



Office of the City Manager

CONSENT CALENDAR  
November 17, 2020

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Liam Garland, Director, Department of Public Works  
Subject: Contract No. 103266-1 Amendment: Karste Consulting, Inc. for Emergency Preparedness Services and Training

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 103266-1 (Contract No. 9786C in FUND\$) with Karste Consulting, Inc. to increase the amount by \$100,000 for a total amount not to exceed \$350,000 and to extend the term through December 31, 2022.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the amendment will be recommended for appropriation through the Second Amendment to the FY 2021 Annual Appropriation Ordinance (AAO2) and as part of the FY 2022 & 2023 Biennial Budget Process for the estimated annual cost of approximately \$30,000 and will be allocated from the following Public Works Funds:

General Fund (011).....	\$2,400
Street Light Fund (142) .....	\$2,400
Zero Waste Fund (601) .....	\$1,800
Sewer Fund (611) .....	\$11,400
Clean Storm Water Fund (616).....	\$2,400
Equipment Maintenance Fund (672) .....	\$2,400
State Transportation Fund .....	\$2,400
Estimated annual expense .....	\$30,000

The FY 2022 and FY 2023 appropriations are subject to Council adoption of the budgets. Actual expenditures may change based on specific training needs.

CURRENT SITUATION AND ITS EFFECTS

The staff of the Department of Public Works are first responders to Citywide disasters and emergencies, and its Department Operations Center (DOC) may be activated and mobilized in emergency events. Public Works’ staff must maintain relevant and up to date training to respond appropriately to emergency and disaster situations. Karste Consulting, Inc. (Karste) is well-qualified to provide the expertise needed to assist the Department with updating its emergency response plan; providing guidance on

materials and equipment selection for the DOC; coordinating table top and activation exercises; and providing recommendations for improving the DOC and staff preparedness.

Public Works has worked successfully with Karste for the past six years, and Karste has recently supported the department with the creation of a Virtual DOC Plan. The ongoing training continues to enhance communication efforts between divisions and departments. Karste also facilitates coordination efforts with the City's Emergency Operations Center and Public Health DOC. This contract amendment will be the final one with Karste Consulting, Inc. as the Public Works Department will transition the management of emergency preparedness in house or with the support of a new consultant.

The services provided under this contract supports the City's Strategic Goal of creating a resilient, safe, connected and prepared City.

#### BACKGROUND

In September 2014 the City issued an RFP for Emergency Services Review and Training for the Department of Public Works (Specification No. 15-10888). Karste was selected through that competitive bid process and was authorized by the City Manager to enter into Contract Number 9786 for a not-to-exceed amount of \$25,000 for the period October 1, 2014 to September 30, 2016.

On September 4, 2015, the City Manager approved an amendment for a revised not to exceed amount of \$50,000 for the period of October 1, 2014 to June 30, 2017.

On June 28, 2016, City Council approved a contract amendment to increase the contract not to exceed amount by \$100,000 and extend the contract term through June 30, 2019.

On September 25, 2018, City Council approved a contract amendment to increase the contract amount by \$100,000 for a total not to exceed amount of \$250,000 and extend the contract term through June 30, 2021.

The Department of Public Works is responsible for responding to citywide emergencies and disasters. Karste offers direction on needed updates to the DOC Emergency Operations Plan and provides opportunities to test the effectiveness of the Plan through ongoing staff training and exercises.

#### ENVIRONMENTAL SUSTAINABILITY

Karste has prepared a Debris Management Plan which in the event of an emergency or disaster will manage generated debris in the most sustainable way possible.

#### RATIONALE FOR RECOMMENDATION

The recommended amendment allows the City continued access to a proven consultant providing exceptional disaster and emergency preparedness training, exercises and

guidance to Public Works staff. Karste has consistently provided high quality cost effective professional services to the City. Currently the Department does not have staff in house who possess needed expertise in this area.

ALTERNATIVE ACTIONS CONSIDERED

None. The Department currently needs external expertise to support its ongoing emergency preparedness training.

CONTACT PERSON

Liam Garland, Director, Department of Public Works, (510) 981-6303  
Joy Brown, Senior Management Analyst, Public Works, (510) 981-6629

Attachment:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 103266-1 AMENDMENT: KARSTE CONSULTING, INC. FOR  
EMERGENCY PREPAREDNESS SERVICES AND TRAINING

WHEREAS, Karste Consulting, Inc. was selected through the City's competitive bid process, and in September 2014 the City Manager executed a contract to provide emergency preparedness services and training in an amount not-to-exceed \$25,000; and

WHEREAS, on September 4, 2015, the contract was amended and approved by the City Manager for a revised not to exceed amount of \$50,000 for the period of October 1, 2014 to June 30, 2017; and

WHEREAS, on June 28, 2016, City Council approved a contract amendment for a revised not to exceed amount of \$100,000 for additional training and preparedness through June 30, 2019; and

WHEREAS, on September 25, 2018, City Council approved a contract amendment for a revised not to exceed amount of \$250,000 and extend the contract term through June 30, 2021.

WHEREAS, Public Works is in need of consulting services to provide ongoing training and assistance to the Department Operations Center to prepare for emergencies and disasters; and

WHEREAS, funding for the amendment will be recommended for appropriation through the Second Amendment to the FY 2021 Annual Appropriation Ordinance, and approximately \$30,000 of annual costs will be allocated in each fiscal year FY 21 through FY 2023 from General Fund 011 and Public Works Divisions Funds 672, 601, 611, 616, 142,

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley the City Manager is authorized to execute the amendment of Contract No. 103266-1 with Karste Consulting, Inc. increasing the amount by \$100,000 for a total contract amount not to exceed \$350,000, and extending the term through December 31, 2022. A record signature copy of said agreement and any amendments to be on file in the Office of the City Clerk.