

August 16, 2018

Board of Directors
Ventura Regional Sanitation District
Ventura, California

APPROVAL OF PROPOSED CONTRACT NO. 18-009 WITH TETRA TECH, INC. FOR CONSULTING SERVICES

RECOMMENDATION

Approve, and authorize the Board Chair to sign, proposed Contract No. 18-009 with Tetra Tech, Inc. for consulting services in an amount not to exceed \$30,000.

FISCAL IMPACT

The funding for this contract is included in the adopted FY2018-19 District budget under account codes 25-210-52080-[various].

BACKGROUND/ANALYSIS

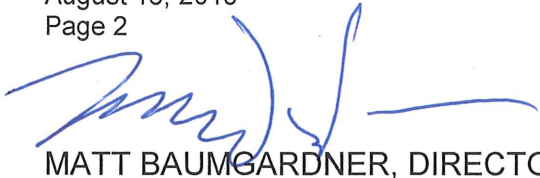
Tetra Tech, Inc. has been providing GIS services mainly for Triunfo Sanitation District (TSD), Oak Park Water Service, and Saticoy Sanitary District (SSD) for many years. In particular, they maintain a library of GIS data for the TSD wastewater collection system, TSD reclaimed water distribution system, Oak Park Water Service distribution system, and the SSD wastewater collection system.

This information is vital for implementation of the Sanitary Sewer Maintenance Plan (SSMP) and Emergency Response Plan (ERP). Tetra Tech has vast experience with the systems at TSD, Oak Park Water Service, and SSD.

Therefore, staff followed Part IV, Section 403 (Consultant Contracting Procedure, Negotiated Procurement) of Purchasing Resolution No. 89-13 for proposed Contract No. 18-009.

This letter and the associated contract have been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4679 or via email at mattbaumgardner@vrsd.com.



MATT BAUMGARDNER, DIRECTOR OF OPERATIONS

APPROVED FOR FUNDS AVAILABLE:



Regina Williams, Interim Director of Finance

APPROVED FOR AUGUST 16, 2018 AGENDA:



Chris Theisen, General Manager

Attachment: VRSD Contract No. 18-009

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**VENTURA REGIONAL SANITATION DISTRICT
CONTRACT NO. 18-009**

**AGREEMENT FOR CONSULTING SERVICES
BETWEEN
VENTURA REGIONAL SANITATION DISTRICT
AND
TETRA TECH, INC.**

THIS AGREEMENT is made and entered into this 21st day of June 2018, by and between the VENTURA REGIONAL SANITATION DISTRICT, a public agency formed pursuant to California Health & Safety Code Section 4700 et seq. ("DISTRICT") and TETRA TECH, INC., a California corporation ("CONSULTANT"). Together, DISTRICT and CONSULTANT shall be referred to herein as Parties.

RECITALS

A. DISTRICT has a need to engage a consultant who is qualified to provide specialized geographic information system (GIS) services to the DISTRICT on an as-needed basis.

B. CONSULTANT represents that it has the expertise and experience to provide such specialized GIS services to the DISTRICT.

C. DISTRICT has selected CONSULTANT, based upon CONSULTANT's representations and experience and in conformance with the negotiated procurement provisions of Section 403 of the DISTRICT Purchasing Resolution No. 89-13, to provide the needed GIS services to the DISTRICT.

AGREEMENT

Parties hereby agree, based on the above recitals and the valuable and mutual consideration set forth below, to enter into this Agreement and to be bound by its terms and conditions as set forth herein.

ARTICLE 1: WORK STATEMENT/SCOPE OF SERVICES

A. CONSULTANT shall provide the specialized GIS services to the DISTRICT as described in the STATEMENT OF WORK & RATE SHEET which is attached as Exhibit "A" to this Agreement and incorporated herein by reference.

B. CONSULTANT shall use its best professional efforts and best industry practices in providing consulting services to DISTRICT and shall cooperate fully with DISTRICT and provide DISTRICT with all available information and assistance in relation to Exhibit A.

C. The Parties acknowledge and agree that CONSULTANT owes the DISTRICT a fiduciary duty to conduct all affairs of the DISTRICT in accordance with all applicable federal and state laws and the highest standards of good faith, trust, confidence and candor, and to endeavor, to the best of CONSULTANT'S ability, to promote and protect the best interests of the DISTRICT.

D. CONSULTANT shall not, at any time during the term of this Agreement, directly or indirectly, act as a partner, officer, director, consultant or employee, or provide GIS services to any other business enterprise or governmental agency that conflicts with the DISTRICT's mission and business operations or CONSULTANT's duty of loyalty or fiduciary duty to the DISTRICT.

E. CONSULTANT shall begin work, as needed, immediately after the Agreement is signed by both Parties. Parties agree that any and all work shall be done in a diligent and professional manner to DISTRICT's satisfaction.

F. CONSULTANT shall work cooperatively, professionally, and completely with any and all other consultants, engineers, or technical advisers as DISTRICT may use at any given time for its specialized GIS services.

ARTICLE 2: TERM OF CONTRACT

Unless otherwise earlier terminated, this Agreement shall continue in force until the services specified herein have been fully performed. Upon execution of this Agreement by both Parties, CONSULTANT shall diligently pursue work to assure completion on a timely basis. Unless otherwise extended in writing by both Parties, this contract shall automatically terminate on June 30, 2019.

ARTICLE 3: INDEPENDENT CONTRACTOR RELATIONSHIP

A. It is expressly understood between the Parties that no employee/employer relationship is intended, the relationship of CONSULTANT to DISTRICT being that of an independent contractor. DISTRICT shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to CONSULTANT.

B. CONSULTANT is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by DISTRICT and for coordinating all portions of the work so the result will be satisfactory to the DISTRICT. CONSULTANT will supply all tools and instrumentalities required to perform its services under this Agreement.

C. CONSULTANT, pursuant to this Agreement, is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

ARTICLE 4: CONFIDENTIAL RELATIONSHIP and OWNERSHIP OF DOCUMENTS

A. CONSULTANT agrees that all dealings of the Parties under this Agreement shall be confidential and no report, data, information or communication developed, prepared or assembled by CONSULTANT under this Agreement, or any information made available to CONSULTANT by DISTRICT, shall be revealed, disseminated or made available by CONSULTANT to any person or entity other than DISTRICT without the prior written consent of DISTRICT. All data, calculations, drawings and other documents developed, prepared, completed or acquired by CONSULTANT during the performance of its services hereunder shall be given or turned over to DISTRICT upon termination of this Agreement.

B. CONSULTANT shall provide copies of original source electronic files (i.e., Microsoft Word or Excel files, digital photos, etc.) of all work completed as part of this Contract. Such files shall not be protected, encrypted or otherwise have their access restricted.

C. Any and all documents, reports, surveys, data compilation, interview results or records produced pursuant to this Agreement by the CONSULTANT shall be the property of the DISTRICT and under the ownership of the DISTRICT.

ARTICLE 5: PAYMENT TO CONSULTANT

A. In consideration of CONSULTANT's performance of services as described herein, DISTRICT shall pay CONSULTANT fees for its services according to the schedule of rates set forth in Exhibit "A" attached and incorporated by reference herein. On or prior to the tenth (10th) day of each calendar month after actual work is started, CONSULTANT shall submit an invoice in sufficient detail to show the total amount of work done to the last day of the month preceding the one in which the invoice is submitted. DISTRICT shall review and approve CONSULTANT's invoice for accuracy and agree with CONSULTANT on any adjustments that may be appropriate. Such approvals shall not be unreasonably withheld. DISTRICT shall pay CONSULTANT for all approved work and materials within thirty (30) days of agreement on the amount of the invoice. In the event of disagreement with CONSULTANT on adjustments or disallowances, said amounts and disputes shall be withheld until resolved. Upon resolution of the disagreements, payment of the approved amount shall be made within thirty (30) days after deducting therefrom all previous payments and all sums to be retained under the terms of the agreement.

B. Total fees or compensation to be paid by DISTRICT to CONSULTANT for CONSULTANT's services described herein shall not exceed \$30,000 without a mutually acceptable, written amendment hereto.

ARTICLE 6: TERMINATION OF CONTRACT

CONSULTANT specifically acknowledges and agrees that DISTRICT may terminate CONSULTANT's services at any time with or without cause, regardless of whether CONSULTANT's services or the Project are completed. Any termination or any special instructions hereunder from DISTRICT shall be made in writing. In the event of such termination, CONSULTANT shall have the right to expend additional time (not to exceed 10% of the total fees payable under this Agreement) to assemble the work in progress for the purpose of proper filing and closing the job. Such additional time shall not increase CONSULTANT's total compensation beyond the maximum stated in Article 5.

ARTICLE 7: INDEMNIFICATION AND HOLD HARMLESS

CONSULTANT agrees to defend, indemnify and hold harmless DISTRICT and its officers, agents and employees, from and against any and all liability, damages, costs, losses, claims and expenses, however caused, resulting directly or indirectly from or connected with CONSULTANT's negligent performance of this Agreement (including, but not limited to such liability, cost, damage, loss, claim or expense arising from the death of or injury to, or damage to property of CONSULTANT, DISTRICT, or their respective employees or agents), except to the extent that such liability, damages, costs, losses, claims or expenses are caused by the negligent or wrongful acts or omissions of DISTRICT or any of its agents or employees.

ARTICLE 8: INSURANCE

CONSULTANT shall provide and keep in effect during the term of this Agreement insurance as follows:

A. Commercial General Liability policies with combined single limit coverage of at least \$1,000,000 for any personal injury, death, or property damage.

B. Comprehensive Automobile Liability policies with combined single limit coverage of at least \$1,000,000 for personal injury, death, or property damage.

CONSULTANT shall provide certificates of such insurance to DISTRICT prior to the start of work. Said certificates shall specifically provide that: (1) DISTRICT is an additional insured for the coverage in Items A and B above; (2) any other insurance coverage applicable to the loss shall be deemed excess coverage and CONSULTANT's insurance shall be primary for the coverage in Items A and B above; and

(3) such insurance shall not be terminated or canceled without thirty (30) days' prior written notice having been given DISTRICT at its address set forth in this Agreement.

ARTICLE 9: SUBCONSULTANTS

This Agreement is a personal service contract and the consulting work hereunder shall not be delegated or assigned by CONSULTANT to any person or entity without the prior written consent of DISTRICT. Breach of this provision shall be grounds for immediate termination of this Agreement.

ARTICLE 10: AUTHORITY TO EXECUTE AGREEMENT

Both DISTRICT and CONSULTANT do covenant that each individual executing this Agreement on behalf of each Party is a person duly authorized and empowered to execute Agreements for such Party.

ARTICLE 11: NO WAIVER

No failure or delay by DISTRICT in asserting any of DISTRICT's rights and remedies as to any default of CONSULTANT shall operate as a waiver of the default, of any subsequent or other default by CONSULTANT, or of any of DISTRICT's rights or remedies. No such delay shall deprive DISTRICT of its right to institute and maintain any action or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

ARTICLE 12: PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE 13: CALIFORNIA LAW

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. This Agreement shall be governed by the Uniform Commercial Code of the State of California, as amended. The Parties agree that should litigation arising from this Agreement be commenced within California, such litigation shall occur within a court of competent jurisdiction within the County of Ventura.

ARTICLE 14: COMPLIANCE WITH LAWS

CONSULTANT shall be solely responsible for giving all notices and complying with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority relating to CONSULTANT's work, the safety of the persons or property involved, and their protection from damage or injury. CONSULTANT shall defend, indemnify and hold DISTRICT harmless from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including reasonable attorneys' fees and costs, brought or recovered against DISTRICT, for or on account of any liability under said laws, ordinances, rules, regulations and orders which may be incurred by reason of any work to be performed by CONSULTANT with this Agreement.

ARTICLE 15: FORCE MAJEURE

Neither CONSULTANT nor DISTRICT shall be liable or deemed to be in default for any delay or failure in performance under this Agreement due to interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of CONSULTANT or DISTRICT.

EXHIBIT A

STATEMENT OF WORK & RATE SHEET

The following, subject to DISTRICT modification, deletion or addition, specifies the work statement and scope of work to be performed by CONSULTANT and the rates to be charged in connection with CONSULTANT's delivery of specialized GIS services to DISTRICT.

STATEMENT OF WORK

CONSULTANT will provide geographic information system (GIS) consulting services to DISTRICT on an as-needed, time-and-materials basis. All tasks will be initiated and prioritized by the primary contact at DISTRICT, Richard Jones, or his designee. CONSULTANT will be represented by Teri Reynolds.

Tasks

Task 1: CONSULTANT will maintain a library of GIS data for the following entities:

1. Triunfo Sanitation District (TSD) wastewater collection system;
2. TSD Oak Park Water Service water distribution system;
3. TSD reclaimed water distribution system;
4. Saticoy Sanitary District (SSD) wastewater collection system.

CONSULTANT will submit these data to VRSD, on CD, annually, or as requested.

Task 2: CONSULTANT will provide GIS consulting and support for implementation of a Sanitary Sewer Maintenance Plan (SSMP), an Emergency Response Plan (ERP), or any other similar plan which requires integration with GIS.

Task 3: CONSULTANT will be available for several meetings per year, on-site at DISTRICT offices (Partridge Drive or Gonzales Road) with DISTRICT staff on GIS-related matters.


Task 4: CONSULTANT will be available to attend software training on H2OMap Water, as requested by DISTRICT.

DISTRICT may add or remove tasks, or re-prioritize tasks, as needed. CONSULTANT will perform work on a time-and-materials basis at the rates shown on the following page for a total amount not to exceed \$30,000.

RATE SHEET

<u>Labor Category</u>	<u>Hourly Billing Rate</u>
Vice President	\$235.00
Project Manager	\$192.00
Senior GIS Analyst	\$112.00
Mid GIS Analyst	\$105.00
Contract Manager	\$184.00
Administration	\$102.00
Clerical Aide	\$66.00

Notes:

1. Above rates apply to normal working hours.
2. Subcontractors will be billed ^{at} ~~by~~ cost plus 10%. 
3. All other direct costs will be billed at actual cost plus 10%.
4. Rates for field equipment will be quoted upon DISTRICT request.