



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>Short Name/Subject</b> Tree Mortality Program Project Manager Award	<b>Board Meeting Date</b> September 12, 2017	<b>Agenda Number</b> <b>20</b>
<b>Dept:</b> Administrative Office <b>Contact:</b> Brian Moss <b>Phone:</b> (209) 754-6036	<b>Supervisory District Number</b> Countywide	Regular Agenda
<b>Published Notice Required?</b> No <b>Public Hearing Required?</b> No		<b>Estimated Time:</b> 45 Minutes
<b>Type of Document?</b> Action Item <b>PowerPoint Presentation Included?</b> Yes <b>Budget Transfer Included (Must be signed by Auditor)?</b> No <b>Complete Agreement Required?</b> No <b>Position Allocation Change?</b> No		

**RECOMMENDATION:**

Recommend awarding the Tree Mortality Program Project Manager Contract to Tetra Tech

**DISCUSSION/SUMMARY:**

As the Board is aware, tree mortality in the mountain counties, including Calaveras is a result of the five year record setting drought in California that was finally broken as a result of the winter storms of 2016. The Governor first declared a state of emergency due to tree mortality on October 30, 2015 (see attached) with the Board adopting a local state of emergency due to tree mortality on November 17, 2015, also attached. On May 19, 2016, an application for California Disaster Assistance Act (CDAA) funding was sent to Cal OES. Cal OES approved the request for CDAA funding on October 21, 2016.

The Tree Mortality Program is currently limited to staff participation in the monthly local Tree Mortality Task Force meeting, Board participation at the Statewide Tree Mortality Task Force meeting and placement of the Cal FIRE curtain burner and Cal Fire small lumber mill below the old Red Hill Landfill site. The curtain burner is not currently operating while Cal FIRE crews continue to operate the small lumber mill.

The need for a dedicated project manager for the Tree Mortality Program has been very evident from the inception of the program. In April of 2017, a Request for Proposal (RFP) was issued by the Administrative Office in an effort to engage a Project Manager to lead the County Tree Mortality Program. Responses were due on May 15, 2017 at 4:00 p.m. Three proposals were submitted and reviewed with two of the three firms demonstrating as responsive in the ability to be considered to carry out the Tree Mortality Manager program. These firms (TSS Consultants and Tetra Tech) were subsequently interviewed with both firms citing their ability to expand beyond the program manager requirements.

During the interview process, the two qualified respondents felt that the way to accomplish the Tree Mortality Program was to include all monitoring/inventory/verification aspects of the program and include the inventory of dead and dying trees as a part of the scope of work in their proposals. Both firms reiterated that the best way to manage the work would be to include the monitoring and verification work in the Project Manager scope of work instead of assigning a

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sub-consultant those duties as proposed in the RFP. The respondents also understood that environmental work such as preparing and processing required documentation to obtain all necessary environmental permits was part of the Project Management scope of work including Timber Harvest Plans. The two firms understood that the scope of work included the management of the Right of Entry (ROE) preparation, tracking, etc.

Both TSS Consultants and Tetra Tech responded to the updated RFP on June 30, 2017. Upon review of these responses, it was determined that while both firms had a clear understanding of the scope of the project, Tetra Tech demonstrated not only the ability to carry out the program but also had the needed man power in place to perform all functions of the program in a timely manner.

Both TSS Consultants and Tetra Tech submitted their proposals incorporating the cost of the project including project management, survey of hazardous trees, tree identification including use of GPS, ROE's and public outreach. Tetra Tech also included a project closeout and oversight model that was broken into Scenarios A&B as discussed below. TSS submitted an annual cost while Tetra Tech submitted an entire project cost. Actual tree removal and disposal is not included in either proposal.

**FINANCING:**

As a result of both the Governor's Tree Mortality emergency declaration as well as our own local ongoing emergency declaration addressing tree mortality, the County is eligible to recover 75% of costs associated with identification and removal of trees killed by the bark beetle through CDAA funds. The cost to the General Fund for the Tree Mortality Project Manager program at 25% would be \$41.09/tree or \$48.28/tree (\$295,762.75 - \$347,583.75) depending upon the expediency of project closeout and oversight of contractors and monitoring (see attached Tetra Tech Price Proposal). This expedience depends upon which option the Board prefers whether to have Tetra Tech provide Oversight of Contractors and Monitoring (monitoring) as depicted in Scenario A versus just providing Oversight of Contractors (validating) as depicted in Scenario B. Although an increase in cost, staff recommends that the Board choose the Oversight of Contractors and Monitoring option to help assure proper documentation occurs resulting in recovery of the 75% of costs through CDAA. The total cost of the program would be \$1,390,335.00.

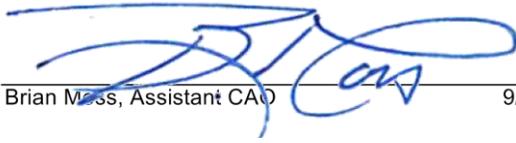
**ALTERNATIVES:**

The Board may choose not to award the Tree Mortality Program Project Manager contract to Tetra Tech per staff recommendation but rather choose to award the contract to TSS Consulting, or may choose not to award the contract at all.

**APPROVED BY:**

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Brian Moss, Assistant CAO

9/6/2017



Diane Beverud, Deputy Clerk of the Board of Supervisors

9/6/2017



Tim Lutz, County Administrative Officer

9/6/2017



Sarah DeKay

9/7/2017