also requesting authorization for the Director of Community Services Department to exercise the options for two additional one (1) year extensions, at the County's discretion, in the amount not to exceed \$750,000, subject to annual budget appropriations and with the following annual breakdown.

Funding implementation of the Encampment Response Protocol specifically includes staffing, sanitation services, storage of personal property and the mapping software. Sanitation services, which is the actual cleaning and clearing of 45 encampments over 3 years, is \$1,125,000. Combined with personal property storage and contractor costs, a new position (Encampment Response Coordinator), and mapping software, the cost of implementation of the protocol is \$1,935,000 (Table 1).

**Table 1: Funding Required for Successful Implementation of Encampment Response Protocol**

Key action/Activity	Year 1	Year 2	Year 3	Estimated 3-year Cost
Encampment Response Protocol Coordinator	\$160,000	\$160,000	\$160,000	\$480,000
<b><i>Encampment Response sanitation services (debris removal)</i></b>	<b><i>\$375,000*</i></b>	<b><i>\$375,000</i></b>	<b><i>\$375,000</i></b>	<b><i>\$1,125,000</i></b>
Storage of personal property and staffing for access to property	\$100,000	\$100,000	\$100,000	\$300,000
Fulcrum mapping software	\$10,000	\$10,000	\$10,000	\$30,000
<b>Total</b>	<b>\$645,000</b>	<b>\$645,000</b>	<b>\$645,000</b>	<b>\$1,935,000</b>

\*Approximately \$50,000 was expended on sanitation services/debris removal following August 31 Board action, prior to this contract.

**Fiscal and Facilities Impacts:**

All current year costs for work conducted by the Contractor are budgeted within the Community Services Department, Housing and Community Development Division, operating budget.

**Fiscal Analysis:**

General Fund				
State				
Federal			\$	325,000.00
Fees				
Other:				
<b>Total</b>		\$	-	\$ 325,000.00

Narrative: As noted above, staff anticipates annually renewing the agreements for an additional 2 years if contractors are meeting program goals and performance measures, which will result in total contract amounts of \$1,075,000 for Qwik Response. CSD is also requesting authorization for the Director of Community Services Department to exercise the option for two additional one (1) year extensions, at the County’s discretion, in the amount not to exceed \$375,000 annually subject to budget appropriations. All activities and expenditures must fall under Category 3 (Services to Disproportionately Impacted Communities) and Sub-Category 3.11 (Housing Support: Services for Unhoused Persons) as outlined in the U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance, documented by Contractor post-clean-up reports and invoices.

**Key Contract Risks:**

The County assumes responsibility for the administration of ARPA in accordance with all federal and state requirements governing their use. In addition, it would be held liable if it or any provider to which it grants funds is found to be non-compliant with applicable requirements. Qwik Response has successfully operated State and/or federally-funded sanitation services projects in the past which have had similar regulatory and administrative requirements.

The Qwik Response contract is a cost-reimbursement contract. This allows CSD/HCD to disburse funds for eligible incurred costs to the extent prescribed by the Agreement. The County will only reimburse

Qwik Response for costs that are eligible under the Agreement and documented in a manner that is acceptable to the CSD/HCD. CSD/HCD staff will assess the performance of the contract to determine if the services provided are adequate and as outline in the Agreement.

The agreement applies County standard independent contractor terms and conditions in accordance with State of California laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by Community Services in conjunction with the County Risk Manager, and the agreement indemnifies County agents, officers and employees from all claims that arise from activities performed under the agreement.

**Special Instructions:**

After Board action, please distribute as follows to Dinah Lockhart, Community Services Department:

1. Minute Order
2. Agreement for Services with Qwik Response (two originals)

**Attachments:**

Attachment A: Agreement for Services with Qwik Response

Attachment B: Encampment Response Protocol

**Authored by:**

Lucille Boss, Senior Housing Program Specialist

cc: