

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: SEAN MCNEIL, DEPUTY DIRECTOR OF ENVIRONMENTAL  
SERVICES  
SANTA ROSA WATER  
SUBJECT: APPROVAL OF FIRST AMENDMENT OF PROFESSIONAL  
SERVICES AGREEMENT FOR ENVIRONMENTAL  
LABORATORY SERVICES WITH ALPHA ANALYTICAL  
LABORATORIES, INC.

AGENDA ACTION: MOTION

---

RECOMMENDATION

It is recommended by the Board of Public Utilities (BPU) Contract Review Subcommittee and Water Department that the Board, by motion, approve the First Amendment to the Professional Services Agreement with Alpha Analytical Laboratories, Inc. (Alpha) for environmental laboratory services in the amount of \$195,000, with a total contract amount not to exceed \$294,000.

---

EXECUTIVE SUMMARY

The Water Department has utilized the specialized laboratory services of Alpha, since 2004 to provide services on an as needed basis. These services are often utilized when the Water Department's staff are not permitted to conduct a specific test like polyfluoroakyl substances, or when the Department's lab instruments are in repair, or if the current workload is unable to be accommodated by the Water Department staff. The latest professional services agreement (PSA) has been used faster than anticipated due to emergency situations of fires, flooding and now the COVID-19 staffing reduction response and has depleted current encumbered funds. Santa Rosa Water has negotiated an amendment to the PSA with the firm based on the City's standard PSA with a not to exceed amount of one hundred and ninety-five thousand dollars (\$195,000) and extend the time for completion of work through April 2025.

BACKGROUND

The Water Department has its own environmental laboratory called the Laguna Environmental Laboratory (LEL) and it has PSAs with many different specialist laboratories. This allows the LEL to specialize in the analyses that are most often

needed and can be conducted cost-effectively with in house staff and send out the less frequent samples to other labs. Alpha is able to process a wide variety of samples. They have proven to be an economical and reliable option for the LEL when the sample cannot be analyzed by City staff. The latest agreement was signed in March of 2018 for the amount of \$99,000. These funds were depleted by September 2019, which was much faster than anticipated due to increased use because of natural disasters, including a flood at the Laguna Treatment Plant (LTP) and special studies conducted by the LTP. The costs of lab services provided outside of the Subregional system are billed to the LEL customers directly. The use of outside laboratory services is a cost-effective way to address peak sample analysis needs and allows the LEL to maintain a relatively small workforce. Without these services, the LEL would need to increase staff to cover peak lab demands and may not have enough work in slower periods.

#### PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not Applicable.

#### ANALYSIS

The current PSA with Alpha Analytical, Inc. has used all encumbered funds. The City's LEL has negotiated an amendment to the PSA for laboratory services with the Alpha Analytical, Inc. that is consistent with the City's standard PSA. Considering issues on the horizon for the Water Department, it is recommended that a contract amendment in the amount of not to exceed one-hundred and ninety-five thousand dollars (\$195,000) be awarded at this time, with a total not to exceed amount under the agreement of two hundred ninety-four thousand dollars (\$294,000).

#### FISCAL IMPACT

The contract will be funded by the Subregional Operations Fund and will only be spent on an as needed basis. All services provided to customers outside of the Subregional Operations Fund will be billed and the funds returned to the Subregional Operations Fund.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On May 15, 2020, the Board of Public Utilities Contract Review Subcommittee recommended that they Board of Public Utilities approve the amendment.

## ATTACHMENTS

- First Amendment to Professional Services Agreement Number F000831 with Alpha Analytical Laboratories, Inc.

## CONTACT

Sean McNeil, Deputy Director of Environmental Services

[smcneil@srcity.org](mailto:smcneil@srcity.org)

707-543-3938