



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: October 18, 2011

TO: Mayor and Councilmembers

FROM: Administration Division, Public Works Department

SUBJECT: Contract With Tetra Tech, Inc., To Review And Develop Public Works Department Safety Practices and Standard Operating Procedures

RECOMMENDATION:

That Council authorize the Public Works Director to execute a Professional Services Agreement between the City and Tetra Tech, Inc., to review safety practices and develop standard operating procedures for the Public Works Department, in an amount not to exceed \$75,183, and authorize the Public Works Director to approve expenditures of up to \$7,518 for extra services that may result from necessary changes in the scope of work.

DISCUSSION:

The City's Injury & Illness Prevention Program (IIPP) provides the foundation for each department to design a safety program to address the unique activities (operations) under each assigned program and comply with State and Federal safety regulations (Cal/OSHA). The primary goal of the IIPP safety program is to prevent accidents that may cause personal injury, damage to property, or both.

Due to the wide diversity of operations within the City, there are safety procedures that may be critical to the safety of the workers and/or the public in one department, but be unnecessary for another department, depending on the type of operations. Therefore, the IIPP provides Department Directors with the responsibility and latitude to formulate and implement alternative safety practices and methods, and to develop, implement, and administer a safety program that addresses their department's operations. Every effort is made to ensure all personnel under their direction comply with the policies and procedures set forth in the IIPP and are augmented with specific safety procedures applicable to their Department's operations.

The most effective accident prevention measures are those which have been formulated at each level of the organization and are regularly reviewed and updated.

The Public Works Department is requesting to hire a consultant to provide review of existing safety practices and guiding documents to confirm compliance with the IIPP and inventory safety practices at the department-wide level, and to assess, update or develop safety standard operating procedures (SOPs) for each operational program within Public Works. The assessment is necessary to identify currently accepted safety practices, update or create additional practices to address safety hazards that may be encountered under the various Public Works programs, codify and document the Department's SOPs, and comply with current State and Federal safety regulations.

BUDGET/FINANCIAL INFORMATION:

Public Works staff recently prepared and distributed a Request for Proposal to five qualified firms. The Request for Proposal required the consultant to provide a cost estimate to:

- Conduct an evaluation of established Public Works safety practices
- Review and compare the Public Works safety practices to Occupational and Safety Health Administration (OSHA) standards
- Identify gaps in practices and/or training and make recommendations to comply with OSHA
- Develop written SOPs for identified programs that are the responsibility of Public Works

Two proposals were received. Staff selected Tetra Tech, Inc., as the most qualified and experienced firm to provide the required services. Tetra Tech, Inc.'s proposal reflected a thorough understanding of the Department's needs and objectives, with a total cost of \$82,701 for the tasks outlined above. Funds for these services are available and will be distributed among the operating budgets of five divisions in the Public Works Department.

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SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office